

## **AGENDA**

### **COUNCIL MEETING**

Monday, June 17, 2019, Call to Order 4:00 p.m. in Council Chambers, 4:05 p.m. for Closed Session, Reconvene into Open 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. Art Skidmore, President and CEO of Halton Hills Hydro Inc.**

Confidential update regarding a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization. (Halton Hills Community Energy Corporation - HHCEC - Shareholders Meeting)

**2. REPORT NO. FIRE-2019-0001**

FIRE SERVICES REPORT NO. FIRE-2019-0001 dated June 3, 2019 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Settlement)

**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**

**1. Camp Molly Participants**

H. Olivieri, Commissioner and Chief of Fire Services presentation to Council regarding Camp Molly Participants.

(Video)

**2. Halton District School Board (HDSB) Presentation**

HDSB Trustee Halton Hills Jeanne Gray, HDSB Director Stuart Miller, HDSB Superintendent Scott Podrebarac, HDSB Chair Andrea Grebenc, HDSB Vice Chair Tracey Ehl Harrison presentation to Council regarding Halton District School Board.

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

- |  |    |
|--|----|
| 1. Minutes of the Council Meeting held on May 27, 2019.              | 7  |
| 2. Public Meeting (2019-0006) Minutes dated May 27, 2019.            | 24 |
| 3. Public Meeting (2019-0007) Minutes dated May 27, 2019.            | 30 |
| 4. Confidential Minutes of the Council Meeting held on May 27, 2019. |    |

(Under separate cover)

**11. GENERAL COMMITTEE**

**COUNCIL TO CONVENE INTO GENERAL COMMITTEE**

Councillor Wendy Farrow-Reed, Chair

**Vet Reports to be considered at General Committee**

**1. Public Meetings / Hearings**

**a. Public Meeting**

Accessory Dwelling units in Halton Hills.

(Refer to Item No. 11.3a of this Agenda, Report No. PLS-2019-0030)

**b. Public Meeting**

Proposed Temporary Use Zoning By-law Amendment to permit a Transport Terminal (for a period of 3 years) at 7886 Winston Churchill Boulevard (Halton Hills Premier Gateway Business Park).

(Refer to Item No. 11.3b of this Agenda, Report No. PLS-2019-0045)

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

**a. Opening Remarks by Chris Mills, Commissioner of Transportation and Public Works. Presentation by Maureen Van Ravens, Manager of Transportation and Tim Rosenberger of WSP Consulting**

M. