



## **AGENDA COUNCIL MEETING**

Monday, November 19, 2018, Call to Order 4:00 p.m. in Council Chambers, 4:05 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

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**Pages**

**1. OPENING OF THE COUNCIL MEETING**

**4:00 p.m. Council Chambers**

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

**1. CONFIDENTIAL VERBAL UPDATE BY A.B. MARSHALL, CAO**

OFFICE OF THE CAO CONFIDENTIAL VERBAL UPDATE BY A.B. MARSHALL, CAO regarding personal matters about an identifiable individual, including municipal or local board employees and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Personnel Matters)

**2. MEMORANDUM NO. CORPSERV-2018-0004**

CORPORATE SERVICES MEMORANDUM NO. CORPSERV-2018-0004 dated November 19, 2018 regarding personal matters about an identifiable individual, including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose. (Communication Update on a Confidential Matter)

(Limited Distribution - Under separate cover)

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

**4. RECONVENE INTO OPEN SESSION**

**5. NATIONAL ANTHEM**

**6. ANNOUNCEMENTS**

7. EMERGENCY BUSINESS MATTERS
8. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST
9. COUNCIL DELEGATIONS/PRESENTATIONS
10. RESOLUTION PREPARED TO ADOPT THE MINUTES OF THE PREVIOUS MEETING(S) OF COUNCIL
  1. Special Council Meeting Minutes dated September 24, 2018 6
  2. Joint Regional Council Workshop Minutes dated November 7, 2018. 17  
(Quorum of Town of Halton Hills Council in attendance)
  3. Confidential Special Council Meeting Minutes dated September 24, 2018.  
(Under Separate Cover)
11. GENERAL COMMITTEE  
COUNCIL TO CONVENE INTO GENERAL COMMITTEE  
Councillor J. Fogal, Chair  
Vet Reports to be considered at General Committee
  1. Public Meetings / Hearings
  2. Delegations/Presentations regarding items in General Committee
    - a. Susan Silver, Senior Advisor, Strategic Planning and Continuous Improvement  
  
Presentation to General Committee regarding Cannabis Consultation Plan.  
  
(Refer to Item No. 11.3.a of this Agenda, Report No. ADMIN-2018-0033)  
  
PowerPoint
  3. 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.
    - a. REPORT NO. ADMIN-2018-0033 (AUTOMATIC HOLD) 20  
  
OFFICE OF THE CAO REPORT NO. ADMIN-2018-0033 dated October 22, 2018 regarding Cannabis Consultation Plan.

|     |   |    |
|-----|---|----|
| b.  | <b>REPORT NO. ADMIN-2018-0034</b>   | 25 |
|     | OFFICE OF THE CAO REPORT NO. ADMIN-2018-0034 dated October 29, 2018 regarding Identification, Removal and Prevention of Barriers affecting electors and candidates with disabilities – 2018 Municipal Election. |    |
| c.  | <b>REPORT NO. ADMIN-2018-0037</b>   | 34 |
|     | OFFICE OF THE CAO REPORT NO. ADMIN-2018-0037 dated November 12, 2018 regarding Georgetown Central BIA Business Improvement Area (also known as the Downtown Georgetown BIA) Board of Management 2018-2022.      |    |
| d.  | <b>MEMORANDUM NO. TPW-2018-0013</b>   | 37 |
|     | TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2018-0013 dated November 8, 2018 regarding 2018 Capital Construction Program Update.   |    |
| 4.  | <b>Adjourn back into Council</b>  |    |
| 12. | <b>REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL</b>  |    |
| 13. | <b>REPORTS OF THE STANDING COMMITTEES (ADOPTION / RECEIPT OF MINUTES &amp; RECOMMENDATIONS)</b>   |    |
| 1.  | <b>Report of the Community and Corporate Affairs Committee Meeting held on November 12, 2018</b>  | 42 |
| 2.  | <b>Report of the Planning, Public Works and Transportation Committee Meeting held on November 13, 2018</b>  | 45 |
| 14. | <b>RECEIPT OF MINUTES OF ADVISORY/SPECIALCOMMITTEES</b>   |    |
| 1.  | <b>Minutes of the Acton BIA Board of Management Meeting held on September 10, 2018.</b>   | 48 |
| 2.  | <b>Minutes of the Halton Hills Public Library Board Meeting held on September 12, 2018.</b>   | 53 |
| 3.  | <b>Minutes of the Committee of Adjustment Meeting held on September 5, 2018.</b>  | 59 |
| 4.  | <b>Minutes of the Heritage Halton Hills Committee Meeting held on September 19, 2018.</b>   | 66 |
| 5.  | <b>Minutes of the Halton Hills Accessibility Advisory Committee Meeting held on September 26, 2018.</b>   | 72 |
| 6.  | <b>Minutes of the Committee of Adjustment Meeting held on October 3, 2018.</b>  | 75 |

**15. PETITIONS/COMMUNICATIONS/MOTIONS**

**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 November 19, 2018, for information.

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

(Council to reconvene into Closed Session if required)

**19. CONSIDERATION OF BYLAWS**

**1. By-law No. 2018-0065 79**

A By-law to authorize the Mayor and Clerk to execute an Encroachment Agreement with the owners of 7 Albert Street (at Charity Street), Georgetown.

(Recommendation No. PPT-2018-0076. Report No. PLS-2018-0078)

**2. By-law No. 2018-0066 80**

A By-law to authorize the execution of a Lease Renewal with Mold-Masters (2007) Limited for part of the un-opened road allowance between Concessions 10 and 11, for a temporary parking lot.

(Recommendation No. PPT-2018-0077, Report No. PLS-2018-0079)

**3. By-law No. 2018-0067 81**

A By-law to amend the Heritage Property Tax Refund Program By-law No. 2010-0006 (Housekeeping Amendment).

**4. By-law No. 2018-0068 82**

A By-law to amend By-law 2002-0152 Respecting the Conveyance of Land or Payment of Cash-in-lieu of Parkland for Public Park Purpose.

(Recommendation No. CCA-2018-0084, Report No. RP-2018-0027)

**5. By-law No. 2018-0069 84**

A By-law to adopt a revised Municipal Emergency Response Plan for the Town of Halton Hills.

(Recommendation No. CCA-2018-0083, Report No. FIRE-2018-0002)

**6. By-law No. 2018-0070**

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A By-law to adopt the proceedings of the Council Meeting held on the 19th day of November, 2018 and to authorize its execution.

**20. ADJOURNMENT**



## MINUTES

### SPECIAL COUNCIL MEETING

**MONDAY, SEPTEMBER 24, 2018**

The Town of Halton Hills Council met this 24<sup>th</sup> day of September, 2018, in the Council Chambers, 1 Halton Hills Drive Town Hall, commencing at 1:30 p.m., with Mayor R. Bonnette in the Chair and reconvened in Council Chambers at 3:25 p.m. for Open Session.

**MEMBERS PRESENT:** Mayor R. Bonnette, Councillors J. Fogal, M. Albano, B. Lewis, T. Brown, M. Johnson, D. Kentner, B. Inglis, A. Lawlor, J. Hurst

**REGRETS:** Councillor C. Somerville

**STAFF PRESENT:** (Open Session) A.B. Marshall, CAO;  
J. Diamanti, Commissioner of Corporate Services;  
C. Mills, Commissioner of Transportation and Public Works;  
J. Linhardt, Commissioner of Planning and Sustainability;  
W. Harris, Commissioner of Recreation and Parks;  
H. Olivieri, Chief and Commissioner of Fire Services;  
M. Leighton, Town Treasurer and Manager of Accounting;  
G. Cannon, Chief Librarian  
S. Jones, Clerk & Director of Legislative Services,

**STAFF PRESENT** (Closed Session) A.B. Marshall, Chief Administrative Officer;  
J. Diamanti, Commissioner of Corporate Services;  
W. Harris, Commissioner of Recreation and Parks;  
C. Mills, Commissioner of Transportation and Public Works;  
J. Linhardt, Commissioner of Planning and Sustainability;  
H. Olivieri, Commissioner and Chief of Fire Services;  
M. Leighton, Manager of Accounting and Town Treasurer;  
G. Cannon, Chief Librarian;  
S. Jones, Clerk and Director of Legislative Services  
A. Fuller, Manager of Corporate Communications;  
R. Cockfield, Manager of Strategic Planning and Continuous Improvement;  
S. Silver, Senior Advisor; J. McMulkin, Planner, Development Review; T. Boutassis, Planner, Development Review;  
J. Markowiak, Manager – Development Review

**\* Denotes Change From Council Agenda**

**1. OPENING OF THE COUNCIL MEETING**

Mayor Bonnette called the Special Council meeting to order at 1:30 p.m.

**2. CLOSED SESSION**

Resolution No. 2018-0145

Moved by: D. Kentner

Seconded by: T. Brown

THAT the Council of the Town of Halton Hills meet in Closed Session in order to address the following matters:

**A. REPORT NO. PLS-2018-0075**

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0075 dated September 17, 2018 regarding litigation or potential litigation, including matters before the administrative tribunals, affecting the local municipality.

**B. CONFIDENTIAL VERBAL UPDATE BY J. LINHARDT, COMMISSIONER OF PLANNING & SUSTAINABILITY**

PLANNING AND SUSTAINABILITY Confidential Verbal Update by J. Linhardt, Commissioner of Planning and Sustainability regarding litigation or potential litigation, including matters before the administrative tribunals, affecting the local municipality.

**C. REPORT NO. RP-2018-0024**

RECREATION AND PARKS REPORT NO. RP-2018-0024 dated September 12, 2018 regarding litigation or potential litigation, including matters before the administrative tribunals, affecting the local municipality and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**D. MEMORANDUM NO. CORPSERV-2018-0003**

CORPORATE SERVICES MEMORANDUM NO. CORPSERV-2018-0003 dated September 19, 2018 regarding personal matters about an identifiable individual including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED****3. RECONVENE INTO OPEN SESSION**

Resolution No. 2018-0146

Moved by: T. Brown

Seconded by: B. Inglis

THAT the Council for the Town of Halton Hills reconvene this meeting Open Session.

**CARRIED****4. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST**

Councillor B. Lewis declared an interest on Item 2d (Confidential Memorandum No. CORPSERV-2018-0003 dated September 19, 2018) as he has a personal affiliation with the Halton Hills Fire Department. He did not partake in any discussion or voting on this matter, and departed the room during Closed Session discussion.

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

Resolution No. 2018-0147

Moved by: D. Kentner

Seconded by: Councillor J. Hurst

THAT the following minutes are hereby approved:

5a. Council Meeting Minutes dated September 10, 2018.

5b. Public Meeting Minutes (2018-0005) dated September 1, 2018.

5c. Confidential Council Minutes dated September 10, 2018.

**CARRIED**

## 6. COUNCIL DELEGATIONS/PRESENTATIONS

### A. Ian G. Droppo, Resident of Halton Hills

I. Droppo appeared before Council to speak to the 111 Charles Street application.

### B. Gordon Driedger, Resident of Halton Hills

G. Driedger did not appear before Council.

### C. Nicole Knutson, Resident of Halton Hills

N. Knutson appeared before Council to address the 14 Church Street property matter.

### D. Pat Farley, President of the Architectural Conservancy of Ontario (Halton Hills)

P. Farley appeared before Council to address the 14 Church Street property matter.

### E. Mark Taylor, Senior Landscape Architect

M. Taylor appeared before Council to provide an update on the Gellert Skatepark construction.

### F. Damian Szybalski, Manager of Economic Development, Innovation and Culture

D. Szybalski appeared before Council to provide an overview of the State of the Economy - Third Quarter Economic Development update.

## 7. MUNICIPAL OFFICERS REPORTS TO BE CONSIDERED

### A. OFFICE OF THE CAO REPORT NO. ADMIN-2018-0025, dated September 12, 2018, regarding the "State of Economy – Economic Development Update – Q3".

Resolution No. 2018-0148

Moved by: M. Johnson

Seconded by: J. Fogal

THAT Report No. ADMIN-2018-0025, dated September 12, 2018, regarding the "State of Economy – Economic Development Update – Q3", be received;

AND FURTHER THAT Council endorse the Town submitting funding application(s) to the provincial Rural Economic Development (RED) program in support of the Town's economic development and tourism marketing efforts, as well as to the federal government's Invest Canada-Community Initiatives (ICCI) program in support of the Town's investment

attraction initiatives, as well as to any other external funding sources, as appropriate;

AND FURTHER THAT Town staff be authorized to execute any necessary agreements related to external funding applications, as appropriate.

**CARRIED**

- B.** CORPORATE SERVICES MEMORANDUM NO. CORPSERV-2018-0002 dated August 28, 2018 regarding Affordable Housing in Halton Hills.

Resolution No. 2018-0149

Moved by: T. Brown

Seconded by: M. Johnson

THAT Memorandum No. CORPSERV-2018-0002 dated August 28, 2018 regarding Affordable Housing in Halton Hills, be received.

**CARRIED**

- C.** PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0077, dated September 18, 2018, with respect to "Recommendation Report for Removal of Holding (H2) Provision for 13066 Dublin Line (Esquesing)".

Resolution No. 2018-0150

Moved by: Councillor J. Hurst

Seconded by: B. Inglis

THAT Report No. PLS-2018-0077, dated September 18, 2018, with respect to "Recommendation Report for Removal of Holding (H2) Provision for 13066 Dublin Line (Esquesing)", be received;

AND FURTHER THAT the request to remove the Holding (H2) Provision from Zoning By-law 2010-0050, as amended, for the lands described as PT LT 26, CON 1 ESQ, AS IN 713656 EXCEPT PT 3 & 4 20R9935; PT LT 26, CON 1 ESQ, PART 2, 20R9935, Town of Halton Hills, Regional Municipality of Halton, municipally known as 13066 Dublin Line (Esquesing), be approved;

AND FURTHER THAT the necessary By-law be enacted to authorize the removal of the Holding (H2) Provision as generally shown in SCHEDULE 3 of this report.

**CARRIED**

- D.** PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0076 dated September 19, 2018, regarding the “Recommendation Report for a proposed Temporary Use 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)”.

Resolution No. 2018-0151

Moved by: M. Albano

Seconded by: B. Inglis

THAT Report No. PLS-2018-0076 dated September 19, 2018, regarding the “Recommendation Report for a proposed Temporary Use 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 the Temporary Use Zoning By-law Amendment, to amend Town of Halton Hills Zoning By-law 00-138, as amended, for the lands municipally known as 13584 Steeles Avenue (Halton Hills Premier Gateway Business Park), as generally shown in SCHEDULE 3 – ZONING BY-LAW AMENDMENT, be approved.

**CARRIED**

- E.** PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0074 dated September 12, 2018 regarding the rationale for an Interim Control By-law with respect to Cannabis Production Related Uses in the Town of Halton Hills.

Resolution No. 2018-0152

Moved by: J. Fogal

Seconded by: B. Lewis

THAT Report No PLS-2018-0074 dated September 12, 2018 regarding the rationale for an Interim Control By-law with respect to Cannabis Production Related Uses in the Town of Halton Hills, be received;

AND FURTHER THAT Council pass the Resolution directing the completion of the Cannabis Related Uses Study, attached as Schedule One to this report;

AND FURTHER THAT Council pass the Interim Control By-law with respect to Cannabis Production Related Uses, attached as Schedule Two to this report; AND FURTHER THAT notice of passage of the Interim Control By-law be provided as prescribed by regulation under the Planning Act.

**CARRIED**

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

Resolution No. 2018-0153

Moved by: A. Lawlor

Seconded by: J. Hurst

THAT the Minutes of the Committee of Adjustment Meeting held on August 1, 2018 are hereby received for information.

**CARRIED**

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

Resolution No. 2018-0154

Moved by: M. Johnson

Seconded by: A. Lawlor

THAT the General Information Package dated September 24, 2018 be received.

**CARRIED**

**10. PETITIONS/COMMUNICATIONS/MOTIONS**

**A. MOTION REGARDING STUDY OF CANNABIS PRODUCTION RELATED USES**

Resolution No. 2018-0155

Moved by: D. Kentner

Seconded by: A. Lawlor

WHEREAS the Town of Halton Hills has a rural area containing agricultural, rural, residential, and other complimentary uses;

AND WHEREAS it is important to the Town's long term planning for its rural area that appropriate land uses locate therein;

AND WHEREAS the Town has an important prestige industrial area known as the Premier Gateway;

AND WHEREAS it is important to the Town's long term planning for the Premier Gateway that appropriate land uses locate therein;

AND WHEREAS on October 19, 2018 the Federal Cannabis Act will come into force, thereby legalizing the recreational cultivation and production of cannabis in Canada, provided a license is obtained from the Government of Canada;

AND WHEREAS there has been interest from business owners to establish Cannabis Production Related Uses in the Town;

AND WHEREAS the Council of the Town of Halton Hills wishes to consider the appropriate location, regulations and standards for Cannabis Production Related Uses;

AND WHEREAS the Council of the Town of Halton Hills deems it appropriate that the issue of Cannabis Production Related Uses be studied prior to the enactment of any measures pertaining to such uses;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Halton Hills directs staff to complete a study of Cannabis Production Related Uses in the Town, which study shall provide recommendations with respect to the identification, appropriate location, regulations and standards for such uses and their compatibility with other uses.

**CARRIED**

# **11. MOTION TO ADOPT CLOSED SESSION ITEMS**

## **2A.**

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0075 dated September 17, 2018 regarding litigation or potential litigation, including matters before the administrative tribunals, affecting the local municipality.

Resolution No. 2018-0156

Moved by: M. Johnson

Seconded by: D. Kentner

THAT Confidential Report No. PLS-2018-0075 dated September 17, 2018 regarding litigation or potential litigation, including matters before the administrative tribunals affecting the local municipality or local board be received (Committee of Adjustment Decision);

AND FURTHER THAT the Town appeal the decision of the Committee of Adjustment to approve Minor Variance application D13VAR18.036H - Knutson to the Local Planning Appeal Tribunal (LPAT);

AND FURTHER THAT Town staff be authorized to obtain outside legal Counsel to complete the necessary next steps.

**CARRIED**

**2B**

PLANNING AND SUSTAINABILITY Confidential Verbal Update by J. Linhardt, Commissioner of Planning and Sustainability regarding litigation or potential litigation, including matters before the administrative tribunals, affecting the local municipality.

Resolution No. 2018-0157

Moved by: B. Lewis

Seconded by: T. Brown

THAT the Confidential Verbal Update by J. Linhardt, Commissioner of Planning and Sustainability regarding litigation, potential litigation, including matters before administrative tribunals affecting the local municipality or local board be received for information.

**CARRIED**

**2C**

RECREATION AND PARKS REPORT NO. RP-2018-0024 dated September 12, 2018 regarding litigation or potential litigation, including matters before the administrative tribunals, affecting the local municipality and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Resolution No. 2018-0158

Moved by: J. Fogal

Seconded by: D. Kentner

THAT Confidential Report No. RP-2018-0024 dated September 12, 2018 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose be received;

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

**CARRIED**

**2D**

CORPORATE SERVICES MEMORANDUM NO. CORPSERV-2018-0003 dated September 19, 2018 regarding personal matters about an identifiable individual including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Resolution No. 2018-0159

Moved by: J. Hurst

Seconded by: B. Inglis

THAT Confidential Memorandum No. CORPSERV-2018-0003 dated September 19, 2018 regarding personal matters about an identifiable individual including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose be received for information.

**CARRIED**

**12. CONSIDERATION OF BYLAWS**

Resolution No. 2018-0160

Moved by: J. Fogal

Seconded by: B. Lewis

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. 2018-0061**

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 13584 Steeles Avenue.

**By-law No. 2018-0062**

A by-law to impose interim control on the use of land, buildings or structures for Cannabis Production Related Uses within the Agricultural (A) and Protected Countryside (PC, PCNHS2) zones under Zoning By-law 2010-0050, within the Town of Halton Hills.

**By-law No. 2018-0063**

A By-law to remove the Holding (H2) Provision from Zoning By-law 2010-0050, as amended, for 13066 Dublin Line (Esquesing).

**By-law No.2018-0064**

A By-law to adopt the proceedings of the Special Council Meeting held on the 24th day of September 2018 and authorize its execution.

**CARRIED**

**13. ADJOURNMENT**

Resolution No. 2018-0161

Moved by: M. Albano

Seconded by: B. Lewis

THAT this Council meeting do now adjourn at 5:30 p.m.

**CARRIED**

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Rick Bonnette, MAYOR

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Suzanne Jones, CLERK

## THE REGIONAL MUNICIPALITY OF HALTON

MEETING NO. 03-18

NAME OF COMMITTEE: JOINT COUNCIL WORKSHOP

The Council of the Regional Municipality of Halton  
and the Councils of  
The Town of Halton Hills  
The Town of Milton  
The Town of Oakville

DATE OF MEETING: Wednesday, November 7, 2018  
9:00 a.m.

PLACE OF MEETING: Auditorium  
Halton Regional Centre  
1151 Bronte Road  
Oakville, Ontario

MEMBERS PRESENT: Gary Carr, Regional Chair

Mayors: Rob Burton, Gord Krantz

Councillors: Tom Adams, Mike Cluett, Allan Elgar (left at  
10:45 a.m.), Clark Somerville

STAFF PRESENT: Jane MacCaskill, Chief Administrative Officer  
Art Zuidema, Commissioner of Legislative and Planning  
Services  
Bob Gray, Director of Legal Services and Corporate Counsel  
Graham Milne, Regional Clerk

FACILITATORS: Fred Dean and Nigel Bellchamber

GUESTS: Regional Councillors-Elect: Pavan Parmar  
Town of Halton Hills Councillors: Michael Albano, Ted  
Brown, Jon Hurst, Ann Lawlor, Bryan Lewis  
Town of Halton Hills Councillors-Elect: Wendy Farrow-Reed  
Town of Milton Councillors-Elect: Sameera Ali  
Town of Oakville Councillors-Elect: Janet Haslett-Theall,  
Jasvinder Sandhu  
  
Local Municipal Staff (Halton Hills): Renee Brown, Suzanne  
Jones, Valerie Petryniak  
Local Municipal Staff (Milton): Glen Cowan, Paul Cripps,  
Barb Koopmans, Troy McHarg

Local Municipal Staff (Oakville): Ray Green, Kathy Patrick

To access online content for these minutes, please go to  
[http://webaps.halton.ca/council/council\\_committee\\_documents/default.asp](http://webaps.halton.ca/council/council_committee_documents/default.asp)

Members of Regional Council:

The Council Workshop took place on the above-noted date and the following was discussed:

#### OPENING OF THE COUNCIL WORKSHOP

Chair Carr declared the workshop open and advised that the purpose of the workshop is to receive education and training regarding municipal governance. Members may issue directions to staff, however, no decisions may be made and discussion must confine itself to the subject of the workshop. While this workshop is being held in open public session, delegations are not permitted, as noted in Council's procedural by-law.

The Regional Clerk has been delegated the duties and responsibilities from the Clerks of the other Councils for the purpose and duration of this workshop.

#### DISCLOSURES OF PECUNIARY INTEREST

There being no disclosures of pecuniary interest, Regional Council proceeded with the workshop.

Chair Carr noted that a quorum of members from the Town of Halton Hills was present. No quorums were present for the Town of Milton or the Town of Oakville.

#### PROCEDURAL MOTIONS

Town of Halton Hills - Motion to  
Waive the Rules of Procedure

Moved by: Clark Somerville  
Seconded by: Ann Lawlor

THAT the Rules of Procedure be waived to adopt Halton Regional Procedural By-law 73-13, as amended, and to appoint Regional Chair Gary Carr as presiding officer, for the purpose and duration of the Joint Council Workshop.

CARRIED

WORKSHOP

Fred Dean and Nigel Bellchamber gave a presentation entitled “Effective Municipal Councils: Setting the Course” and responded to questions. A copy of the presentation is included in the [Information Section of the Council Agenda for November 21, 2018.](#)

The workshop recessed at 10:18 a.m. and resumed at 10:30 a.m. The workshop recessed again at 12:04 p.m. and resumed at 12:20 p.m.

ADJOURNMENT

Adjourn

Moved by: Clark Somerville  
Seconded by: Rob Burton

THAT this Council Workshop now be adjourned.

CARRIED

Time: 1:05 p.m.

## REPORT

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

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

**DATE:** October 22, 2018

**REPORT NO.:** Rpt-ADMIN-2018-0033

**RE:** Cannabis Consultation Plan

### RECOMMENDATION:

THAT report No. ADMIN-2018-0033 dated October 22, 2018 regarding Cannabis Consultation Plan be received;

AND FURTHER THAT in accordance with the Town's Public Engagement Charter, staff be directed to launch a public consultation regarding Cannabis cultivation, processing, and retail sale;

AND FURTHER THAT this engagement be open for the period of January 14, 2019-March 22, 2019;

AND FURTHER THAT there be an online component as well as an opportunity for in person consultation as outlined in this report;

AND FURTHER THAT staff report back to Council with results of consultation after engagement closes in March;

AND FURTHER THAT given the short time frame imposed by the Province to opt-out of cannabis retail storefronts by January 22, 2019, staff report back to Council on December 17 with a resolution to opt-out giving Council the option to opt back in after January 22, 2019 once public input can be considered on the matter, in keeping with the Town's Public Engagement Charter;

AND FURTHER THAT staff report back to Council to provide additional information on the impacts of the regulation in support of Bill 36, Cannabis Statute Law Amendment Act, 2018.

## **BACKGROUND:**

On September 10, 2018, Council received two reports: ADMIN-2018-0028: Cannabis Legalization Working Group and PLS-2018-0068: Cannabis Cultivation and Processing.

The topics of cannabis cultivation, processing, retail sale and consumption were addressed across these two reports. It was noted that as more information became known about how the Provincial government intended to regulate particularly brick and mortar stores and move forward with potential amendments to the Smoke Free Ontario Act (SFOA), Council would be kept informed.

The purpose of this report is to provide Council with additional information and seek approval to begin a public engagement on the matter(s) of cannabis production and retail sale.

## **COMMENTS:**

On September 27, 2018, **Bill 36**, an *Act to enact a new Act and make amendments to various other Acts respecting the use and sale of cannabis and vapour products in Ontario* was introduced in the Legislative Assembly of Ontario and received Royal Assent on October 17, 2018.

Bill 36 provides some clarity with respect to:

- Opt-out provision available to municipalities including a deadline of January 22, 2019
- Amendments to the Smoke Free Ontario Act (previously paused) changing consumption rules from being allowed only in private residences to being allowed anywhere tobacco products are consumed
- Authorizing the Alcohol and Gaming Commission of Ontario (AGCO) to act as Registrar to license and regulate retail brick and mortar operations in the Province
- Establishing restrictions on a municipalities right to pass by-laws pertaining to business licenses or land use designations related to cannabis retail stores

As of the writing of this report, regulations providing additional details have not yet been issued and will be necessary to fully assess and understand impacts. Staff will report back when more information is known to summarize potential impacts under the regulations.

## **Enforcement and Education**

In regards to enforcement and education, the Town has been working with its municipal counterparts, Halton Regional Police Service and Halton Regional Health Department to understand and share communications. These resources have been added to the Town's Cannabis Information web page. Of particular interest is the change under the Smoke Free Ontario Act which now permits smoking or vaping of cannabis in the same areas where tobacco products may be consumed. Staffs are continuing to work with public health to ensure information about and responsibilities for enforcement are clear and concise.

## **Need for Consultation**

With the provincial deadline of January 22, 2019 now known, it is up to municipalities to make formal decisions regarding opting out and provide notice to the Registrar of any resolution passed to that end.

In accordance with the [Halton Hills Public Engagement Charter](#) and its three pillars of transparency, notification and participation, staff is recommending that a public consultation program be enacted to inform and gather feedback from the community on the following subject areas:

- Cannabis Retail Stores (input to opt-out decision)
- Cannabis Production Facilities (as per PLS-2018-0068)

It is recommended that this consultation begin January 14, 2019 and continue until March 22, 2019. This timeframe has been set to allow for fulsome and complete consultation on the matter, taking into account the desire to engage as many residents as possible.

## **Opt-out Consideration**

If consultation is seen as a critical input in the ultimate decision of whether or not to opt-out, then given the tight timelines to conduct the consultation and summarize the results, it is recommended that Council be prepared to consider a resolution at the December 17<sup>th</sup> Council meeting to opt-out. According to Bill 36, any municipality that passes such a resolution may, by further resolution, lift the prohibition and permit cannabis retail stores going forward. Opting out in December may be viewed as an interim step, allowing for confirmation or reversal of such a decision at a future date.

## **Consultation Approach**

The Public Engagement Matrix (a tool for fulfilling the principles of the Charter) provides a spectrum of engagement options. Recognizing the legislative limitations regarding cannabis decision-making options, staff suggests that the engagements are to *inform* the public as well as *consult*; noting that the latter seeks to 'provide an opportunity for the public to share views, values and priorities'.

The following consultations are suggested to provide the community online and in-person opportunities to participate.

| Consultation Method  | Level of Engagement | Date                              |
|--|---------------------|-----------------------------------|
| Council Presentation   | Inform              | December 17, 2018                 |
| Online survey using the Town's engagement platform (letstalk)          | Consult             | January 14, 2019 – March 22, 2019 |
| Public Open House (including participants from HRPS and Public Health) | Inform, Consult     | January 2019 (Exact date TBD)     |
| Statutory Meeting  | Inform              | TBD*                              |

*\*Requisite statutory public meeting pertaining to Official Plan amendments for production facilities will take place after Council receives direction report from Planning.*

Encouraging participation to the consultations will be integral to success. Communications will include a media release, website post, social media and an email blast to engagement platform users. Town Council may also choose to promote the engagement opportunity to their specific stakeholder groups.

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

The report relates to the Town's Strategic Plan Priority under Communications to continue to provide timely, transparent communications to the community.

#### **FINANCIAL IMPACT:**

There are minor costs expected to promote the consultation and notify the public via various channels. There will also be costs nominal associated with the Open House. Total costs are expected to be under \$800 and funded from the Strategic Planning Operating Budget.

#### **CONSULTATION:**

Staff from Recreation and Parks, Planning, Communications, Finance as well as the Cannabis Legalization Working Group were consulted to gather and confirm information contained in this report.

#### **PUBLIC ENGAGEMENT:**

The premise of this report is to initiate a public engagement. This is being done in accordance with the Town's approved Public Engagement Charter.

#### **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 directly 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:**

As reported at the September 10<sup>th</sup> Council meeting, the legalization of cannabis has numerous impacts and public consultation in adherence to the Public Engagement Charter is anticipated. The engagement recommended in this report will supplement any statutory requirements (as applicable). Fulsome consultation will provide the community with an opportunity to make their views known with respect to both production and retail operations. Council will continue to be kept informed and can expect additional reports coming forward in December to address details around retail operations as well as any new information coming from pending regulations.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'R Cockfield', written in a cursive style.

**Richard Cockfield, Manager of Strategic Planning & Continuous Improvement**

A handwritten signature in black ink, appearing to read 'Brent Marshall', written in a cursive style.

**Brent Marshall, CAO**

## **REPORT**

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

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

**DATE:** October 29, 2018

**REPORT NO.:** ADMIN-2018-0034

**RE:** Identification, Removal and Prevention of Barriers affecting electors and candidates with disabilities – 2018 Municipal Election

### **RECOMMENDATION:**

THAT Report No. ADMIN-2018-0034 dated October 29, 2018 regarding Identification, Removal and Prevention of Barriers affecting electors and candidates with disabilities – 2018 Municipal Election be received for information.

### **BACKGROUND:**

Under the Municipal Election Act section 12.1(2) the Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available before voting day in a regular election. This report was prepared and made available on the Town of Halton Hills website at the end of July 2018 it is entitled '2018 Municipal Election – Town of Halton Hills Accessibility Plan'.

The Municipal Election Act also requires the clerk within 90 days after voting day in a regular election to prepare a report to Council regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities. Attached as Appendix A to this Report is the '2018 Municipal Election – Town of Halton Hills Accessibility Plan' indicating the actions taken to implement the plan and the status of each goal.

### **COMMENTS:**

Throughout the election planning process the election team kept accessibility at the forefront and in the preparation of the 2018 Municipal Election Town of Halton Hills Accessibility Plan.

**RELATIONSHIP TO STRATEGIC PLAN:**

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

Foster a Healthy Community

To maintain and enhance a healthy community that provides a clean environment and a range of economic and social opportunities to ensure a superior quality of life in our community;

through the Strategic Objective;

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

**FINANCIAL IMPACT:**

There are no financial implications directly related to this report.

**CONSULTATION:**

The Clerk and Director of Legislative Services and the Accessibility Coordinator were consulted in the preparation of this report.

**PUBLIC ENGAGEMENT:**

This report is provided as information only and therefore did not require public engagement.

**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 social pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is excellent.

**COMMUNICATIONS:**

A copy of this report will be posted on the Town's Election Webpage.

**CONCLUSION:**

In accordance with the Municipal Election Act section 12.1(2) the Clerk prepared a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and made the plan available. Also in accordance with the Municipal Act within 90 days after voting day in a regular election the Clerk has prepared this report to show how that plan was implemented.

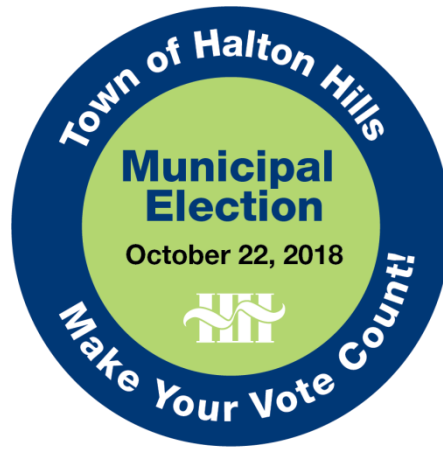
Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Suzanne Jones".

**Suzanne Jones, Clerk & Director of Legislative Services**

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

**Brent Marshall, CAO**



# **2018 MUNICIPAL ELECTION TOWN OF HALTON HILLS ACCESSIBILITY PLAN**



Plan dated: July 31, 2018  
Actions & Status updated October 29, 2018

# **2018 Municipal Election – Town of Halton Hills Accessibility Plan**

## **OVERVIEW**

The Municipal Elections Act, 1996 (MEA) requires that a clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities in accordance with MEA, s.12.1 and in establishing locations of voting places, the clerk will ensure that each voting place is accessible to electors with disabilities in accordance with MEA s.45(2).

The Town of Halton Hills Election Team is committed to ensuring that every elector and candidate is provided with the opportunity to participate and vote in the 2018 Municipal Election.

## **Accessibility Plan**

The following Accessibility Plan is being provided in accordance with MEA, s.12.1 (2). Before voting day the clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

The following actions will be taken to identify barriers that affect electors and candidates with disabilities in the 2018 Municipal Election.

| GOAL   | ACTION   | <b>STATUS</b><br>A = Achieved<br>PA = Partially Achieved<br>NA = Achieved |
|--|--|---|
| Assess accessibility initiatives and feedback from past elections to identify issues and recommendations for improvement. Use this information to develop the 2018 Election Accessibility Plan | Reviewed notes from the 2014 Municipal Election.<br>Increased number of magnifying sheets per location.<br>Recognized the possibility of a sharpie allergy. Provide alternative marking device (darker pen)<br>Ensured layout worked for all people. | <b>A</b>  |
| Review the 2018 Election Accessibility Plan with the Accessibility Coordinator and have the accessibility coordinator review the proposed sites.   | Accessibility Coordinator is part of the Election Team, discussed all aspects of the election with coordinator and any input provided was taken into account.  | <b>A</b>  |
| Ensure that the election webpage and web content meets WCAG 2.0 Level A compliance.  | Worked with Webmaster on webpages to ensure that site and content met WCAG 2.0 Level A compliance.   | <b>A</b>  |
| Develop Communications that highlight the voting options available to electors with disabilities.  | Voter Notification Cards highlight the accessible voting available at the advance polls and all locations.   | <b>A</b>  |
| Post all election related information to the town website  | All election information was posted on the Town's website.   | <b>A</b>  |
| Ensure that election information is available in plain language, with a minimum font size of Arial 12 or equivalent.   | All web content and advertisements were reviewed to ensure plain language and all website content was Arial 12 or equivalent   | <b>A</b>  |
| Establish a process for candidates and electors to receive documents and forms in alternate formats or with communication supports upon request.   | Staff were prepared to address any requests for alternate formats  | <b>A</b>  |
|  |  |   |

| GOAL  | ACTION   | <b>STATUS</b><br>A = Achieved<br>PA = Partially Achieved<br>NA = Achieved |
|---|--|---|
| Provide links on the town website to the Candidates Guide to Accessible Elections and provide a copy of this guide to all candidates.   | A PDF of the Candidates Guide to Accessible Elections was posted on the Town's website. A copy of the Guide was also provided to all candidates when they registered.                        | <b>A</b>  |
| Ensure effective placement of election information and signage at each voting location.   | All sites were reviewed and signage was placed to ensure visibility and clarity for voters.  | <b>A</b>  |
| Endeavour to have all election locations be one entrance for all (accessible entrance) if not possible ensure the location of the accessible entrance is clearly identified.                            | All voting sites were selected to ensure accessibility. Any potential barriers were reviewed and addressed in the planning stages.   | <b>A</b>  |
| Permit service animals and support persons in all voting locations.   | Service animals and support persons were permitted at all voting locations.  | <b>A</b>  |
| Set up a process to facilitate notification of any last minute voting location changes, should an emergency occur.  | Staff were prepared to facilitate notification of any last minutes voting location changes includes notification on Town's website, use of twitter and staff at location redirecting voters. | <b>A</b>  |
| Make appropriate modification to each location as informed by sight visit. For example, use of greeter, doors propped open, added seating, temporary threshold ramp, temporary accessible parking, etc. | Addressed in the planning process.   | <b>A</b>  |
| Ensure designated or reserved parking for persons with disabilities at each location.   | Addressed in the sight visits.   | <b>A</b>  |
|   |  |   |

| GOAL   | ACTION  | <b>STATUS</b><br>A = Achieved<br>PA = Partially Achieved<br>NA = Not Achieved |
|--|---|---|
| Provide supplies to enable voting for electors who are blind or partially sighted.   | Provided additional magnifier sheets and election worker assistance on election day. Advance polls were fully equipped with audio ballot and braille apparatus for selecting voting options based on audio ballot.    | <b>A</b>  |
| Provide fully accessible voting at advance poll locations as well as 'vote anywhere' at advance poll locations for flexibility and enhanced accessibility.   | Advance voting was vote anywhere and provided fully accessible voting with sip and puff, paddles and audio ballots.   | <b>A</b>  |
| Establish a "Vote Anywhere in your Ward" model on election day to provide flexibility for voters and enhance accessibility.                                  | Election Day the Town used "Vote Anywhere in your Ward" and provided magnifier sheets, use of support persons, election staff assistance and the layout of each location was set up to ensure enhanced accessibility. | <b>A</b>  |
| In accordance with section 45(7) of the MEA, provide voting opportunities at institutions and retirement homes.  | Reduced Voting Hours were provided at three institutions and retirement homes in accordance with section 45(7) of the MEA.  | <b>A</b>  |
| Provide an accessibility component to election staff training to ensure election staff are able to assist persons with disabilities at all voting locations. | Election Staff were provided with training to address accessibility at the voting locations.  | <b>A</b>  |
| Ensure election staff have the information and tools they require to monitor the voting location and identify and respond to individual elector needs.       | Election Staff were provided with information to assist in ensuring an accessible location and how to identify and respond to individual elector needs.   | <b>A</b>  |
|  |   |   |

| GOAL  | ACTION   | <b>STATUS</b><br>A = Achieved<br>PA = Partially Achieved<br>NA = Achieved |
|---|--|---|
| Ensure election staff monitor the entrance doors at voting locations to identify any barriers to entry. | Election Staff were advised to monitor the entrance doors at the voting locations to identify any barriers to entry and wherever possible remove those barriers. | <b>A</b>  |

### Accessibility Report

In accordance with MEA s.12.1 (3), the clerk will prepare within 90 days after voting day in a regular election, a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and will make the report available to the public. This report will be used to evaluate the effectiveness of accessibility initiatives as they relate to communication, voting and training.

## **REPORT**

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

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

**DATE:** November 12, 2018

**REPORT NO.:** ADMIN-2018-0037

**RE:** Georgetown Central BIA Business Improvement Area (also known as the Downtown Georgetown BIA) Board of Management 2018-2022

### **RECOMMENDATION:**

THAT Report No. ADMIN-2018-0037 dated November 12, 2018 regarding Georgetown Central Business Improvement Area (also known as the Downtown Georgetown BIA) Board of Management 2018-2022, be received for information;

AND FURTHER THAT Council for the Town of Halton Hills appoint the Georgetown Central BIA (aka Downtown Georgetown BIA) Board of Management membership as set out in Confidential Appendix A (Letter from the BIA Manager) to this report to be effective December 3, 2018.

### **BACKGROUND:**

By-law No. 1993-0174 is a by-law to establish the Georgetown Central Business Improvement Area. The Board of Management term is to run concurrent with that of Council and the Board of Management is to be appointed by Council.

### **COMMENTS:**

In accordance with Section 204 of the Municipal Act, S.O 2001, municipalities have the authority to appoint members to the Board of Management for Business Improvement Areas and the term of the Board of Management runs concurrent with that of Council.

The Georgetown Central BIA/Downtown Georgetown BIA held its Annual General Meeting on Tuesday, October 23, 2018 at the meeting they elected their Board of Management for the 2018-2022 board term, and in accordance with Section 204 of the Municipal Act, S.O 2001 has submitted the list of persons that they have elected for Council appointment (Confidential Appendix A).

**RELATIONSHIP TO STRATEGIC PLAN:**

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

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

Through the Strategic Objective;

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

**FINANCIAL IMPACT:**

There is no Financial Impact.

**CONSULTATION:**

Staff worked with the Georgetown Central BIA/Downtown Georgetown BIA Manager in the preparation of this report.

**PUBLIC ENGAGEMENT:**

This report is administrative in nature and therefore did not require public engagement.

**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 as it is administrative in nature.

**COMMUNICATIONS:**

The Georgetown Central BIA/Downtown Georgetown BIA will be advised once the Management Board membership has been appointed by Council.

**CONCLUSION:**

That the Board of Management for the Georgetown Central BIA/Downtown Georgetown BIA be appointed as set out in Confidential Appendix A.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Suzanne Jones".

**Suzanne Jones, Clerk & Director of Legislative Services**

A handwritten signature in cursive script, appearing to read "C. Mills".

**Chris Mills, Acting CAO**

## MEMORANDUM

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

**FROM:** Bill Andrews, Director of Engineering

**DATE:** November 8, 2018

**MEMORANDUM NO.:** TPW-2018-0013

**RE:** 2018 Capital Construction Program Update

### PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide an update on the status of the 2018 Capital Construction Program.

### BACKGROUND:

Each year the Town undertakes capital projects to maintain, upgrade and rehabilitate Town infrastructure including roads, bridges, storm sewers and other road related assets.

### COMMENTS:

The 2018 construction season is nearing completion. The following projects were undertaken by the Town in 2018, including carryover and deficiency related projects. All projects were managed, administered and/or inspected by Town Staff. The list provides information with respect to project tender value, schedule and details:

#### **22 Side Road Reconstruction (Limehouse Urban Area)**

- *Tender Award:* \$675,325, excluding HST
- *Schedule:*
  - Start: July 2018
  - Substantial Completion: October 2018
- *Project Details:*
  - Reconstructed approximately 440 metres of asphalt road on 22 Side Road to urban standard (i.e., curb and gutter) including storm sewer upgrades.
  - Constructed approximately 200 metres of asphalt multiuse path on the north side of 22 Side Road between Fifth Line and Woseley Street.
  - Reconstructed the lower asphalt parking lot at the Limehouse Public School.

- Constructed new community parking lot at Tolton Park including approximately 85m of sidewalk.
- *Highlights:*
  - Excavated boulders were retained for integration into future Tolton Park.
  - Successful collaboration with Limehouse Public School (HDSB) staff and local parents to ensure the safe and successful completion of the parking lot reconstruction during the school year.

#### **Fourth Line Resurfacing (10 Side Road to 5 Side Road)**

- *Tender Award:* \$572,365, excluding HST
- *Schedule:*
  - Start: May 2018
  - Substantial Completion: June 2018
- *Project Details:*
  - Resurfaced approximately 3,050 metres of asphalt road on Fourth Line from 10 Side Road to 5 Side Road including culvert upgrades.
- *Highlights:*
  - Pulverized the existing asphalt blending with granular base for reuse in rehabilitation. Use of blended material lowers cost and benefits the environment due to limiting trucking.

#### **River Drive Bridge Rehabilitation**

- *Tender Award:* \$685,207, excluding HST
- *Schedule:*
  - Start: April 2018
  - Substantial Completion: August 2018
- *Project Details:*
  - Repair to the bridge concrete, new asphalt wearing surface, new railing, and new guiderail at the approach to the bridge.
- *Highlights:*
  - Existing sidewalk widened to 1.5m to accommodate Active Transportation.
  - Existing deck drains that were draining into Credit River were capped to stop deleterious material from entering the watershed.

#### **Armstrong Avenue Storm Sewer Rehabilitation**

- *Tender Award:* \$188,070, excluding HST
- *Schedule:*
  - Start: March 2018
  - Substantial Completion: August 2018
- *Project Details:*
  - Rehabilitation of approximately 80 metres of 1500mm/900mm concrete storm sewer utilizing ultra-violet light (UV) cured-in place pipe (CIPP).
- *Highlights:*
  - CIPP lining system allowed for remediation works to be executed from an accessible location at the top of the Credit River Valley, minimizing potential impacts to the natural environment.

### **Pavement Management – Part A**

- *Tender Award:* \$287,183, excluding HST
- *Schedule:*
  - Start: April 2018
  - Substantial Completion: July 2018
- *Project Details:*
  - Resurfaced approximately 660 metres of asphalt roads including curb repairs on Jeffery Avenue, Nelson Court and School Lane.
- *Highlights:*
  - Mayor and Council's commitment to resurface the locations of recent Region infrastructure upgrades.

### **Pavement Management – Part B**

- *Tender Award:* \$733,635, excluding HST
- *Schedule:*
  - Start: May 2018
  - Substantial Completion: TBD
  - Anticipated Construction Completion: Spring 2019
- *Project Details:*
  - Resurfaced 775 metres of asphalt roads including sidewalk and curb repairs on Church Street, Noble Court and River Drive West.
  - Resurfacing of River Drive East (approximately 600 metres) from Mountainview Drive to River Drive Bridge including sidewalk, curb and storm sewer repairs are being deferred and will be completed in Spring 2019. The deferral is related to Contractor difficulties obtaining skilled sub-contractors at critical times and seasonal constraints. The works in progress will be secured for the winter season.
- *Highlights:*
  - Updating Church Street to an "Urban" cross section.

### **Pavement Management – Part B (Duncan Drive – Joint Region Project)**

- *Tender Award:* \$232,160, excluding HST
- *Schedule:*
  - Start: June 2018
  - Substantial Completion: November 2018
- *Project Details:*
  - Resurfaced 350 metres of asphalt road including curb replacement and storm sewer repairs on Duncan Drive (Moultrie Crescent to Weber Drive) as part of a joint project with Halton Region.
- *Highlights:*
  - Successful collaboration with Halton Region.

The 2018 construction projects included the following carryover work from 2017:

### **Culvert 15234C Lining (15 Side Road between Fourth Line and Fifth Line)**

- *Tender Award:* \$97,858, excluding HST
- *Schedule:*
  - Start: June 2018
  - Substantial Completion: August 2018
- *Project Details:*
  - Lining of 2000mm x 1600mm corrugated steel pipe (CSP) arch culvert with new high density polyethylene (HDPE) liner.
- *Highlights:*
  - Lining system utilized involved minimal in-water works and no interruption to stream flows during installation, eliminating the need for by-pass pumping. The work was completed in two (2) working days.
  - Effective collaboration with Conservation Halton to manage risks, obtain the required permit and implement the lining system within a tight timeline.

### **Sinclair Ave. Multi-use Path & Resurfacing Market/Church Street Parking Lot - Georgetown**

- *Tender Award:* \$194,865, excluding HST
- *Schedule:*
  - Start: October 2017
  - Substantial Completion: June 2018
- *Project Details:*
  - Installation of an asphalt multi-use path on Sinclair Avenue and resurfacing of the existing Market/Church Street Parking Lot.
- *Highlights:*
  - Addition of active transportation facility on Sinclair Ave. creating connectivity between Armstrong Avenue and Hwy 7 (Guelph Street).

The 2018 construction projects included the following maintenance work from 2017:

### **Main Street North (Acton) Resurfacing**

- The Contractor completed repairs to the critical areas of the Main Street North asphalt in Acton in October. The repairs consisted of a combination of grinding and repaving for the larger repair areas and grinding of localized `high spots` (roughened surface remains visible in these areas). It should be noted that these are considered to be temporary repairs to provide for a safer driving surface for the winter season. Temporary repair measures were preferred at this time to permit additional asphalt testing to be completed in accordance with the Contract and prevent new asphalt from being installed in unfavourable conditions.
- A long-term solution to the identified deficiencies issues will be implemented in the Spring of 2019.

### **CONCLUSION:**

The Town completed a number of capital construction projects to improve, upgrade and add infrastructure in 2018. Only one portion of Pavement Management – Part B (River

Drive E) will require deferral to 2019 for completion. Future updates will be provided to Council regarding the ultimate resolution of the Main Street North asphalt deficiencies.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "C. Mills", with a long horizontal stroke extending to the right.

**Chris Mills, Acting CAO**



**REPORT OF THE  
COMMUNITY AND CORPORATE AFFAIRS COMMITTEE  
Minutes No. CCA-10-2018**

Minutes of the Community and Corporate Affairs Committee meeting held on Monday November 12, 2018, at 3:00 p.m., in the Council Chambers Halton Hills Town Hall.

Members Present: Mayor R. Bonnette, Councillor C. Somerville, Councillor J. Fogal,  
Councillor T. Brown, Councillor A. Lawlor, Councillor J. Hurst  
Regrets: Councillor D. Kentner  
Others Present: Councillor B. Lewis, Councillor M. Johnson

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**1. CALL TO ORDER**

Councillor C. Somerville called the meeting to order at 3 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3. COMMITTEE DELEGATIONS/PRESENTATIONS**

There were no delegations or presentations.

|  |
|--|
| <p><b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – THREE (3) ITEMS FOR RECOMMENDATION</b></p> |
|--|

**a CORPORATE SERVICES REPORT NO. CORPSERV-2018-0047 dated October 29, 2018 regarding the Waiver of Development Charges- Bob Rumball Canadian Center of Excellence for the Deaf. (Recommendation No. CCA-2018-0082)**

THAT Report No. CORPSERV-2018-0047 dated October 29, 2018 regarding the Waiver of Development Charges- Bob Rumball Canadian Center of Excellence for the Deaf be received;

AND FURTHER THAT Council approve the waiver of Town development charges for The Range operated by the Bob Rumball Canadian Centre of

Excellence for the Deaf, as allowed under By-Law 2017-0049 section 3 (3) in the amount of \$4,725.34;

AND FURTHER THAT the Town contact the Region of Halton on behalf of the Bob Rumball Canadian Centre of Excellence for the Deaf, requesting they consider a grant in lieu of the Region's development charges amounting to \$22,869.36.

**CARRIED**

**4.b FIRE SERVICES REPORT NO. FIRE 2018-0002 dated November 1, 2018 regarding Update of the Town of Halton Hills Municipal Emergency Response Plan. (Recommendation No. CCA-2018-0083)**

THAT Report No. FIRE 2018-0002 dated November 1, 2018 regarding Update of the Town of Halton Hills Municipal Emergency Response Plan be received;

AND FURTHER THAT the Town of Halton Hills Community and Corporate Affairs Committee support the adoption of the revised Town of Halton Hills Municipal Emergency Response Plan dated November 1, 2018 and proposed by-law (see Appendix A);

AND FURTHER THAT the Town of Halton Hills Fire Department Community Emergency Management Coordinator (CEMC) continue with the given responsibility to update and provide revisions to the Appendices of the Municipal Emergency Response Plan as applicable.

**CARRIED**

**4.c RECREATION AND PARKS REPORT NO. RP-2018-0027 dated October 26, 2018, with respect to the Proposed Interim Amendments to Parkland Dedication Requirements for Medium and High Density Sites. (Recommendation No. CCA-2018-0084)**

THAT Report No. RP-2018-0027, dated October 26, 2018, with respect to the Proposed Interim Amendments to Parkland Dedication Requirements for Medium and High Density Sites, be received;

AND FURTHER THAT the Community Affairs Committee recommend that Council approve the proposed amendments to the Parkland Dedication Bylaw 2002-0152 as contained within Appendix A of Report RP-2018-0027;

AND FURTHER THAT the staff be directed to prepare an amending bylaw as contained within Appendix B of Report RP-2018-0027 to update the Parkland Dedication Bylaw 2002-0152, in order to implement a cap of \$11,000 per unit for medium and high density developments as outlined in Report RP-2018-0027 until December 31, 2019;

AND FURTHER THAT staff report back on the recommendations of the consultant review of the Medium/High Density Parkland Dedication Policies regarding any further recommended changes to policies and procedures.

**CARRIED**

**5. CLOSED SESSION**

There were no items for closed session.

**6. RECONVENE INTO OPEN SESSION**

Not applicable.

**7. ADJOURNMENT**

The meeting adjourned at 3:38 p.m.

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Rick Bonnette, MAYOR

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Suzanne Jones, CLERK



**REPORT OF THE**  
**PLANNING, PUBLIC WORKS AND TRANSPORTATION COMMITTEE**  
**Minutes No. PPT-10-2018**

Minutes of the Planning, Public Works and Transportation Committee meeting held on Tuesday, November 13, 2018 at 3:00 p.m., in the Council Chambers Halton Hills Town Hall.

Members Present: Mayor R. Bonnette, Councillor C. Somerville, Councillor J. Fogal, Councillor M. Albano, Councillor B. Lewis, Councillor M. Johnson (Chair), Councillor B. Inglis

Staff Present: C. Mills, Acting CAO, J. Linhardt, Commissioner of Planning and Sustainability, W. Harris, Commissioner of Recreation and Parks, J. Diamanti, Commissioner of Corporate Services, M.J. Leighton, Manager of Accounting and Town Treasurer, G. Cannon, Chief Librarian, B. Marshall, Deputy Chief, R. Brown, Deputy Clerk

Others Present: Councillor T. Brown

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**1. CALL TO ORDER**

Councillor M. Johnson called the meeting to order at 3:00 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3. COMMITTEE DELEGATIONS/PRESENTATIONS**

There were no delegations or presentations.

|  |
|--|
| <b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – FOUR (4) ITEMS FOR RECOMMENDATION</b> |
|--|

- a PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0078 dated October 16, 2018 regarding the continuation of the encroachment at 7 Albert Street, Georgetown. (Recommendation No. PPT-2018-0076)**

THAT Report No. PLS-2018-0078 dated October 16, 2018 regarding the continuation of the encroachment at 7 Albert Street, Georgetown, be received;

AND FURTHER that staff be directed to bring forward a by-law to authorize the execution of an Encroachment Agreement to permit the continuation of the encroachment of a portion of the house located at 7 Albert Street upon the untraveled portion of Charity Street.

CARRIED

- b PLANNING AND SUSTAINABILITY REPORT NO. PLS-2018-0079 dated October 24, 2018 regarding the extension of the term of the Lease with Mold-Masters (2007) Limited (“Mold-Masters”) for the use of Town-owned lands for the purpose of a temporary parking lot. (Recommendation No. PPT-2018-0077)**

THAT Report No. PLS-2018-0079 dated October 24, 2018 regarding the extension of the term of the Lease with Mold-Masters (2007) Limited (“Mold-Masters”) for the use of Town-owned lands for the purpose of a temporary parking lot, be received;

AND FURTHER THAT Council enact the necessary by-law to authorize the Mayor and Clerk to execute an amendment to the Lease with Mold-Masters to allow the use of the Town-owned lands for the purpose of a temporary parking lot, for an additional term from December 31, 2018 to December 31, 2023.

CARRIED

- c     TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2018-0011 dated October 31, 2018 regarding AMO Gas Tax Reporting. (Recommendation No. PPT-2018-0078)**

THAT Memorandum No. TPW-2018-0011 dated October 31, 2018 regarding AMO Gas Tax Reporting be received for information.

CARRIED

- d     TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2018-0012 dated October 31, 2018 regarding Transportation Update (Recommendation No. PPT-2018-0079)**

THAT Memorandum No. TPW-2018-0012 dated October 31, 2018 regarding Transportation Update 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 3:34 p.m.

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Rick Bonnette, MAYOR

---

Suzanne Jones, CLERK



**BOARD OF MANAGEMENT MEETING**  
**Monday September 10th, 2018**  
*Meeting Minutes*

**Location: Acton BIA Office, 45 Mill Street East**

**Call to Order at 5:40pm**

**Attended:** Linda Olson (Chair), Trish Somerville (Treasurer), Nancy Wilkes, Patricia Daleman, Tyler King (Manager & Secretary)

**Guests:** Kim Duncanson (2018 Leathertown Festival Manager), Scott Legge (Royal LePage Escarpment Realty)

**Regrets:** Monica Galway, Mike Albano

**1. Chair's Welcome - Presented by Linda Olson**

Linda Olson, Chair of Downtown Acton welcomed everyone on behalf of the DABIA Board of Management. Introduces Scott and Kim.

**2. Declaration of Conflict of Interest - None.**

i. **Declaration of Quorum** - No quorum.

ii. **Notice of Meeting Sent** - Yes

iii. **Agenda Review** - Removed Treasurer's Report due to insufficient content.

Motion to approve DABIA September 10th, 2018 Minutes

Moved: Trish Somerville

Seconded: Nancy Wilkes

**Motion Carried**

**3. Adoption of July 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 July 16th, 2018 Minutes

Moved: Trish Somerville

Seconded: Nancy Wilkes

**Motion Carried**

45 Mill Street East, Acton, ON, L7J 1H1 Phone 519 853 9555  
email: [actonbia@cogeco.net](mailto:actonbia@cogeco.net) [www.downtownacton.ca](http://www.downtownacton.ca)

#### **4. Treasurer's Report - Presented by Trish Somerville and Tyler King**

- Given the short notice on the change of this meeting the finances were provided sufficient time to reconcile. Manager has set a meeting with the accountant for following week. There are several cheques still processing for the Leathertown Festival.

#### **5. Manager's Report - Presented by Tyler King**

i. **Incoming/Outgoing Business** - There are several businesses set on officially opening this month: Helson's Law Office, Tic-Toc, Watch and Clock Repair, Ambition Performing Arts Centre and Oh Behave Canine Pawllege.

ii. **105th Annual Acton Fall Fair** - This year will be the first year in many years that the BIA will be working with the Acton Agricultural Society for the Acton Fall Fair. In an effort to establish a strong community relationship with the Fair Board the BIA will be installing corn stalks across the Downtown as well as Fall Fair-themed decorations at the Bower/Mill Street intersection and the Parkette at Main/Mill. The BIA Manager has helped set up their Homecrafts venue this past weekend and will be acting as a judge for the Miss Acton Pageant as well as the Baby Show. Trish Somerville sits on the Fair Board, Linda Olson will be sponsoring this year's Baby Show, and Mike Albano will be directing traffic at the entrance way.

iii. **100th Anniversary Remembrance Day** - This year marks the centennial year for World War One. As such the BIA Manager urges the Board to support his efforts in making this a special year for the local Legion. The Manager has suggested surprising the attendees and veterans with a 100 Poppy Salute of the Downtown - window poppies lined down the store windows of Mill Street East.

- Linda added the suggestion that the BIA also arrange a coffee/cider station near the cenotaph for free hot beverages this year and a thank-you to veterans.

iv. **Alec Tribute Ad** - On August 2 this year the BIA had awarded Alec with an honorary advertisement in the New Tanner. The BIA had framed a version of this and had personally presented it to Alec to thank him for his work supporting the Downtown. This ad was co-sponsored along with the following businesses: Salvation Army, Food for Life, Willow Lanes Natural Foods, Acton Agricultural Society, Linda Olson (Broker), Dolliver Surveying Inc., Acton Jiu-Jitsu, Halton Hills Furniture, Acton Optical, Global Pet Foods, Dollar Stretcher Daze, and Profile Hair Salon.

v. **Leathertown Festival** - This year marked the largest Leathertown Festival on record, both in terms of attendance and in vendor turnout. Financially speaking, the event was green, with plenty of room moving forward to make it more profitable to offset costs associated with other BIA-led programs. The conservative estimate of this year's attendance was 15,000 people. There were 120 vendors as well as 43 points of

entertainment including our headlining act, Juno Award-Winning Splash N' Boots. Revenue of this year's festival sponsors covered the cost of our walkie-talkies which can be used to enhance communication and public safety with events moving forward.

- Kim added that this year's festival exceeded all expectations and that there were no major hiccups. Kim noted the growth the festival has seen and the public interest in resuming the event in 2019. Both the BIA Manager and Kim both agree that the festival has potential to reach Festival and Events Ontario's (FEO) Top 100 events and that should be the bar to strive for moving towards 2019. FEO Membership will be required. Making the FEO Top 100 would catapult Acton as an event tourism leader in the Province and encourage much more attention and investment into the Downtown community.

- The BIA Manager added that next year's festival should be recalibrated to place more emphasis on celebrating our local leather heritage. The festival has fallen out of sync with its reputation and there is an opportunity to boost public recognition of our Downtown's cultural legacy. Also, the festival should place more emphasis on attendee engagement - demonstrations and exploratory/teachable activities to share said cultural heritage.

vi. **Facade Improvement Program** - There was not a lot of documentation passed along to the BIA Manager to roll this program out this year. This program had been shelved during the changeover of management but was fast-tracked this month to allow businesses to access grant funding in time for 2018. The BIA Manager was forced to restructure this program to add more accountability checkpoints and to add focus areas such as heritage preservation/restoration and accessibility incentives. The BIA Manager also structured the program to align with the newly-unveiled Strategic Plan for Downtown Acton that was developed through the Rural Economic Development (RED) Grant over the past couple of years which finalized in July, 2018.

vii. **Business Directory and Vacancy Report** - The BIA Manager has been working on capturing demographic and contact information on Downtown businesses in a first-ever fully-encompassing business directory of the Downtown. Through this all businesses will be archived and will be used to populate a Downtown Acton business email list that will be used to engage all of the Downtown businesses and notify them of events or changes to the Downtown that may directly or inadvertently affect their business. Through this directory, store vacancies can be better monitored for corrective action. Through this directory, statistical information will be available for the BIA to make more informed decisions on their Downtown.

viii. **Website Update** - The BIA Manager has not had time to get into the online aspects on the BIA (i.e., social media or website). The project will consume a lot of time. In the mean time, the BIA Manager had tasked John Muirhead (Summer Student) to automate social media posts from his last day (August 24th, 2018) to the end of the year. These posts included holiday dates as well as Business of the Week articles.

ix. **Notification for Major Schedule Changes and Hours** - The BIA Manager expressed Board consideration for not moving dates such as monthly Board Meetings with little to no notice - that it wasn't fair for him or other members to attend, and it ran counter to their purpose of offering people the ability to engage with the BIA. That BIA meetings are generally poorly attended in the first place and that by changing dates last minute only encourage poor attendance.

- The BIA Manager also pointed out that he is deep into overtime hours, especially since losing the Summer Student. Projects such as event coordination, street-scaping, grant and program writing, Board Meeting arrangements and other vital networking items often run after hours or delay productive work during regular business hours. The BIA Manager has struggled to offset excess hours with lieu time off and does not see a solution to this issue any time soon as long as one person sits in the office.

Motion to approve Manager's Report

Moved: Patricia Daleman

Seconded: Nancy Wilkes

**Motion: Carried**

**6. Motions to Bring Forward** - Presented by Linda Olson.

i. **Upcoming Events** - Trick or Treat event (October 27th), Santa Claus Parade (November 17th), and Winter Carnival (January 27th).

Motion to approve Motions Report

Moved: Trish Somerville

Seconded: Nancy Wilkes

**Motion: Carried**

**7. New Business - presented by Linda Olson and Tyler King**

i. **Community Welcoming Events for New Business** - The Chair and the BIA Manager had recommended that the BIA initiate a new welcoming program for new businesses to the Downtown: involving an official BIA-issued certificate, social media pushes, welcome balloons and elected officials presenting at Grand Openings.

ii. **Business Directory Flyer** - The BIA Manager suggested that once the Business Directory was completed in full that the Board consider endorsing a new tourism pamphlet of the Downtown to be issued around the businesses as well as tourism offices around Halton Hills.

*\* Some opposition from meeting attendees regarding the costs associated with this endeavour and that there are a lot of short-lived businesses that will quickly make a printed directory out-dated.*

iii. **2018 Trick or Treat Event** - Nothing has been planned to date on this event.

Documents were owed to the Town months ago but have been shelved due to time constraints on part of the BIA Manager. The Town however, is understanding of this year's changes in the BIA and deadline exceptions will be allowed this year. The BIA Manager will begin working out this year's event plan shortly.

iv. **BIA Office Restructure** - One of the side projects the BIA Manager is exploring is a more community-impactful use of the BIA office. He has proposed that the office take the form of a tourism information area which Halton Hills residents and tourists can frequent to reliably obtain information on the Downtown and area offerings.

v. **Downtown Street Signage** - There is a grant fund opportunity available later this year for the Downtown Acton BIA to use on street infrastructure. The total of this grant allowance is \$27,500 and can be accessed by late November, 2018. The BIA Manager will prepare a proposal and supply more information on this grant at the next Board Meeting.

Motion to Adjourn Meeting

Moved: Patricia Daleman

Seconded: Trish Somerville

**Motion: Carried**

4

**Meeting Adjourned at 7:30pm**

5

**Halton Hills Public Library Board**  
Wednesday, September 12, 2018  
Georgetown Branch – Board Room  
7:00 p.m.  
**Minutes**

**Present:** Ted Brown, Lisa Caissie, April Currey, Larry Hawes, Matt Kindbom, Ann Lawlor,  
Bett Leverette (Chair), Heather McAlpine, Tamara Smith

**Staff Present:** Geoff Cannon, Douglas Davey, Barb Elliott (Recorder), Clare Hanman, Beverley King

**Guests:** Maureen Van Ravens, Manager of Transportation, Transportation and Public Works  
Deanna Locey, Transit Supervisor, Transportation and Public Works

**Regrets:** Marilyn Willis

**1.0 Declaration of Quorum**

- B. Leverette declared that a quorum was present and called the meeting to order at 7:00 p.m.

**2.0 Approval of Agenda**

Moved by H. McAlpine

That the agenda be approved as presented.

Seconded by M. Kindbom

**09/12/18-1**

**CARRIED**

**3.0 Presentation: Town of Halton Hills Transportation Study**

- M. Van Ravens provided information regarding the Town's Transportation Study, and transit options that may be considered for Halton Hills in the future. Various scenarios on the type of transit and possible funding options were presented and it was noted that accessibility to all areas of Halton Hills, rural and urban, will be important. The transit system will evolve and expand over time in response to population needs, demand, future development, and funding availability. It is expected that a full analysis and costing will be presented to Council in 2019.

**4.0 Declaration of pecuniary interest**

- None

**5.0 Minutes**

**5.1** June 25, 2018

Moved by L. Hawes

That the Minutes of June 25, 2018 be approved.

Seconded by T. Brown

**09/12/18-2**

**CARRIED**

**5.2 In Camera June 25, 2018**

Moved by H. McAlpine

Seconded by T. Smith

**09/12/18-3**

That the In Camera Minutes of June 25, 2018 be approved.

**CARRIED**

**6.0 Consent Agenda**

Moved by A. Currey

That Consent agenda items:

**6.1** Second Quarter Report

**6.2** Library Banner

**6.3** Independent article (June 28, 2018) re: "One Book One Halton Hills title announced..."

**6.4** Independent article (June 28, 2018) re: "Library launches online art gallery..."

**6.5** New Tanner article (July 5, 2018) re: "Library unveils 'One Book, One Halton Hills'..."

**6.6** Brampton Guardian article (Sept. 5, 2018) re: "Brampton Library drops overdue fines..."

be approved.

Seconded by L. Caissie

Discussion:

- A. Lawlor commended staff for the many programs and initiatives undertaken during the second quarter that were noted in the Second Quarter Report.
- B. Leverette requested that additional formatting be considered to emphasize the activities of each quarter. G. Cannon will investigate new formatting.

**09/12/18-4**

**CARRIED**

**7.0 Correspondence**

- None

**8.0 Business Arising**

**8.1 Board Legacy Report-update**

- D. Davey, B. Elliott, C. Hanman and B. King left the meeting.

**8.1.1 In Camera re: Succession Planning**

Moved by A. Currey

That the meeting move In Camera.

Seconded by T. Smith

**09/12/18-5**

**CARRIED**

Moved by M. Kindbom

That the meeting move Out of Camera.

Seconded by T. Smith

**09/12/18-6**

**CARRIED**

- D. Davey, B. Elliott, C. Hanman and B. King rejoined the meeting.

Rising Report:

- The Board reported that the Succession Planning section of the draft Legacy Report had been reviewed and will be updated as discussed. Further discussion of the Legacy Report will take place at the October Board meeting.

**8.2 2019 Budget – update**

- G. Cannon reported that the Operating Budget requests moving forward for Council consideration will be the Marketing and Communications Coordinator, and the Base Budget increases. Capital Budget items moving forward include requests for the Library Technology Renewal, Library Materials, and the Library Materials Collection Development.
- Operating Budget requests that are currently unfunded include the Human Resources Consultant and Innovation Librarian. The Capital Budget unfunded items include renovations to the Circulation workroom; the book vending machines request has been removed.
- G. Cannon noted that the request for a full set of traffic lights at the corner of School Lane and Main St. in Acton has moved forward. These traffic lights will improve safety for all attending the Acton Branch Library and Robert Little Public School.

**8.3 HHPL Website – update**

- C. Hanman reported that work on HHPL's new website is progressing well:
  - Review of the old website took place with input from a focus group
  - Staff training to write for the web has been completed
  - The preliminary design has been approved
  - Currently, the new website is being built and content writing is progressing
  - Testing of the new site is expected in November
  - The launch has been tentatively scheduled for December
  - Promotion of the new site will be a high priority for the new Marketing and Communications Specialist

**8.4 Advocacy Presentation – update**

- G. Cannon reported that the Advocacy Presentation being prepared to provide information to service and community groups is on hold until the Marketing and Communications Specialist position is filled. At that time, the presentation format will be reviewed in detail and revised if necessary. The new presentation will be rolled out to the new Board for implementation early in 2019.

**9.0 Council Update**

- A. Lawlor commended library staff on their informative presentations to the Community and Corporate Affairs Committee over the past few months.

## 10.0 Friends of the Library Update

- The next Friends of the Library meeting is scheduled for September 20<sup>th</sup> where planning for an online fundraising auction will continue. The Friends current goal is to raise \$10,000 towards the new Georgetown Branch Library/Cultural Centre Courtyard Plaza over the next two years.

## 11.0 Community Connections Update

- Several Board members noted conversations with residents around the proposed Southwest Georgetown Branch and recommended that marketing be a key component when preparing for the building of the new branch.
- A. Lawlor noted that this year's Doors Open in Halton Hills will be on September 29<sup>th</sup>, during Culture Days weekend. The Georgetown Branch Library and Cultural Centre will be participating by providing facility tours. B. King added that many Culture Days activities will also be taking place over the weekend throughout the facility.

## 12.0 Financial Report

### 12.1 Accounts Payable

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$35,774.00** as detailed in the Computer Cheque Register for **\$13,148.36** in week **#35 DATED August 30<sup>th</sup>, 2018** and the **VISA** purchases statement for the month of **June 2018** for **\$13,249.52** and **July 2018** for **\$9,376.12** have been examined and are hereby approved for payment.

Seconded by L. Caissie  
**09/12/18-7**

**CARRIED**

Moved by M. Kindbom

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$24,725.20** as detailed in the Computer Cheque Register for week **#29 DATED July 19<sup>th</sup>, 2018** have been examined and are hereby approved for payment.

Seconded by L. Caissie  
**09/12/2018-8**

**CARRIED**

Moved by T. Smith

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$18,595.24** as detailed in the Computer Cheque Register for **\$6,557.58** in week **#25 DATED June 18<sup>th</sup>, 2018** and the **VISA** purchases statement for the month of **May 2018** for **\$12,067.66** have been examined and are hereby approved for payment.

Seconded by A. Currey  
**09/12/18-9**

**CARRIED**

Moved by A. Currey

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$13,451.54** as detailed in the Computer Cheque Register for week **#31 DATED August 2<sup>nd</sup>, 2018** have been examined and are hereby approved for payment.

Seconded by H. McAlpine  
**09/12/18-10**

**CARRIED**

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$21,267.44** as detailed in the Computer Cheque Register for week **#33 DATED August 16<sup>th</sup>, 2018** have been examined and are hereby approved for payment.

Seconded by A. Lawlor  
**09/12/18-11**

**CARRIED**

Moved by L. Hawes

That the Accounts for the Georgetown and Acton Branch Libraries in the amount of **\$3,540.72** as detailed in the Computer Cheque Register for week **#27 DATED July 7<sup>th</sup>, 2018** have been examined and are hereby approved for payment.

Seconded by T. Smith  
**09/12/18-12**

**CARRIED**

#### **12.2 Month End Report (May, June, July)**

- G. Cannon reported that the target remaining is slightly above the expected level, primarily due to staffing gaps. Plans have been implemented to meet the expected targets by year end.
- The Month End Report was received.

### **13.0 New Business**

#### **13.1 Report No. LBD-2018-017 re: 2019 Holiday Closures**

- G. Cannon presented for Board consideration, Report No. LBD-2018-017 regarding the dates in 2019 that the Library would be closed for statutory holidays.

Moved by T. Smith

That Report No. LBD-2018-017 dated September 5, 2018 regarding the 2019 Holiday Closure Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Holiday Closure Schedule for 2019.

Seconded by A. Lawlor  
**09/12/18-13**

**CARRIED**

### 13.2 Virtual Reality Award Submission – update

- B. King reported that an application has been submitted for the Minister's Award for Innovation, for HHPL's use of Virtual Reality in outreach programs. The winners will be announced at the OLA SuperConference in January 2019. As well, four staff members have been accepted to be presenters at the 2019 OLA SuperConference, and are planning a presentation for attendees about how HHPL uses VR in our outreach programs.

### 14.0 Health & Safety Report

- G. Cannon reported that there had been no Health and Safety incidents since the June Board meeting.
- G. Cannon noted a positive reaction from the Acton community regarding the Civic Holiday opening of the Acton Branch as a cooling centre. In view of Climate Change, future needs will be monitored and if required funding may be sought to support additional openings of the Acton Branch.

### 15.0 Next Meeting

Wednesday, October 3, 2018

7:00 p.m.

Acton Branch – Community Room

### 16.0 Adjournment

Moved by T. Smith

Seconded by H. McAlpine

**09/12/18-14**

The meeting adjourned at 9:00pm.

That the meeting be adjourned.

**CARRIED**

Signed: \_\_\_\_\_  
Bett Leverette, Chair  
Halton Hills Public Library Board

Signed: \_\_\_\_\_  
Geoff Cannon, Chief Librarian  
Halton Hills Public Library Board

APPROVED: October 3, 2018

DATED: October 3, 2018

 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, September 05, 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:**

Jeff Markowiak, Manager of Development Review

Tony Boutassis, Senior Planner

John McMulkin, Planner

Keith Hamilton, Planner

Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment

1. CHAIR'S OPENING REMARKS.
2. DISCLOSURES OF PECUNIARY INTEREST: None declared.
3. THE MINUTES OF AUGUST 01, 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 D13VAR18.032H - BEAUMONT**

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 2 M SIDE YARD SETBACK (PORCH).

**TO ACCOMMODATE A PROPOSED PORCH.**

**LOCATION:** 103 JOSEPH STREET (GLEN WILLIAMS)

**OWNER(S):** ROBERT BEAUMONT

**AGENT:** JAYCLIFF CONTRACTING, JASON MESSIER

**Present:**

- Jason Messier, owner's agent

**J. McMulkin:** Noted no objection to approval.

**J. Messier:** Stated that the porch had been removed in the past and is now being rebuilt.

**It was MOVED by Wayne Scott, SECONDED by Todd Jenney, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.032H - BEAUMONT, BE APPROVED."**

- Reasons for decision: The Committee considered the variance(s) to be minor in nature, to be desirable for the appropriate use of the land, building or structure, to meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated August 30, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

**5B. HEARING #2**

**MINOR VARIANCE APPLICATION D13VAR18.033H - ROYCE**

REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO REDUCE THE SIDE YARD SETBACK TO THE SECOND STOREY FROM THE MINIMUM 1.8 M TO PERMIT A 1.66 M SIDE YARD SETBACK (DWELLING).
2. TO REDUCE THE FRONT YARD SETBACK FROM THE MINIMUM 6 M TO PERMIT A 5.97 M FRONT YARD SETBACK (DWELLING).

**TO ACCOMMODATE AN UNDER-CONSTRUCTION DWELLING.**

**LOCATION:** 4 FAIRVIEW AVENUE (ACTON)

**OWNER(S):** DAVID ROYCE

**Present:**

- David Royce, owner

**J. McMulkin:** Noted no objection to approval.

**D. Royce:** Stated that contractor error is the reason that variances are required.

**It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.033H - ROYCE, BE APPROVED."**

- Reasons for decision: The Committee considered the variance(s) to be minor in nature, to be desirable for the appropriate use of the land, building or structure, to meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated August 30, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

**5C. HEARING #3**

**MINOR VARIANCE APPLICATION D13VAR18.034H - ST. STEPHEN'S**  
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,  
**1. TO REDUCE THE FRONT YARD SETBACK FROM THE MINIMUM 20 M TO**  
PERMIT AN 11 M FRONT YARD SETBACK (ADDITION TO ENTRANCE).  
**TO ACCOMMODATE AN ADDITION TO THE ENTRANCE (BARRIER-FREE**  
**ACCESS).**

**LOCATION:** 14946 STEELES AVENUE (ESQUESING)

**OWNER(S):** ST. STEPHEN'S ANGLICAN CHURCH, MICHAEL CLARKE

**AGENT:** DICKINSON + HICKS ARCHITECT INC., WESLEY GOWING

**Present:**

- Wesley Gowing, owner's agent

**J. McMulkin:** Stated that a condition (connecting the construction to submitted drawings) was omitted from the report, and noted no objection to approval subject to the condition.

**W. Gowing:** Stated that the entrance will be accessible with a barrier-free lift.

**It was MOVED by Todd Jenney, SECONDED by Wayne Scott, AND CARRIED**  
**"THAT MINOR VARIANCE APPLICATION D13VAR18.034H - ST. STEPHEN'S, BE**  
**APPROVED, SUBJECT TO CONDITION."**

- Reasons for decision: The Committee considered the variance(s) to be minor in nature, to be desirable for the appropriate use of the land, building or structure, to meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated August 30, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

**5D. HEARING #4**

**MINOR VARIANCE APPLICATION D13VAR18.036H - KNUTSON**  
REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,  
**1. TO INCREASE THE FLOOR AREA FOR AN EXISTING DWELLING BY ADDING**  
AN ADDITIONAL 55.28 SQ M TO THE FLOOR AREA THAT LEGALLY EXISTED ON  
THE EFFECTIVE DATE OF THIS BY-LAW (ADDITION).  
**TO ACCOMMODATE AN ADDITION TO AN EXISTING DWELLING.**

**LOCATION:** 14 CHURCH STREET (GEORGETOWN)

**OWNER(S):** NICOLE KNUTSON

**Present:**

- Nicole & Aaron Knutson, owners
- Erin Longworth (16 Church Street)
- Janice Ellery (74 Maple Avenue)
- Diane Harley (13113 Fourth Line)

**T. Boutassis:** Recommended refusal of the application, as objections were received

from Heritage Halton Hills and the Heritage Planner. Noted that the proposal would not comply with Parks Canada, would undermine the plain pitched roof character and consistent roof line, would not reflect the character, appearance, or symmetry of the house, and would set a precedent for other alterations to the townhouses.

**N. Knutson:** Stated that they were not asking for a demolition, noting that the property was rezoned to DC1, requiring a Minor Variance to add floor space. Noted that adding the two dormers would make the attic space useable since they do not have closets or a garage. Questioned why Heritage and the Historical Society were involved with the process, and how they reached their conclusion.

**T. Boutassis:** Responded that Heritage was circulated, and even though the property is not designated, the reasons are related to design, historic and contextual value.

**N. Knutson:** Stated that the property is not designated.

**J. Markowiak:** Stated that being listed means that there is an option to designate, and that staff would recommend designation to Council. Noted that so far, there has been no need to protect its significance, and the Town through applicable Official Plan policies can designate a listed property.

**A & N. Knutson:** Noted that they have maintained the property for 10 years, and dormers are not out of character and no precedent would be set. Asked why heritage is so significant. Referenced an FAQ letter from the Town in 2013 that noted there would be no issues with future modification. Stated that Heritage Halton Hills was not supposed to have any meeting dates until after the Committee of Adjustment date, and set up a special meeting, which they were not invited to.

**J. Markowiak:** Stated that the Heritage Planner identified issues and felt a special meeting should be held, and that Heritage comments have been provided in the package sent to the applicant. Noted that the Heritage Planner advises staff in providing recommendations and the dormers will affect the appearance and character, and that other neighbours could add dormers in the future. Also noted that staff and the Heritage Planner met with the applicants and informed them that the proposal would not be supported, prior to the application having been submitted.

**A. Cook:** Asked why the applicants were not informed of the Heritage meeting.

**J. Markowiak:** Responded that he was not sure of the process.

**A. Knutson:** Stated that Heritage Halton Hills minutes are not yet available.

**N. Knutson:** Submitted a handout showing various properties with dormers, noting that various properties, including ones in their neighbourhood have had many changes over the years, and that the proposal meets all the four tests.

*The Committee took a brief recess, and then reconvened.*

**J. Markowiak:** Stated that deferral might be an option to consider in this case.

**N & A. Knutson:** Stated that they do not want a deferral, and that the Heritage Planner is not employed by the Town anymore.

**J. Markowiak:** Responded that the Heritage Planner is now at a different municipality, and noted that the Heritage Committee can still meet without a Heritage Planner.

**J. Ellery:** Spoke in favour of the proposal, noting that they want to improve their home.

**D. Harley:** Spoke in favour of the proposal, as it sounded reasonable to her.

**E. Longworth:** Spoke against the application, noting concerns with structural integrity and risk associated with significant construction on shared walls and roof. Also noted that the increased load is a concern as the roof has been improperly modified in the past, and dormers will cause snow to accumulate more on her roof. Stated that the heritage nature of the shared row house is unique, and any changes will affect the look and character, and that a structural Engineer should do an impact assessment.

**N. Knutson:** Responded that the project is approved by a structural Engineer, and the architect is present.

**W. Scott:** Mentioned that a condition could be added to have an Engineer review issues with the shared wall, loads, and snow.

**N. Knutson:** Stated that any cuts in the roof are within their own property line, and that she already has structural drawings.

**W. Scott:** Responded that the snow load was also an issue as changes in the roof might cause issues since the plywood might have been replaced in the past.

**T. Jenney:** Asked the Town to elaborate on why the proposal does not meet the four tests, wondering if the issue is strictly with heritage.

**T. Boutassis:** Responded yes, that staff are relying on the professional opinion of our Heritage Committee and Heritage Planner recommending refusal.

**T. Jenney:** Asked about the submitted objection (from a neighbouring property owner).

**T. Boutassis:** Replied that he has seen the objection, and it is listed in the report.

**A. Cook:** Stated that if a property is listed, the approval of the owner is needed in order to designate the property.

**J. Markowiak:** Added that his understanding is that designation occurs with consultation, however can also occur without approval or consent of the owner.

*Discussions took place as to a potential condition that addresses snow load issues.*

**It was MOVED by Wayne Scott, SECONDED by Todd Jenney, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.036H - KNUTSON, BE APPROVED."**

- Reasons for decision: The Committee considered the variance(s) to be minor in nature, to be desirable for the appropriate use of the land, building or structure, to meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated August 30, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

## **5E. HEARING #5**

### **PERMISSION & MINOR VARIANCE APPLICATIONS D13VAR18.035H - 1 ROSETTA**

#### **OPTION 1 - PERMISSION:**

REQUESTING PERMISSION TO ALTER A LEGAL NON-CONFORMING USE FROM AN INDUSTRIAL USE (VARIOUS), TO PERMIT THE OPERATION OF A MARIJUANA PRODUCTION FACILITY FOR A PERIOD OF 3 YEARS.

**TO ACCOMMODATE A MARIJUANA PRODUCTION FACILITY.**

#### **OPTION 2 - MINOR VARIANCE:**

REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO PERMIT A MARIJUANA PRODUCTION FACILITY FOR A PERIOD OF 3 YEARS, WHEREAS THE BY-LAW DOES NOT PERMIT MARIJUANA PRODUCTION FACILITIES.

**TO ACCOMMODATE A MARIJUANA PRODUCTION FACILITY.**

**LOCATION:** 1 ROSETTA STREET (GEORGETOWN)

**OWNER(S):** 1 ROSETTA STREET (HALTON HILLS), GP LIMITED, YANIV GELER

#### **Present:**

- Thomas Arnold, owner's lawyer
- Pat Morey (10 Rosetta Street)
- Councillor Dave Kentner

**K. Hamilton:** Regarding option 1: stated that the industrial uses that legally existed on the property prior to the passing of the current Zoning By-law are permitted. Noted that there is no legal non-conforming use to alter, and that the referenced section of the *Planning Act* is not applicable. Regarding option 2: stated that the proposal does not meet any of the four test. Recommended that both options be refused.

**T. Arnold:** Stated that the issue is classification of marijuana, and submitted a handout related to medical marijuana production facilities being seen as an industrial use. Noted that the proposal falls under an industrial use, any cultivation is done hydroponically, and while industrial uses are permitted, the proposal is to recognize the existing legal non-conforming uses. Stated that the intent for the property is high density development, and any issues identified in the staff report including fire, zoning, and odours will be addressed. Noted that the proposal meets the 4 tests and is good planning.

**K. Hamilton:** Responded that the existing uses on the property are not legal-non conforming uses, and that the primary activity is growing plants, which is not allowed.

**P. Morey:** Spoke against the application on behalf of the neighbourhood, noting that if no complaint had been made, the neighbourhood would not be informed of the 3 year

extension. Stated that the smell was causing severe headaches, and people were afraid of skunks thinking that is what the smell was. Noted that even though the federal government has allowed the use of marijuana, the longer term health effects are not known, and production licenses can allow a significant amount to be grown. Mentioned that the employees of Applied Wiring have complained about the smell, and if residents are living across from a grow up and crime, then their taxes should be decreased.

**W. Scott:** Asked the applicant to respond.

**T. Arnold:** Responded that his client would be more than happy to meet with the residents and mitigate any problems.

**W. Scott:** Asked how long operation has been going on.

**T. Arnold:** Responded around 1 year, and that they had a license when they began.

**S. Scott:** Asked if anyone reported the odour.

**Councillor D. Kentner:** Responded that they had been contacted by neighbours, and discussions took place at Council.

**A. Cook:** Asked if flowers can be grown.

**K. Hamilton:** Responded no.

**It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.035H - 1 ROSETTA, BE REFUSED."**

- Reasons for decision: The Committee considered the variance(s) to not be minor in nature, to not be desirable for the appropriate use of the land, building or structure, to not meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated August 30, 2018
- Wayne Scott was not in agreement with refusal and has not signed the decision.
- The Chairman informed those in attendance of the 20-day appeal period.

**6. OTHER MATTERS.** No discussions occurred.

**7. ADJOURNMENT** (NEXT HEARING: OCTOBER 03, 2018 AT 7:00 P.M.)  
The hearing adjourned at approximately 8:45 p.m.

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**Secretary-Treasurer**

**C:** Halton Hills Clerks, Attention: Council and Committee Services Coordinator



## MINUTES

### HERITAGE HALTON HILLS COMMITTEE

Minutes of the Heritage Halton Hills Committee held on Wednesday September 19, 2018, at 6:31 p.m., in the Esquering Room of the Halton Hills Town Hall.

#### Members Present

Councillor T. Brown (Chair); R. Denny; C. Donaldson; A. Douglas; L. Nicholson; J.M. Rowe; A. Walker

#### Staff Present

S. Burke, Manager of Planning Policy (left at 6:53 pm); A. Mancuso, Records/FOI Coordinator

#### Regrets

D. Brock; V. Inglis

#### General

##### 1A Disclosure of Pecuniary Interest

None was declared.

##### 1B Receipt of Heritage Halton Hills Committee Minutes dated June 20, 2018

##### **Recommendation No. HERITAGE-2018-0039**

THAT the Minutes of the Heritage Halton Hills Committee meeting held on June 20, 2018, be received for information.

**CARRIED**

##### 1C Receipt of Special Heritage Halton Hills Committee Meeting Minutes dated August 16, 2018

##### **Recommendation No. HERITAGE-2018-0040**

THAT the Minutes of the Special Heritage Halton Hills Committee meeting held on August 16, 2018, be received for information.

**CARRIED**

## **Properties and Programs**

### **2A 2014 HPGP – Beaumont Mill Project Completion**

A PowerPoint, prepared by A. Fisher, was circulated to members regarding the completion of the roofing project as per the revised 2014 Heritage Property Grant Program project approved by the committee in June (HERITAGE-2018-0031). A. Fisher inspected the site and included before and after photos of the North side of the mansard roof in the PowerPoint. The grant funding was paid to the property owner in August.

### **2B 2017 HPGP – 79 Bower Street Project Extension Request**

The property owner of 79 Bower Street submitted a written request for an extension of time to complete their approved 2017 Heritage Property Grant Program project. A receipt for the completed work was submitted in early September. Members discussed the request for the extension and the completed project.

#### **Recommendation No. HERITAGE-2018-0041**

THAT Heritage Halton Hills committee approves the request for an extension of time for the 2017 Heritage Property Grant Program (HPGP) project to be no longer than six months from June 1, 2018;

AND FURTHER THAT as the project is now complete, and in the absence of a Town Heritage Planner at this time, committee members R. Denny and A. Walker will conduct a site inspection;

AND FURTHER THAT following the site inspection and with the approval of committee members R. Denny and A. Walker staff release the 2017 HPGP grant funding to the property owner.

#### **CARRIED**

### **2C 2018 HPGP – 87 Bower Street Project Completion**

A PowerPoint, prepared by A. Fisher, was circulated to members regarding the completion of the window archway project as per the approved 2018 Heritage Property Grant Program project. A. Fisher inspected the site and included before and after photos of the project. The grant funding was paid to the property owner in August.

### **2D Sunsetting Heritage Listed Properties Site Visits' Sub-Committee**

The Heritage Listed Properties Site Visits' Sub-Committee was established in November 2016 to address Demolition Clearance Forms submitted for Listed properties as well as to expedite the process between scheduled monthly committee meetings.

Beginning in 2017, in the newly created position, the Heritage Planner responded to Demolition Clearance Forms submitted for Listed properties in

consultation with Heritage Halton Hills. In addition, the Heritage Planner expedited signing off on all Demolition Clearance Forms received for non-heritage properties.

**Recommendation No. HERITAGE-2018-0042**

THAT Heritage Halton Hills sunset the Listed Properties Site Visits' Sub-Committee in conjunction with the end of the term of the 2014-2018 Council;

AND FURTHER THAT members of the 2018-2022 Heritage Halton Hills committee determine if there is further need for a Listed Properties Site Visits' Sub-Committee;

AND FURTHER THAT the Clerk and Director of Legislative Services be advised of this recommendation.

**CARRIED**

**2E The Way We Were and Then and Now**

L. Nicholson is stepping down from researching the The Way We Were which is featured in the Independent Free Press three times a month. L. Nicholson has prepared enough material for up to November 29.

A. Walker just submitted October's Then and Now which is featured in the Independent Free Press once a month.

R. Denny and J.M. Rowe volunteered to fill in until the new Heritage Halton Hills committee is established. A. Walker will work with J.M. Rowe and R. Denny to prepare additional material for future features. L. Nicholson will forward a list of the features she covered to J.M. Rowe and R. Denny.

Councillor T. Brown thanked L. Nicholson, A. Walker and A. Douglas for their work on The Way We Were and Then and Now.

**2F 2018 Summer Student**

This year the Heritage Halton Hills and Esquesing Historical Society Summer Students worked together and completed the following work: 908 TIFs scanned for the collection; 189 new photos scanned and described from the Halton Hills Sports Museum; 5 stitched photos; 2 updated photo descriptions (names added to 11779 and 11780); some bound newspaper sorting and some Archeion entries. A suggestion for next summer's Heritage Halton Hills student is to complete a Barn Inventory which J.M. Rowe noted would be a valuable resource to the Town.

**2G 2019 Heritage Property Tax Refund Program (2018 Tax Year) mailing**

A. Mancuso distributed drafts of the 2019 Heritage Property Tax Refund Program (2018 Tax Year) mailing to members as well as a draft Housekeeping Amendment By-Law to amend By-Law No. 2010-0006 which established the Heritage Property Tax Refund Program. The purpose of the Housekeeping Amendment is to remove "...no earlier than February 1, and..." from the

following clause:

***“An application in the form prescribed by the Town shall be submitted no earlier than February 1, and no later than the last day of February in the year following the first year for which the owner is seeking to obtain the tax refund, in accordance with Section 365.2(9) of the Municipal Act.”***

The amendment allows eligible designated heritage property owners, once they receive their Heritage Property Tax Refund Program mailing, to submit their application anytime up to and including the last day of February.

**Recommendation No. HERITAGE-2018-0043**

THAT Heritage Halton Hills Committee approves of the draft 2019 Heritage Property Tax Refund Program (2018 Tax Year) mailing as presented;

AND FURTHER THAT Heritage Property Tax Refund Program applications, once mailed to owners of designated heritage properties, be accepted any time up to and including the last day of February in the year following the first year for which the owner is seeking to obtain the tax refund, in accordance with Section 365.2(9) of the Municipal Act;

AND FURTHER THAT a Housekeeping Amendment By-Law to amend Heritage Property Tax Refund Program By-Law No. 2010-0006 be presented to Council for approval.

**CARRIED**

2H 2019 Heritage Property Grant Program mailing

A. Mancuso distributed the draft 2019 Heritage Property Grant Program mailing to members. Members discussed processing grant funding requests as they are received rather than waiting until after the deadline of June 1<sup>st</sup>. The following wording was added to the Application form, “When received, this application will be reviewed by the Heritage Planner, in consultation with Heritage Halton Hills, and upon approval, the owner will be notified the work can begin. The amount of the grant will be dependent on the funding available. Refer to page 2 of the 2019 Heritage Property Grant Program Guidelines.”

**Recommendation No. HERITAGE-2018-0044**

THAT Heritage Halton Hills Committee approves of the draft 2019 Heritage Property Grant Program mailing as revised.

**CARRIED**

2I Heritage Register: Mann Farmhouse 169 Churchill Road North, Acton

J.M. Rowe noted the property was brought to his attention that it was not included on the Heritage Register. The farm was purchased by Donald Mann in 1839 where he raised sons Alexander, Peter, Hugh and Ronald as well as two daughters. Alexander inherited the Third Line farm and lived there his whole life and passed it on to his son Donald. Alexander’s brother Hugh’s son was Sir

Donald Mann. They were prominent farmers and citizens of Acton.

**Recommendation No. HERITAGE-2018-0045**

THAT Heritage Halton Hills Committee recommends Mann Farmhouse, located at 169 Churchill Road North, Acton, be added to the Heritage Register;

AND FURTHER THAT the new Heritage Planner be advised of the committee's recommendation.

**CARRIED**

**Heritage Designation: Proposed, Committee Report(s), Report(s) to Council, By-Law(s), Plaque Unveiling**

**3A Status of Designation of Glen Williams SS #11, 15 Prince Street**

Designation By-Law 2018-0055 for Glen Williams SS #11 was approved at Council on September 10 and notice of the passage of the by-law was in the September 13 Independent Free Press.

**3B Status of Designation of Andrew Laidlaw Farmhouse, 9111 Third Line**

Designation By-Law 2018-0054 for Andrew Laidlaw Farmhouse was approved at Council on September 10 and notice of the passage of the by-law was in the September 13 Independent Free Press.

**3C Proposed Designation of 20 James Street**

A. Fisher provided the reasons for designation and J.M. Rowe is working on a designation report.

**3D Proposed Designation of 18 Queen Street**

J.M. Rowe has spoken to the property owner(s) and is working on a designation report.

**For Information, Announcements & Upcoming Events**

**4A Doors Open Halton Hills 2018 – Sunday September 30**

Doors Open Halton postcards and Doors Open Ontario brochures were circulated to members. Six sites will be open in Halton Hills and J.M. Rowe will lead the Downtown Georgetown Walking Tour on Sunday September 30 at 11:00 a.m. and 2:00 p.m.

**4B Update 14 Church Street, Georgetown Minor Variance Application**

(This matter was discussed between 6:35 – 6:51 p.m.)

Members wanted to know what options were available with regard to the Committee of Adjustment's decision to approve the request for a minor variance for 14 Church Street, Georgetown.

When the Committee of Adjustment does not vote in favour of a staff recommendation the matter is brought to Council. Council has until September 25 to appeal the judgment of the Committee of Adjustment. S. Burke noted if no appeal is filed the property owner can apply for a building permit after September 25.

S. Burke noted notice of intent to designate is the only other option. If notice of intent to designate was pursued, the owner (or anyone else) can appeal to the Conservation Review Board during the 30 day appeal period.

**Recommendation No. HERITAGE-2018-0046**

THAT Heritage Halton Hills acknowledge receipt of the Committee of Adjustment Decision for Minor Variance Application D13VAR18.036H - KNUTSON;

AND FURTHER THAT Heritage Halton Hills strongly objects to the decision of the Committee of Adjustment and recommends Council appeal to the Local Planning Appeal Tribunal (LPAT);

AND FURTHER THAT if the appeal to LPAT is unsuccessful, Heritage Halton Hills recommends designation of 14 Church Street, Georgetown, if necessary;

**CARRIED**

Councillor T. Brown noted this is the final meeting of the Heritage Halton Hills committee and thanked members for their work throughout the 2014-2018 term. On behalf of members, J.M. Rowe thanked Councillor T. Brown for his work as committee chair.

**Adjournment**

The meeting adjourned at 8:00 p.m.



## **Halton Hills Accessibility Advisory Committee**

### **MINUTES**

Minutes of the Halton Hills Accessibility Advisory Committee held on 26<sup>th</sup> day of September 2018, at 6:33 p.m., in the Esquering Room Halton Hills Town Hall.

**MEMBERS PRESENT:** Councillor J. Hurst, Chair; Councillor D. Kentner, Vice Chair; J. Bray; M. Lowe; B. Montemurro; B. Leslie; D. Sebalj; W. Farrow-Reed;

**REGRETS:** K. Heffernan; J. Fewster

**STAFF PRESENT:** K. Withers, Accessibility Coordinator

#### **OTHERS PRESENT:**

##### **1 General**

###### **A Disclosure of Pecuniary Interest**

Councillor J. Hurst called upon members of the Committee to declare any Pecuniary Interest they might have with items on the agenda.

None were declared

###### **B Councillor J. Hurst provided an update to the committee of what accomplishments had been completed by the Halton Hills Accessibility Advisory Committee. Councillor Hurst went through the list of accomplishments and advised the committee had done very well the last four years.**

Councillor Kentner inquired why the new accessible crosswalk at Charles Street was not on the accomplishments.

Councillor Hurst advised that all funding for Accessible Pedestrian Signals and Accessible Crosswalk is now being funded through Transportation.

- C Councillor Hurst provided an update on the Prospect Park dock project and the addition of a canoe/kayak launch

Councillor Hurst advised that when the canoe/kayak launch was installed it was well received but, there had been some issues for those with accessible issues and the transferring into a canoe or kayak. The concerns were identified by Naomi McQuade who runs the Holy Cow Canoe.

Councillor Hurst advised that he had met on site with Mark Taylor, Senior Landscape Architect and the representative from the manufacturing company who built and installed the unit to try to come up with a solution that would solve the problem. Councillor Hurst indicated that alot of the issues was due to the rise and fall of water in the lake. Councillor Hurst advised that the representative left knowing what the issue were and would work with M. Taylor to see if there was a solution. Councillor Hurst indicated that he would stay on top of this as there was some negativity with the problem and he advised M. Taylor that if they could come up with a solution that the Halton Hills Accessibility Advisory Committee would fund the cost.

B. Leslie inquired whether a motion should be brought forward to ensure that this stays up front for the new committee to approve.

Recommendation No. HHAAC 2018-0002

THAT the Halton Hills Accessible Advisory Committee supports the funding of any retrofitting to the transfer equipment required for Prospect Park Dock canoe/kayak launch.

AND FURTHER THAT funding to be taken from the Halton Hills Accessibility Advisory Committee Capital budget.

CARRIED

- D K. Withers discussed the funding of the Software Subscription Service which would be used to check the accessibility of webpages and PDF documents located on the Town's website.

Recommendation No. HHAAC-2018-0003

That the Halton Hills Accessibility Advisory Committee supports the funding of the Software Subscription Service which is used to check the accessibility of webpages and PDF documents located on the Town's website.

AND FURTHER THAT funding be taken from the Halton Hills Accessibility Advisory Committee Capital Budget in the amount of \$7800.

CARRIED

**2 For Information, Announcements and Upcoming Event**

- A** B. Leslie advised that he had attended the newly opened Goodfellows Restaurant in Georgetown. B. Leslie indicated that when he went up the ramp at the back of the building and pushed the accessible push button the door did not open and that it had been disconnected. B. Leslie spoke to staff in the restaurant who advised they did not want anyone coming in the back door, that they wanted the front door used. B. Leslie advised that the restaurant then installed a bell so that it was known that someone was at the back door but this became an issue with patrons and the noise so it was also disconnected.

B. Leslie wanted to know why the committee could not look at these sites from an accessibility point of view like we do with site plans for development so this does not happen.

W. Farrow-Reed indicated that because there was no change to the buildings foot print it would not have been brought up.

- B** B. Leslie advised the committee members that he will not be reapplying to the committee for the next term wanted to spend more time travelling and at his cottage. B. Leslie thanked everyone who was on the committee.

**3 For Committee Review and Comment**

- A** Review of Site Plan Application File No.: D14ZBA17.002 & D11SPA17.010 Location: 12 Church Street East (Acton) Applicant: D and M Developers Inc. – 2<sup>nd</sup> Submission

The sub-committee reviewed the following Site Plan Applications with written comments being submitted to the Planning Department.

**4 Items for Next or Future Agenda(s)**

- 5** The meeting adjourned at 7:17 p.m.

- 6** Next Scheduled Meeting – TBD

 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, October 03, 2018** at 7:00 p.m. in the in the Council Chambers, Town Hall, 1 Halton Hills Drive, Halton Hills (Georgetown).

|  |                                |
|--|--------------------------------|
| <b>MEMBERS PRESENT:</b><br>Allan Cook (Chair), Todd Jenney, Blair Roedding   | <b>REGRETS:</b><br>Wayne Scott |
| <b>STAFF PRESENT:</b><br>Tony Boutassis, Senior Planner<br>John McMulkin, Planner<br>Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment |                                |

1. CHAIR'S OPENING REMARKS.
2. DISCLOSURES OF PECUNIARY INTEREST: None declared.
3. THE MINUTES OF SEPTEMBER 05, 2018 WERE ACCEPTED.
4. REQUESTS FOR DEFERRAL (FROM APPLICANTS):  
  
**D13VAR18.040H - ELDON**, 12220 20 SIDE ROAD (ESQUESING): The Committee deferred their decision for the subject application, in order for the applicant to address Halton Region concerns (applicant needs to determine location of accessory structure based on the Region's requirement of a 30 m buffer from the significant woodlands).
5. APPLICATIONS FOR MINOR VARIANCE OR PERMISSION, AND/OR FOR CONSENT, HEARD BY THE COMMITTEE:  
  
**5A. HEARING #1**  
  
**MINOR VARIANCE APPLICATION D13VAR17.017H - ALMEIDA (REVISED)**  
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 169.39 SQ M ACCESSORY BUILDING (DETACHED GARAGE WITH SIDE PORCH).

2. TO INCREASE THE TOTAL ACCESSORY BUILDING FLOOR AREA FROM THE MAXIMUM 80 SQ M TO PERMIT A 229.39 SQ M ACCESSORY BUILDING FLOOR AREA FOR ALL ACCESSORY STRUCTURES (DETACHED GARAGE AND CABANA).
  3. TO INCREASE THE HEIGHT FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 4.5 M TO PERMIT A HEIGHT OF 7.16 M (DETACHED GARAGE).
- TO ACCOMMODATE A PROPOSED DETACHED GARAGE WITH SIDE PORCH.**

**LOCATION:** 22 DAVIDSON DRIVE (ESQUESING)

**OWNER(S):** JOHN & PAMELA ALMEIDA

**AGENT:** DARREN SANGER-SMITH

**Present:**

- John Almeida, owner

**T. Boutassis:** Noted no objection to approval, and referenced an objection from a neighbouring property owner wanting landscaping to be included as a condition. Stated that the received objection does not change the Planning recommendation.

**J. Almeida:** Stated that they have contemplated the objection and have decreased the size and height of the garage. Noted that 11 Davidson has a garage with a higher height, and that mature trees will be planted to give the site a forested facade.

**It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED “THAT MINOR VARIANCE APPLICATION D13VAR17.017H - ALMEIDA, BE APPROVED, SUBJECT TO CONDITION.”**

- Reasons for decision: The Committee considered the variance(s) to be minor in nature, to be desirable for the appropriate use of the land, building or structure, to meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated September 26, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

**5B. HEARING #2**

**MINOR VARIANCE APPLICATION D13VAR18.037H - PETRAUSKAS**

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 66 SQ M ACCESSORY BUILDING (GARAGE ADDITION).
  2. TO INCREASE THE HEIGHT FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 4.5 M TO PERMIT A HEIGHT OF 4.8 M (GARAGE ADDITION).
- TO ACCOMMODATE A PROPOSED GARAGE ADDITION.**

**LOCATION:** 201 MOUNTAINVIEW ROAD NORTH (GEORGETOWN)

**OWNER(S):** VICTORIA PETRAUSKAS

**AGENT:** DOUG MATTHEWS, MATTHEWS DESIGN & DRAFTING SERVICES INC.

**Present:**

- Doug Matthews, owner's agent

**J. McMulkin:** Noted no objection to approval, subject to condition.

**D. Matthews:** Stated that there they are extending the garage for more room.

**It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.037H - PETRAUSKAS, BE APPROVED, SUBJECT TO CONDITION."**

- Reasons for decision: The Committee considered the variance(s) to be minor in nature, to be desirable for the appropriate use of the land, building or structure, to meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated September 27, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

**5C. HEARING #3**

**MINOR VARIANCE APPLICATION D13VAR18.038H - FERKUL**

REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

**1. TO INCREASE THE FLOOR AREA FOR A SINGLE ACCESSORY BUILDING FROM THE MAXIMUM 80 SQ M TO PERMIT A 102 SQ M ACCESSORY BUILDING (SHED).**

**TO ACCOMMODATE AN EXISTING SHED.**

**LOCATION:** 12388 TENTH LINE (ESQUESING)

**OWNER(S):** FRANK FERKUL

**AGENT:** HUBERT MAKAREWICZ

**Present:**

- Frank Ferkul, owner

**J. McMulkin:** Noted no objection to approval.

**F. Ferkul:** Stated that the shed is for storage purposes.

**It was MOVED by Todd Jenney, SECONDED by Blair Roedding, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.038H - FERKUL, BE APPROVED."**

- Reasons for decision: The Committee considered the variance(s) to be minor in nature, to be desirable for the appropriate use of the land, building or structure, to meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated September 27, 2018.

- The Chairman informed those in attendance of the 20-day appeal period.

#### 5D. **HEARING #4**

##### **MINOR VARIANCE APPLICATION D13VAR18.039H - WILSON**

REQUESTING RELIEF FROM ZONING BY-LAW 2010-0050, AS AMENDED,

1. TO INCREASE THE ACCESSORY DWELLING UNIT FLOOR AREA OF A SINGLE DETACHED DWELLING FROM THE MAXIMUM 70 SQ M TO PERMIT A 85.7 SQ M ACCESSORY DWELLING UNIT.

**TO ACCOMMODATE A PROPOSED ACCESSORY DWELLING UNIT WITHIN A SINGLE DETACHED DWELLING.**

**LOCATION:** 10248 TENTH LINE (ESQUESING)

**OWNER(S):** STEPHEN & VERONICA WILSON

##### **Present:**

- Stephen Wilson, owner

**T. Boutassis:** Noted no objection to approval.

**S. Wilson:** Stated that they need to accommodate a wheelchair in the space.

**It was MOVED by Blair Roedding, SECONDED by Todd Jenney, AND CARRIED "THAT MINOR VARIANCE APPLICATION D13VAR18.039H - WILSON, BE APPROVED, SUBJECT TO CONDITION."**

- Reasons for decision: The Committee considered the variance(s) to be minor in nature, to be desirable for the appropriate use of the land, building or structure, to meet the intent and purpose of the Official Plan, and the Zoning By-law.
- The associated Planning report is dated September 26, 2018.
- The Chairman informed those in attendance of the 20-day appeal period.

**6. OTHER MATTERS.** No discussions occurred.

**7. ADJOURNMENT** (NEXT HEARING: NOVEMBER 07, 2018 AT 7:00 P.M.)  
The hearing adjourned at approximately 7:30 p.m.

---

**Secretary-Treasurer**

**C:** Halton Hills Clerks, Attention: Council and Committee Services Coordinator



**BY-LAW NO. 2018-0065**

A By-law to authorize the Mayor and Clerk to execute an Encroachment Agreement with the owners of 7 Albert Street (at Charity Street), Georgetown

**WHEREAS** The Corporation of the Town of Halton Hills has jurisdiction over the public laneway known as Charity Street, Georgetown

**AND WHEREAS** a portion of the house on the property located at 7 Albert Street, and in the control of the owners of the said property, encroaches upon the untraveled portion of Charity Street;

**AND WHEREAS** The Corporation of the Town of Halton Hills wishes to permit the encroachment subject to certain terms and conditions set out in the Encroachment Agreement.

**AND WHEREAS** on November 13, 2018, Council for the Town of Halton Hills approved Report No. PLS-2018-0078 dated October 16, 2018, in which certain recommendations were made relating to the encroachment of the house at 7 Albert Street.

**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 an Encroachment Agreement with the current owners of 7 Albert Street, Georgetown, to permit the continuation of the encroachment of the house onto the untraveled portion of Charity Street, Georgetown.

**BY-LAW** read and passed by the Council for the Town of Halton Hills, this 19<sup>th</sup> day of November, 2018.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES



**BY-LAW NO. 2018-0066**

A By-law to authorize the execution of a Lease Renewal with Mold-Masters (2007) Limited for part of the un-opened road allowance between Concessions 10 and 11, for a temporary parking lot

**WHEREAS** The Corporation of the Town of Halton Hills owns the lands legally described as part of the un-opened road allowance between Concessions 10 and 11, which lands are located at the rear of the lands and premises municipally known as 233 Armstrong Avenue (the “Lands”);

**AND WHEREAS** the Town entered in a Lease Agreement dated November 26, 2012 with Mold-Masters (2007) Limited (“Mold-Masters”) to allow Mold-Masters to use the Lands for the purpose of a temporary parking lot for a term from October 27, 2010 to October 27, 2015 and a further term from October 27, 2015 to December 31, 2018. (the “Lease”);

**AND WHEREAS** upon the request of Mold-Masters, the Town now deems it expedient to renew the said Lease for an additional term from December 31, 2018 to December 31, 2023;

**AND WHEREAS** on November 13, 2018, Council for the Town of Halton Hills approved Report No.PLS-2018-0079 dated October 24, 2018, in which certain recommendations were made relating to the lease renewal for Mold-Masters.

**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 sign a Lease Renewal between the Town and Mold-Masters (2007) Limited with respect to the Lease dated November 26, 2012 of the Lands described in Schedule “A” for the purpose of a temporary parking lot, for an additional term from December 31, 2018 to December 31, 2023.

**BY-LAW** read and passed by the Council for the Town of Halton Hills, this 19<sup>th</sup> day of November, 2018.

---

MAYOR – RICK BONNETTE

---

CLERK – SUZANNE JONES



**BY-LAW NO. 2018-0067**

A By-law to amend Heritage Property Tax Refund Program By-law  
No. 2010-0006 (Housekeeping Amendment)

**WHEREAS** Section 365.2 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to pass a by-law to establish a program to provide tax reductions or refunds in respect of eligible heritage properties;

**AND WHEREAS** Council for the Corporation of the Town of Halton Hills adopted By-law No. 2010-0006 on January 11, 2010, to provide for the Town's Heritage Property Tax Refund Program;

**AND WHEREAS** Council for the Corporation of the Town of Halton Hills now deems it necessary and in the public interest to amend By-law No. 2010-0006.

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

1. That the Heritage Property Tax Refund By-law No. 2010-0006 Part 5, Application Process, is amended as follows:

Delete No. 13 in its entirety.

And replace with the following,

13. **An application in the form prescribed by the Town shall be submitted no later than the last day of February in the year following the first year for which the owner is seeking to obtain the tax refund, in accordance with Section 365.2 (9) of the Municipal Act.**

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 19<sup>th</sup> day of November, 2018.

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MAYOR – RICK BONNETTE

---

CLERK – SUZANNE JONES



**BY-LAW NO. 2018-0068**

A By-law to amend By-law 2002-0152 Respecting the Conveyance of Land or Payment of Cash-in-lieu of Parkland for Public Park Purpose.

**WHEREAS** Section 42 of the Planning Act, authorized the enactment of by-laws requiring the conveyance of land to a municipality for public park or other public recreational purposes, as a condition of development or redevelopment of land within the municipality;

**AND WHEREAS** Sections 42(3) and 51.1(2) of the Planning Act further authorize an alternative method of calculating the parkland conveyance provided that there are Official Plan policies in effect with respect to the use of such alternative requirements;

**AND WHEREAS** Sections 42(6) and 51.1(3) of the Planning Act further authorize the payment of money in lieu of the conveyance of land;

**AND WHEREAS** Policies in section 7.2 of the Official Plan for the Town of Halton Hills establish the provisions regarding the parkland dedication requirements, as referred to in the Planning Act;

**AND WHEREAS** Council now deems it necessary to amend certain regulations as contained in By-law 2002-0152 as amended;

**AND WHEREAS** on November 12, 2018, Council for the Town of Halton Hills approved Report No. RP-2018-0027, dated October 26, 2018, in which certain recommendations were made relating to Proposed Interim Amendments to Parkland Dedication Requirements for Medium and High Density Sites.

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

1. 1. That Part 4 (b) be amended by deleting the last sentence of the clause.
2. That Part 4 be amended by adding
  - “(c) Notwithstanding section 6, a payment in lieu of parkland dedication pursuant to section 4(a) with respect to a development within any of the following areas, as shown on the applicable Town of Halton Hills Official Plan Schedules, shall be capped at an amount equal to \$11,000 per unit:
    - i. Downtown Georgetown
    - ii. Downtown Acton
    - iii. Georgetown Community Node;
    - iv. Go Station Area; and
    - v. Civic Centre District.
  - (d) It is further enacted that the \$11,000 per unit cap set out above shall also apply to any payment in lieu of parkland dedication pursuant to section 4(a) with respect to a medium or high density development within the the Brownfield Sub-Areas as identified in the Town of Halton Hills Community Improvement Plan.
  - (e) It is further enacted that the caps referenced in c and d will remain in force until December 31, 2019, after which time the full calculated value shall apply.”

- 3 . That in all other respects By-law 2002-0152 be and is hereby confirmed.
4. Upon the passing of this By-law, Town of Halton Hills By-law #2002-0152 is hereby amended.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 19<sup>th</sup> day of November, 2018.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES



**BY-LAW NO. 2018-0069**

A By-law to adopt a revised Municipal Emergency Response Plan  
for the Town of Halton Hills

**WHEREAS** the Emergency Management and Civil Protection Act, RSO 1990, Chapter E-9, Subsection 3(1) as amended, provides that the Council of a municipality shall pass a by-law adopting an Emergency Response Plan governing the provision of necessary services during an emergency and the procedure under and the manner in which employees of the municipality and other persons will respond to the emergency;

**AND WHEREAS** the Town's Emergency Plan passed under the authority of By-law 2011-0038 requires update;

**AND WHEREAS** it is considered desirable to adopt a peace time Emergency Response Plan in preparation for a possible disaster;

**AND WHEREAS** on November 12, 2018, Council for the Town of Halton Hills adopted Report No. FIRE-2018-0002, dated November 1, 2018, in which certain recommendations were made relating to Update of the Halton Hills Municipal Emergency Response Plan.

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

1. The Corporation of the Town of Halton Hills Revised Emergency Response Plan dated November 1, 2018, a copy of which is attached hereto as Schedule "A" and forms part of this by-law, is hereby declared to be in force upon the enactment of this by-law.
2. The Appendices of the Emergency Response Plan may be updated by the Community Emergency Management Coordinator and/or Town staff as appropriate without the approval of Council and the updating and distribution of the Appendices are the duty of the Community Emergency Management Coordinator.
3. By-law 2011-0038 of the Town, as amended, is hereby repealed.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 19<sup>th</sup> day of November, 2018.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES



# EMERGENCY RESPONSE PLAN

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**November 1, 2018**

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## **Section 1: Introduction**

### **1.1 Aim**

This document prescribes a plan of action for the efficient deployment of services, agencies and personnel required to operate in an emergency situation within the Town of Halton Hills.

An emergency is defined by the applicable provincial legislation as “A situation or impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

A Hazard Identification and Risk Assessment process was undertaken by municipal staff in order to identify which types of emergency are the most likely to impact Halton Hills. The top ten potential hazards are as follows:

- Rail Transportation Accident
- Energy Emergency – Hydro
- Road Transportation Accident
- Hazmat Incident – Transportation
- Ice and Sleet Storms
- Lightning Storms
- Major Structural Fires
- Critical Infrastructure Failure
- Wildland Fires
- Cyber-Terrorism

The Aim of the Town of Halton Hills Emergency Response Plan is to provide for the deployment and co-ordination of Town resources, support agencies and personnel to permit the most effective response in order to:

- (a) protect and preserve life, property, and the environment at single and multi-site emergencies;
- (b) minimize the effects of the emergency on the Town;
- (c) restore essential services;
- (d) assist other Area Municipalities as requested; and
- (e) provide resources to other communities outside of the immediate area, as requested.

### **1.2 Executive Summary**

This plan has been prepared in order to provide key officials, departments, and department personnel within the Town of Halton Hills with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Each department within the Town of Halton Hills has the responsibility of supplying the initial response in any emergency.

The head of the affected department may request assistance from other departments within the Town **without** contacting the Mayor. This may be done **without** activating the Town Emergency Notification System.

However, when the resources of the affected department are deemed insufficient to control the emergency, *the Mayor, Chief Administrative Officer, Commissioner & Fire Chief of Halton Hills Fire Department, and/or the Chief of Police are authorized to activate the Town Emergency Notification System* in accordance with this Emergency Plan. This will be carried out by the CEMC who will notify members of the Emergency Control Group by initiating the emergency notification system through the Halton Hills Communication Centre.

The Town Emergency Notification System will also be activated and a Town Emergency may be declared by the Mayor when:

- The emergency affects a large portion of the inhabitants of the Town of Halton Hills, or
- The emergency requires extraordinary action or expenditures of monies by one or more departments for the protection of life and property.

The Mayor of the Town of Halton Hills, together with the designated Senior Municipal Officials or their designates will become members of the Town *Emergency Control Group*.

Once the Town of Halton Hills' Emergency Plan is implemented overall co-ordination and deployment of resources required to mitigate the effect(s) of the emergency will be the responsibility of the Town Emergency Control Group in accordance with the Emergency Management and Civil Protection Act, RSO 1990, as amended.

However, it should be stressed that in any emergency or threat of emergency, members of the Town Emergency Control Group or their designates may be called together to make decisions or to be on standby **without** having to declare that a Town Emergency exists.

Should the resources of the Town of Halton Hills be deemed insufficient to deal with the emergency, the Mayor may request of the Regional Chairman that the Region of Halton Emergency Plan be activated.

Designated Town staff and representatives of partner agencies or their designates will become the Town Emergency Support Group and will be directly responsible to the Town Emergency Control Group.

## **Section 2: Legislative Authority**

### **2.1 The Emergency Management and Civil Protection Act**

The Emergency Management and Civil Protection Act requires each municipality in Ontario to develop and establish, by by-law, an Emergency Management program that consists of:

- (i) an emergency response plan;
- (ii) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (iii) public education on risks to public safety public emergency preparedness; and
- (iv) any other elements required by the standards for emergency management programs.

Specifically, an emergency response plan shall:

- (i) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and
- (ii) set out the procedures for notifying members of the municipal Emergency Control Group of the emergency.

The Emergency Management and Civil Protection Act further states that:

*[The] Head of Council of a Municipality may declare that an emergency exists in the Municipality or in any part thereof and may take such action and may make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.*

Regulations under the Act have been issued to assist municipalities by providing details of requirements under the Act, such as

- a) appointing an Emergency Management Program Co-ordinator;
- b) setting up an Emergency Management Program Committee;
- c) maintaining a Municipal Emergency Control Group;
- d) establishing an Emergency Operations Centre;
- e) designating an Emergency Information Officer; and
- f) formulating an Emergency Response Plan.

## 2.2 Town of Halton Hills Enabling Bylaw

In order to give effect to the Emergency Response Plan, Council is required to pass an enabling bylaw each time the plan is revised. A copy of the bylaw enabling this edition of the Emergency Response Plan is shown below.



### **BY-LAW NO. 2018 – XXXX**

A By-law to adopt a revised Municipal Emergency Response Plan for the Town of Halton Hills.

**WHEREAS** the Emergency Management and Civil Protection Act, RSO 1990, Chapter E-9, Subsection 3(1) as amended, provides that the Council of a municipality shall pass a by-law adopting an Emergency Response Plan governing the provision of necessary services during an emergency and the procedure under and the manner in which employees of the municipality and other persons will respond to the emergency;

**AND WHEREAS** the Town's Emergency Plan passed under the authority of By-law 2011-0038 requires updating;

**AND WHEREAS** it is considered desirable to adopt a peace time Emergency Response Plan in preparation for a possible disaster;

**AND WHEREAS** on XXXX XX, 2018, Council for the Town of Halton Hills adopted Report No. FIRE-2018-00xx, dated XXXX XX, 2018, in which certain recommendations were made relating to Update of the Halton Hills Municipal Emergency Response Plan.

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

1. The Corporation of the Town of Halton Hills Revised Emergency Response Plan dated November 1, 2018, a copy of which is attached hereto as Schedule "A" and forms part of this by-law, is hereby declared to be in force upon the enactment of this by-law.
2. The Appendices of the Emergency Response Plan may be updated by the Community Emergency Management Coordinator and/or Town staff as appropriate without the approval of Council and the updating and distribution of the Appendices are the duty of the Community Emergency Management Coordinator.
3. By-law 2011-0038 of the Town, as amended, is hereby repealed.

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

---

MAYOR – Rick Bonnette

---

TOWN CLERK – Suzanne Jones

## **2.3 Community and Corporate Affairs Committee**

The Emergency Management and Civil Protection Act requires municipalities to develop programs and committees as required to enable the emergency management process to work at a local level.

The Town of Halton Hills has designated the Community and Corporate Affairs Committee for the purposes of meeting these requirements.

The Community and Corporate Affairs Committee will provide strategic direction, set priorities, and allocate the necessary resources and budgets for emergency management program compliance. As such, this group will function as the “accountable body” for direction and implementation of the requirements of the Emergency Management and Civil Protection Act.

## **Section 3: Emergency Notification System**

### **3.1 Authority to Activate**

The Mayor, the Chief Administrative Officer, the Chief of Police or the Commissioner & Fire Chief of Halton Hills Fire Department are authorized to activate the Emergency Notification System. This decision shall be passed to the CEMC, informing him/her of the situation and directing that the Town of Halton Hills Emergency Notification System be activated.

The CEMC, is then responsible for the notification of personnel who form the Town of Halton Hills Emergency Control Group, and passing out information relative to the emergency and where they are to meet to mitigate the emergency. (See Appendix A for detailed procedures).

This Plan is considered activated at any time the members of the Emergency Control Group (ECG) are assembled at the Emergency Operations Centre (EOC) following an Emergency Alert.

However, activation of this Plan does not in of itself constitute a declaration of emergency.

### **3.2 Emergency Alert Levels**

Due to the threat of an emergency situation developing or the potential for an emergency situation to change in severity over time, there are two different levels at which emergency personnel can be alerted. The Emergency Alert Levels are as follows:

**“Full Alert”** - When the CEMC, is instructed to issue a full alert, all members of the Emergency Control Group will be contacted and instructed to respond to the Emergency Operations Centre (or other designated location) at a given time.

**“Stand-By Alert”** - When the CEMC, is instructed to issue a stand-by alert, either all, or selected members of the Emergency Control Group, as designated by the person in authority, are contacted and instructed to “Stand By” for further information. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring, which does not yet merit assembling members of the Emergency Control Group.

### **3.3 Notification of the Emergency Support Group**

Upon being notified of the Full or Stand-by Alert, the Chief Administrative Officer will contact the Manager of Purchasing who chairs the Emergency Support Group. The CAO will inform the Manager of Purchasing about:

- known details of the emergency;
- whether all or only selected members of the Emergency Support Group are to assemble; and
- where the Support Group members are to assemble, if not at their normal designated location.

The Manager of Purchasing will then initiate the notification of the Emergency Support Group.

## **Section 4: Declaration of an Emergency**

### **4.1 Action Prior to Declaration**

When an emergency exists, but has not yet formally been declared to exist, municipal employees may take such action under this Emergency Response Plan as may be necessary to protect the lives and property of the inhabitants of the Town of Halton Hills.

### **4.2 Municipal Emergency**

The Mayor or Acting Mayor, as Head of the Council, is responsible for declaring that a municipal emergency exists within the boundaries of the Town of Halton Hills. This decision is made in consultation with other members of the Emergency Control Group.

Upon such declaration, the Mayor notifies:

- (i) The Regional Chair;
- (ii) Emergency Management Ontario, directed through the Provincial Operations Centre Duty Officer (phone numbers are shown in Appendix B
- (iii) Members of Council;
- (iv) Local Members of Provincial and Federal Parliament;
- (v) The Mayor shall ensure that the public, the media, and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.

Emergency Declaration forms are available in the Emergency Operations Centre and will be faxed to Emergency Management Ontario as required. A sample Declaration Form is shown in Appendix E.

### 4.3 Protection for Volunteers

An emergency declaration also grants the Town the power to protect volunteer emergency workers under the provisions of the Workplace Safety and Insurance Board (WSIB). By registering each volunteer participating in a “Declared Emergency”, volunteers are then considered “Town Workers”, and protected under the provisions of the WSIB. If an emergency situation required the extensive use of volunteers, an emergency declaration will protect only those volunteers who are **registered**. (See Appendix G for the Volunteer Assistance and Registration Plan.)

### 4.4 Request for Regional Assistance

The Mayor may request assistance from the Regional Municipality of Halton by contacting the Regional Chair **without** activating the Regional Emergency Notification System when Town resources are deemed insufficient.

When the resources of the Town of Halton Hills are deemed insufficient to control the emergency, the Mayor may request that the Regional Chair or the Regional Chief Administrative Officer or the Regional Police Chief or the Regional Fire Coordinator (or alternates) activate the Regional Emergency Notification System.

Once the Regional Emergency Plan is implemented, the Mayor or Deputy Mayor, or a designated Senior Municipal Official and any other appropriate officials, will then proceed to the Regional Emergency Operations Centre and become members of the Regional Control Group.

The remaining municipal staff from the Town of Halton Hills Emergency Control Group will then remain as support staff to the Mayor, the Acting Mayor, or the designated Senior Municipal Official.

All decisions by the Regional Control Group (as appropriate) affecting the lives and property of the inhabitants within the Town of Halton Hills shall be made in consultation with the Mayor or Acting Mayor and communicated to the Municipal Emergency Control Group as soon as possible.

### 4.5 Regional Emergency

The Regional Chairman as the Head of Council, in consultation with the Regional Emergency Control Group, has the authority to declare an emergency to exist within the Regional Municipality of Halton when:

- a) the Mayor of an affected Local Municipality requests that the Regional Emergency Plan be activated; or
- b) the emergency affects a large portion of the inhabitants of more than one Local Municipality within the Region; or
- c) the emergency requires extraordinary actions or expenditure of money by one or more Regional services for the protection of life or property;

Upon declaration of an emergency, the Regional Chairman will notify the:

- (i) Mayor(s) of the affected Local Municipality (ies);
- (ii) Emergency Management Ontario, directed through the Provincial Operations Centre Duty Officer (phone numbers are shown in Appendix B);
- (iii) Regional Council;
- (iv) The public;
- (v) Neighbouring community officials as required;
- (vi) Local Member(s) of Provincial Parliament; and
- (vii) Local Member(s) of Parliament.

Emergency Declaration forms are available in the Emergency Operation Centre and will be faxed to Emergency Management Ontario as required.

Once the Regional Emergency Plan is activated, the Mayor, a Designated Senior Municipal Official and the Municipal Fire Chief(s) (as appropriate and practical) will then become a member(s) of the Regional Emergency Control Group.

The remaining staff from the Municipal Emergency Control Group(s) within the affected Local Municipality(ies) will then become the support group(s) or support staff to the Mayor(s), and the Designated Senior Municipal Official.

The Regional Emergency Plan, once implemented, supersedes the Town of Halton Hills Emergency Response Plan.

#### **4.6 Provincial Authority**

The Emergency Management and Civil Protection Act states that the Premier may declare that an emergency exists throughout Ontario or in any part thereof.

### **Section 5: Termination of an Emergency**

#### **5.1 Municipal Emergency**

A Municipal Emergency may be terminated at any time by the:

- a) Mayor or Acting Mayor, or
- b) Area Local Municipal Council, or
- c) Premier of Ontario.

Upon termination of a Municipal Emergency the Mayor will notify the:

- (i) Regional Chairman
- (ii) Emergency Management Ontario, Ministry of Community Safety and Correctional Services through the Provincial Operations Centre Duty Officer
- (iii) Local Municipal Council
- (iv) The public

- (v) Neighbouring community officials, as required.
- (vi) Local Members of Provincial and Federal Parliament;

A sample Termination Form is shown in Appendix E .

## **5.2 Regional Emergency**

A Regional Emergency may be terminated at any time by the:

- a) Regional Chairman or Acting Regional Chairman, or
- b) Regional Council or
- c) Premier of Ontario.

Upon termination of a Regional Emergency the Regional Chairman will notify the:

- (i) Mayor(s) of the affected Local Municipality(ies)
- (ii) Emergency Management Ontario, Ministry of Community Safety and Correctional Services through the Provincial Operations Centre Duty Officer
- (iii) Regional Council
- (iv) The public
- (v) Neighbouring community officials, as required
- (vi) Local Members of Provincial and Federal Parliament;

## **Section 6: Emergency Control Group (ECG)**

### **6.1 Composition**

- The Emergency Control Group will be composed of persons holding the following positions (and designated Senior Municipal Officials where applicable):
  - (i) Mayor
  - (ii) Chief Administrative Officer (Operations Officer)
  - (iii) Halton Regional Police Chief
  - (iv) Commissioner & Fire Chief of Halton Hills Fire Department
  - (v) Commissioner of Transportation and Public Works
  - (vi) Commissioner of Recreation and Parks
  - (vii) Commissioner of Corporate Services
  - (viii) Manager of Corporate Communications (Public Information Officer)
  - (ix) Community Emergency Management Co-ordinator
  - (x) Regional Emergency Management Co-ordinator (upon request)
- Other personnel or representatives of specialist agencies, service providers or other organizations may be added to this Emergency Control Group as the situation dictates. Additional representatives may include: Conservation Authorities, the OPP, hospitals, School Boards, Red Cross, Amateur Radio, etc.
- The Emergency Control Group may function with only a limited number of persons depending upon the emergency and may not require the presence of all those listed.

## 6.2 Emergency Control Group (ECG) Collective Responsibilities

- The Emergency Control Group is collectively responsible for the following:
  - the co-ordination and control of all emergency services;
  - appoint an Emergency Site Manager from the lead agency for the type of emergency presented.
  - the assessment of requests for assistance and the allocation of all manpower, equipment and emergency services;
  - determination of the necessity of evacuation within any area considered dangerous;
  - the determination of the discontinuation of any service including public utilities without reference to other consumers where continuation of such service constitutes a hazard to life and/or property;
  - the collection of information on the emergency situation and the establishment of an information and enquiry bureau to provide factual information to officials involved in the emergency operation, news media and those seeking personal information;
  - the authorization of expenditures required for the mitigation of the effects of the emergency and the meals of operations personnel;
  - the determination of requesting assistance from other area municipalities, volunteer organizations and the private sector, as required;
  - the selection of assembly areas where resources of manpower and equipment will gather and the notification of concerned persons;
  - requesting assistance, if required, from the Region of Halton;
  - the provision of administrative and logistical support for Regional Services which may become involved in emergency operations;
  - evaluating the need for Critical Incident Stress Management (public, staff and EOC)
  - determining the requirements for a Recovery Committee
  - the maintenance of a log outlining the actions taken by the Emergency Control Group during the Emergency;
  - participate in the debriefing following the emergency.
- When it has been decided by the Town Emergency Control Group that the emergency has terminated or is reduced to a level that is within the capability of the affected department, the Mayor will make a declaration to that effect and the Town Emergency Control Group will ensure that all personnel operating under their direction are advised of the termination.
- At the time the emergency is terminated, a decision should be made whether to establish a Post Emergency Recovery Committee. This committee will co-ordinate the agencies (Social and Community Services, Health, Infrastructure Services, Planning Development & Sustainability and Information Services) required to return the community to its pre-emergency state.

### **6.3     *Individual ECG Member Responsibilities***

#### **6.3.1   The Mayor** of the Town of Halton Hills is responsible for:

**Initial notification of the Town of Halton Hills Emergency Control Group through the Emergency Notification System for the Town of Halton Hills. (refer to Appendix A) and:**

- (a) the declaration and termination of an emergency.
- (b) approve, in conjunction with the CAO and the Emergency Control Group, all decisions pertaining to the co-ordination of all emergency services required to operate in an emergency situation within the Town.
- (c) authority to authorize necessary expenditures to deal with emergencies until such time as a Special Council meeting can be convened.
- (d) notification and informing other Town of Halton Hills and neighbouring municipally elected officials as deemed appropriate.
- (e) notify the Regional Chairman, Emergency Management Ontario, and others of the declaration of an emergency and the termination of same.
- (f) seeking assistance from senior levels of government and other municipalities, where necessary.
- (g) assuming the role of primary Municipal Spokesperson.
- (h) maintaining a log to record all actions specific to the role of Mayor.

#### **6.3.2   The Chief Administrative Officer** of the Town of Halton Hills' is responsible for:

**Initial notification of the Town of Halton Hills Emergency Control Group through the Emergency Notification System for the Town of Halton Hills, (refer to Appendix A) and:**

- (a) as the Operations Officer, co-ordinates all operations within the Emergency Operations Centre, including the scheduling of regular meetings of the Emergency Control Group. The Chief Administrative Officer will chair such meetings (see Section 10 – Operations Cycle).
- (b) the designation of the location of the Emergency Operations Centre.

- (c) contacting the Manager of Purchasing, providing a briefing of the emergency situation, request the notification the Emergency Support Group if required and maintaining on-going communications to compliment the ESG activities.
- (d) the co-ordination of all operations concerned with the emergency and shall be directly responsible to the Mayor.
- (e) the authorization of necessary expenditures to deal with the emergency until such time as the Mayor or his designate is available.
- (f) the authorization of major announcements and press releases from the Emergency Control Group. The preparation of these shall be done in conjunction with the Emergency Information Officer.
- (g) maintaining a log to record all actions specific to the role of the Chief Administrative Officer.
- (h) supply, where possible, Town staff to assist the Emergency Control Group.
- (i) ensuring that a communication link is established between herself/himself and the appointed Emergency Site Manager.
- (j) liaise with other Municipal and Regional Chief Administrative Officers where deemed appropriate.

**6.3.3 The Halton Regional Police Chief is responsible for:**

**Initial notification of the Town of Halton Hills Emergency Control Group through the Emergency Notification System for the Town of Halton Hills, (refer to Appendix A) and:**

- (a) notification of necessary emergency and municipal services as required.
- (b) the establishment of a mobile command post through the deployment of the Halton Regional Police Service Mobile Communications Unit.
- (c) ensuring that a communications link is established between the Town of Halton Hills Emergency Control Group and the on-scene Command Post.
- (d) the establishment of an inner perimeter to control and disperse people and vehicles within the emergency area.
- (e) the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel.
- (f) the provision of traffic control to facilitate the movement of emergency vehicles from the emergency area to designated medical facilities.

- (g) notification of persons endangered by the emergency and the evacuation of buildings or areas.
- (h) the protection of life and property and the provision of law and order.
- (i) arranging for the opening and use of public and private facilities as required.
- (j) the provision of police service in evacuation centres, morgues and other facilities as required.
- (k) notifying the Coroner of fatalities.
- (l) liaising with other municipal, provincial and federal police agencies as required.
- (m) liaising with the Commissioner of Social and Community Services regarding the establishment and operation of evacuation centres.
- (n) maintaining a log to record all actions specific to the role of the Police Chief.
- (o) when required, assisting the Emergency Site Manager as appointed by the Town Emergency Control Group in fulfilling their responsibilities.
- (p) provision of an Emergency Site Manager when so directed by the Emergency Control Group.

**6.3.4 The Commissioner & Fire Chief of Halton Hills Fire Department** of the Town of Halton Hills is responsible for:

**Initial notification of the Town of Halton Hills Emergency Control Group through the Emergency Notification System for the Town of Halton Hills, (refer to Appendix A) and:**

- (a) directing all fire fighting and rescue operations;
- (b) making arrangements for required additional fire fighting assistance (Mutual Aid) with the Halton Region Fire Co-ordinator.
- (c) advising the Emergency Control Group on matters concerning fire fighting and fire prevention in areas where the emergency has or may cause increased fire risks.
- (d) maintaining a log to record all actions specific to the role of Fire Chief/Director of Halton Hills Fire Department.
- (e) when required, assisting the Emergency Site Manager as appointed by the Town Emergency Control Group in fulfilling their responsibilities.
- (f) providing an Emergency Site Manager when so directed by the Emergency Control Group.

**6.3.5 The Commissioner of Transportation and Public Works** of the Town of Halton Hills is responsible for:

- (a) the provision of engineering assistance.
- (b) the maintenance, construction and repair of local municipal roadways.
- (c) the maintenance of the Town's storm drainage system.
- (d) arranging for the demolition of unsafe structures and excavation operations where required, once approved by the Chief Building Official.
- (e) providing barricades and flashers as required.
- (f) providing municipal vehicles and equipment complete with operators as required.
- (g) liaising with the Regional Commissioner of Planning and Public Works concerning the provision of emergency potable water supplies and sanitation facilities, Regional roads and areas of mutual concern.
- (h) liaison with public utilities to disconnect any service representing a hazard and/or arranging for the provision of alternative utility services or functions.
- (i) when required, assisting the Emergency Site Manager as appointed by the Town Emergency Control Group in fulfilling their responsibilities.
- (j) providing an Emergency Site Manager when so directed by the Emergency Control Group.
- (k) ensuring the activation of the Halton Hills Public Works Contingency Plan for Spills of Fuel, Oil, or Other Hazardous Materials, and liaising with the Region of Halton relative to their Contingency Plan for Spills of Oil and Other Hazardous Materials.
- (l) liaising with the Directors of Public Works of the area municipalities as required.
- (m) liaising with the representatives of the Ministry of Transportation and Ministry of the Environment as required.
- (n) liaising with the Conservation Authorities as required.
- (o) maintaining a log to record all actions.

**6.3.6 The Town of Halton Hills' Commissioner of Recreation & Parks** is responsible for:

- (a) the provision of municipal buildings as required by the Emergency Control Group.
- (b) the provision of arenas as temporary morgues or shelters as required.
- (c) the provision of additional staffing to assist as required by the Emergency Control Group.

- (d) providing municipal vehicles and equipment complete with operators, as required.
- (e) establishing communications with the Manager of Human Resources pertaining to the need for volunteers.
- (g) maintaining a log to record all actions

**6.3.7 The Town of Halton Hills' Commissioner of Corporate Services** is responsible for:

- (a) providing information and advice on financial matters as they relate to the emergency and controlling, processing and co-ordinating all requests for financial assistance.
- (b) ensuring that technical support is provided so that the municipal switchboard is maintained open and operational.
- (c) ensuring that technical support is provided for continued corporate wide Information Services is maintained
- (d) ensuring communication support is maintained
- (d) maintaining a log to record all actions.

**6.3.8 The Manager of Corporate Communication of the Town of Halton Hills** acts as the **Emergency Information Officer** and is responsible for:

- (a) Ensuring the prompt dissemination of accurate information to the news media and the public.
- (b) Establishing a communication link with the On-Scene Media Coordinator, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other media coordinator(s) to ensure a coordinated flow of information.
- (c) Providing communications advice and obtaining appropriate information to be disseminated to the public.
- (d) Organizing and facilitating news conferences, and briefing senior officials, as required.
- (e) Coordinating with the On-Scene Media Coordinator regarding visits of news media to the emergency site.
- (f) Activating the Town of Halton Hills's "Emergency Public Information Plan" (Appendix F).
- (g) maintaining a log to record all actions.

**6.3.9 The Community Emergency Management Co-ordinator** (not a voting member of the Town of Halton Hills Emergency Control Group) is responsible for:

- (a) ensuring the Primary Emergency Operations Centre is set up and operational and establishing security if required.
- (b) acting in a resource and advisory capacity to the Emergency Control Group and other emergency and support staff, as required.
- (c) providing guidance and assistance to various groups and departments involved in the management of the emergency, as required.
- (d) assisting with the post-emergency report and/or debriefing process, as required.
- (e) liaising with the Halton Region Emergency Management Co-ordinator as deemed appropriate.
- (f) liaising with representatives of Emergency Management Ontario as deemed appropriate.
- (g) liaising with other agencies as required by the Municipal Emergency Control Group.
- (h) when required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities.
- (i) maintaining a log specific to the role of the Community Emergency Management Co-ordinator.

**6.3.10 The Halton Region Emergency Management Co-ordinator** (not a voting member of the Town of Halton Hills Emergency Control Group) is responsible for:

- (a) assisting the Community Emergency Management Co-ordinator when requested.
- (b) acting in a resource liaison and advisory capacity to the Halton Hills Emergency Control Group and other emergency and support staff, as required.
- (c) maintaining a communication link with the Halton Regional Emergency Control Group concerning the Town of Halton Hills emergency.
- (d) assisting in and directing the set up of the Secondary Emergency Operations Centre as required.
- (e) liaising with other Regional Departments and agencies as required by the Municipal Emergency Control Group.

## **Section 7: Emergency Support Group (ESG)**

### **7.1 Composition**

- The Emergency Support Group may be composed of persons or the designated alternates holding the following positions:
  - Chief Librarian
  - Manager of Human Resources
  - Manager of Finance
  - Superintendent of Public Works
  - Commissioner of Planning & Sustainability
  - Halton Hills Hydro Manager of Engineering and Operations
  - Halton District School Boards' Representative(s)
  - Other personnel or representatives of specialist agencies or organizations may be added to this group as the situation dictates.
  - Manager of Building Services & Chief Building Official
  - Manager of Information Services
  - Manager of Purchasing
- The Emergency Support Group may function with only a limited number of persons depending on the emergency. The Emergency Support Group may not require the presence of all as listed on the Emergency Support Group. This shall not preclude notification of all members of the Emergency Support Group.

### **7.2 Location**

- The Emergency Support Group will gather and operate at the location set out in Appendix E.

### **7.3 Collective Responsibilities**

- The Emergency Support Group is directly responsible for the provision of all logistical and technical support to the Emergency Control Group related to their specific area of expertise under the control of the Manager of Purchasing.

### **7.4 Individual ESG Member Responsibilities**

#### **7.4.1. The Town of Halton Hills' Superintendent of Public Works is responsible for:**

- (a) Provide assistance regarding Public Works responsibilities to Commissioner of Transportation and Public Works
- (b) Implement strategies developed by ECG regarding Public Work areas of responsibilities
- (c) \co-ordinate with the On-scene Media Coordinator regarding visits of news media to the emergency site. (Such visits normally involve escorting media to the site, in which case transport can be arranged through the Transportation Coordinator)
- (d) arranging for the transportation of Re-deployed Staff and Community Volunteers, through the Transportation Coordinator (Manager of Public Works);

- (e) maintaining a log to record all actions.

**7.4.2 The Town of Halton Hills' Manager of Building Services and Chief Building Official** is responsible for:

- (a) provision of staff to perform damage assessments in order to ensure any lack of structural integrity of buildings does not cause a public safety hazard.
- (b) liaising with Public Works personnel to arrange for the damage assessments of critical infrastructure, to ensure continuity of service.
- (c) Provide advice to the Emergency Control Group to assist in decision-making regarding re-entry of the public in evacuated or damaged areas.
- (d) Issue necessary permits and orders such as those related to demolition.
- (e) Assist the Infrastructure Sub-Committee during the Post-Emergency Recovery Phase of the incident.
- (f) maintaining a log to record all actions.

**7.4.3 The Town of Halton Hills' Commissioner of Planning** is responsible for:

- (a) alternate and assistant to the CAO as required and will assign staff to perform the following duties if required.
- (b) the provision of planning and support information with respect to mapping and planning support contingencies.
- (c) maintaining a log to record all actions.

**7.4.4 The Town of Halton Hills' Clerk** is responsible for:

- (a) The establishment and operation of a Citizens Inquiry Bureau to provide factual information including liaison with the Emergency Information Officer for information from the Emergency Control Group, and with the local Red Cross Headquarters concerning evacuee Registration and Inquiry.
- (c) maintaining a log to record all actions.

**7.4.5 The Town of Halton Hills' Manager of Information Services** is responsible for:

- (a) the provision and support of phone networks, computer systems, and software applications inherent to Emergency Response Plan operations and Business and Computer continuity applications.
- (b) provision of GIS support to the Community Control and Support Groups as needed.
- (c) maintaining a log to record all actions.

**7.4.6 The Town of Halton Hills' Manager of Human Resources** is responsible for:

- (a) co-ordinating and processing requests for human resources and appeals for volunteers.
- (b) selecting the most appropriate site for the registration of human resources and ensuring records of human resources and administrative detail that may involve financial liability are completed.
- (c) when volunteers are involved ensuring that the Volunteer Registration Form (see Appendix G ) is completed and a copy is retained for records retention. All forms should remain part of the records in control of the Manager or Human Resources and/or delegated persons.
- (d) ensuring identification cards are issued to volunteers and temporary employees, where practical.
- (e) co-ordinating the provision of training of volunteers as required.
- (f) maintaining a log to record all actions.

**7.4.7 The Town of Halton Hills' Manager of Purchasing** is responsible for:

- (a) upon being briefed by the CAO on the emergency situation, the notification of the members of the Emergency Support Group, the designated meeting point and maintaining on-going communications with the CAO on matters related to the Emergency Support Group requirements.
- (b) the provision and securing of all external equipment and supplies which may be required to mitigate the effect of the emergency
- (c) acting as an additional resource to the Emergency Control Group as required
- (d) maintaining a log to record all actions.

**7.4.8. The Chief Librarian for the Halton Hills Public Library** is responsible for:

- (a) the provision of comprehensive information services as deemed necessary due to the circumstances.
- (b) maintaining a log to record all actions.

**7.4.9 The Halton District School Board(s) representative(s)** is/are responsible for:

- (a) assisting in the provision of necessary emergency shelter.
- (b) maintaining a log to record all actions.

**7.4.10 The Halton Hills Hydro Manager of Engineering and Operations** is responsible for:

- (a) the provision of support and hydro utility technology required to sustain applicable business and emergency service continuity within the Municipality.
- (b) maintaining a log to record all actions.

**7.4.11 Manager of Accounting and Town Treasurer** is responsible for:

- (a) the provision of information and advice on financial matters as they relate to the emergency and control processing and coordinating all requests for financial assistance.
- (b) maintaining a log to record all actions

## **Section 8: Emergency Site Manager**

### **8.1 Appointment**

The Emergency Site Manager will be **appointed** by the Town Emergency Control Group from the lead agency involved in the specific type of emergency.

Examples:      Fire incident = Fire Emergency Site Manager  
                     Evacuation = Police Emergency Site Manager  
                     Mass Casualty Incident = EMS Site Manager  
                     Flood Emergency = Infrastructure Services

The agency appointed as Emergency Site Manager may change during the course of the incident. For instance, during a major fire incident in the initial rescue and fire suppression phase, Fire could be the Emergency Site Manager. As the incident is brought under control and moves into the criminal investigation phase, Police could now become the Emergency Site Manager, as decided by the Emergency Control Group.

Once appointed as Emergency Site Manager, this individual will no longer be responsible for the operations or command of their agency but will be responsible for the overall co-ordination of all agencies involved in the incident.

Selection of the Emergency Site Manager will take into consideration the following:

- availability and approval of their agency;
- training and field experience;
- knowledge of responding agencies responsibilities and resources.

### **8.2 Authority and Responsibilities**

The Emergency Site Manager upon appointment by the Town Emergency Control Group has the **authority** to:

- call meetings of the responding agency commanders for information sharing, establishing

- objectives in the site management, prioritizing limited resources where applicable,
- mediate conflicts between agencies and to contact the Chief Administrative Officer at the Town Emergency Control Group should they be unable to resolve the matter, and
- request assistance from responding agencies for communications and other emergency site management tools.

The Emergency Site Manager in conjunction with the responding agencies is **responsible** to:

- ensure that priorities, tasks and tactics have been established to contain the problem,
- ensure that responding agencies are aware of human and material resources that are available to mitigate the emergency,
- assign the duties of On-Site Media Co-ordinator to a person appropriate to fill that role,
- ensure agencies address the needs of their staff with regards to stress, fatigue, food, shelter, and relief,
- maintain a communication link with the Chief Administrative Officer at the Town Emergency Control Group for the flow of accurate information and assistance in management of the emergency,
- ensure that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis,
- monitor the operation of the site management and make suggestions where appropriate,
- exercise foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc. and
- where possible conserve resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Town Emergency Control Group is managing the day-to-day Town operations in our community.

### **Section 9: Requests for Provincial Assistance**

Under certain circumstances, departments or agencies responding in accordance with the Municipal or Regional Emergency Response Plan may be required to request assistance of a Ministry(ies) or Agency(ies) of the Province of Ontario. For example, the Ministry of the Environment (through its Spills Action Centre) often becomes involved in response to a spill. The requesting of such provincial assistance shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

Emergency Management Ontario (EMO – an agency of the Ministry of Community Safety and Correctional Services) can also provide guidance and assistance in emergency circumstances. Once an emergency is declared, EMO is notified through the Provincial Operations Centre and, under most circumstances, will dispatch a liaison officer. EMO should also be advised of a threat of an emergency, and the activation of an emergency plan prior to an emergency declaration.

Emergency Management Ontario can co-ordinate assistance from a number of Provincial agencies and ministries and the Federal government, including Military Aid to the Civil Authority.

Under certain circumstances and/or when the combined resources of the Regional Municipality of Halton and the four Local Municipalities are deemed insufficient, the Regional Chairman may

formally request assistance from the Premier of Ontario. This may be done through the Provincial Operations Centre.

## **Section 10: Emergency Operations Centre (EOC)**

### **10.1 Primary and Alternate EOC's**

- Please refer to Appendix “E” for information pertaining to the locations and set-up of the primary and/or alternate Emergency Operations Centres.
- When it is determined some or all the Emergency Control Group will be brought together to deal with an emergency situation, the Community Emergency Management Co-ordinator will contact the staff members listed on the Confidential EOC auxiliary staff contact list (Appendix “B”) and have the EOC prepared for operation.
- The EOC will be set up as described and illustrated in Appendix E of the Town of Halton Hills Emergency Response Plan.

### **10.2 Operations Cycle – Emergency Control Group Meetings**

It is essential that the Emergency Control Group members meet on a regular basis to share information, identify actions, and set priorities. These meetings are scheduled by the EOC Operations Officer (the CAO) on a regular rotation, allowing time between meetings for the Emergency Control Group members to deal with their individual responsibilities, complete “action items” and gather information for the next meeting. This meeting schedule is called the “Operations Cycle”.

Operations Cycle meetings are ideally held away from the main EOC room(s) where work may need to continue in the management of the emergency.

When the Emergency Control Group meets according to the Operations Cycle, there will be no interruptions (unless urgent) until the meeting is concluded. When a meeting commences, all Emergency Control Group members will come to the table and each member will briefly update the group on the actions of their respective agency, identifying issues needing resolution and seeking input from the group as a whole with the CAO chairing each meeting. Meetings serve as an opportunity for agency updates and provide a forum for discussion between the Emergency Control Group as a whole. All Emergency Control Group members must be present at each meeting to hear reports from, and give reports to the group as a whole.

During the Operations Cycle meetings, all members will provide advice and make recommendations as required. When decisions are made, all members must collectively support the decisions, whether opposed to those decisions at the discussion level or not.

Emergency Control Group meetings serve as the essential forum for group decision making, keeping all group members up to date regarding the actions of each agency, and the emergency situation as a whole.

A recording secretary will record the decisions of the Group, any specific actions to be taken and who will be responsible for those action items. The action items list will be maintained and

reviewed/revised at each Operations Cycle meeting. Specific actions items may also be posted on an “Emergency Operations” log.

At the conclusion of the Operations Cycle meeting, the Director of Corporate Services and Treasurer shall update and brief the Emergency Support Group as required and identify any action items that require follow-up by any specific Support Group members.

## **Section 11: Plan Maintenance, Revision, Testing, and Departmental Responsibilities**

### **11.1 Plan Maintenance and Revision**

The Town of Halton Hills Emergency Response Plan will be maintained and distributed by the Community Emergency Management Coordinator.

This plan will be reviewed annually and, where necessary, revised under the authority of the Emergency Management Program Committee. This will be facilitated by the Community Emergency Management Coordinator.

Major changes to the Emergency Response Plan require approval by Town Council through the passing of a revised Enabling By-law, however, revisions to the appendices and minor administrative changes may be made by the Community Emergency Management Coordinator.

It is the responsibility of each person, agency, service or department named within this Emergency Response Plan to notify the Community Emergency Management Coordinator of any revisions to the plan, changes to appendices, or administrative changes.

### **11.2 Testing of the Plan**

A regular exercise shall be conducted in order to test the overall effectiveness of this Emergency Plan and to provide training to the Emergency Control Group. Revisions to this plan shall incorporate recommendations stemming from such exercises.

Both the review of the Emergency Response Plan and testing / exercising are mandated to be done at least once per year under the requirements of the Emergency Management and Civil Protection Act and Regulations.

### **11.3 Departmental Internal Procedures**

Each Town of Halton Hills department or service involved with this Emergency Response Plan shall prepare functional alerting systems and emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. These will be maintained as Appendix C in this document.

Each department or service shall designate a member of its staff to maintain, and co-ordinate revision of, its own emergency procedures or guidelines. The Community Emergency Management Coordinator is available to facilitate the development of departmental plans and procedures.

A copy of each department's internal emergency procedures, guidelines and alerting systems, as well as any functional updates, is to be forwarded to the Community Emergency Management Coordinator for review and inclusion in this document.

## **Section 12: Glossary, Definitions, and Acronyms**

**Short Title:** This Emergency plan may be cited as the “**Town Emergency Response Plan**”

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| <b>Chief Administrative Officer</b>                              | The Chief Administrative Officer of the Corporation of the Town of Halton Hills or designate.   |
| <b>Manager of Building Services &amp; Chief Building Officer</b> | The Chief Building Officer of the Corporation of the Town of Halton Hills or designate.   |
| <b>Citizen Enquiry Service</b>                                   | A service established to respond to and redirect inquiries and reports from the public.   |
| <b>Community Emergency Management Co-ordinator</b>               | The person designated by the Fire Chief responsible for the maintenance, revision and distribution of this plan and the co-ordination of emergency exercises. This person will also act as the liaison with the Region Emergency Management Coordinator         |
| <b>Clerk</b>   | The <b>Clerk</b> for the Corporation of the Town of Halton Hills or designate will assume the role of Citizen Inquiry Supervisor.   |
| <b>Designated Senior Municipal Official</b>                      | A Senior Municipal Official designated in the Town Emergency Plan to be a member of the Emergency Control Group.  |
| <b>Commissioner of Corporate Services</b>                        | The Commissioner of Corporate Services-for the Corporation of the Town of Halton Hills or designate and also as fulfilling the alternate role of Designated Senior Municipal Official as required.  |
| <b>Commissioner of Transportation and Public Works</b>           | The <b>Commissioner of Transportation and Public Works</b> of the Corporation of the Town of Halton Hills or designate. <b>Commissioner of Transportation and Public Works</b> will also fulfil the role of Designated Senior Municipal Official when required. |
| <b>Chief Librarian</b>   | The Director of Libraries of the Halton Hills Public Library or designate.  |

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| <b>Commissioner of Planning</b>                                    | The Commissioner of Planning of the Corporation of the Town of Halton Hills or designate. The Commissioner of Planning will also fulfil the role of Designated Senior Municipal Official when required.   |
| <b>Commissioner of Recreation and Parks</b>                        | The Commissioner of Recreation and Parks of the Corporation of the Town of Halton Hills or designate and also as fulfilling the alternate role of Designated Senior Municipal Official as required.   |
| <b>Duty Inspector</b>  | The Duty Inspector is a member of the Halton Regional Police Service and is responsible on a 24 hour basis to the Deputy Chief of Police for the general operations of the Halton Regional Police.  |
| <b>Emergency</b>   | A situation or impending situation which by its nature or magnitude affects the health, safety, welfare and property of the community and <i>requires a controlled and co-ordinated response</i> .  |
| <b>Emergency Control Group (ECG)</b>                               | That group of individuals that direct those services necessary for mitigating the effects of the emergency. The Chief Administrative Officer is responsible for coordinating the actions of the Group.  |
| <b>Emergency Site Manager (ESM)</b>                                | Appointed by the Town Emergency Control Group to ensure the agencies responding to the site of the emergency are coordinated in their response. The E.S.M. communicates directly with the Chief Administrative Officer at the Town Emergency Control Group. |
| <b>Emergency Support Group (ESG)</b>                               | That group of individuals that provide assistance of an informational and logistical nature in an effect to assist the Control Group in the making of informed decisions.   |
| <b>Evacuation Centre</b>   | An evacuation centre is a facility used to register and provide care/shelter to persons displaced by the emergency.   |
| <b>Commissioner and Fire Chief of Halton Hills Fire Department</b> | The <b>Commissioner and Fire Chief</b> of Halton Hills Fire Department or designate.  |
| <b>Halton District School Board(s) Representatives</b>             | A designated person who represents the Halton District School Board and a designated person who represents the Halton Catholic District School Board.   |
| <b>Manager of Engineering and Operations Halton Hills Hydro</b>    | The <b>Manager of Engineering and Operations</b> for Halton Hills Hydro or designate.   |

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| <b>Inner Perimeter</b>                            | A restricted area in the immediate vicinity of the emergency scene as established by the Chief of Police in conjunction with the other responding emergency services. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the incident.                    |
| <b>Manager of Human Resources</b>                 | The Manager of Human Resources for the Corporation of the Town of Halton Hills or designate.   |
| <b>Manager of Information Services</b>            | The Manager of Information Services for the Corporation of the Town of Halton Hills or designate.  |
| <b>Manager of Purchasing</b>                      | The Manager of Purchasing for the Corporation of the Town of Halton Hills or designate.  |
| <b>Mayor</b>                                      | The Mayor as Head of the Council of the Corporation of the Town of Halton Hills or designate.  |
| <b>On-Scene Commander</b>                         | The person in charge of an essential emergency service (police, fire, ambulance) at the scene of the incident.   |
| <b>On-scene Media Co-ordinator</b>                | The ‘On Scene Media Co-ordinator’ will be appointed by the ‘Emergency Site Manager’ at the time of the emergency. It is their responsibility to co-ordinate the accurate dissemination of information to the media and ensure the information given the media is also provided to the Emergency Control Group. |
| <b>Outer Perimeter</b>                            | The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Co-ordinator.                              |
| <b>Regional Chief of Police</b>                   | The Chief of Police of the Regional Municipality of Halton or designate.   |
| <b>Regional Emergency Management Co-ordinator</b> | The Regional Emergency Management Coordinator performing the Community Emergency Management function for the Regional Municipality of Halton.  |
| <b>Manager of Corporate Communications</b>        | The <b>Manager of Corporate Communications</b> for the Corporation of the Town of Halton Hills or designate shall be the Emergency Information Officer and responsible for all press releases from the Emergency Control Group, and will deal with citizen inquiries.  |



**BY-LAW NO. 2018-0070**

A By-law to adopt the proceedings of the Council Meeting held on the 19th day of November, 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 19<sup>th</sup> day of November, 2018.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES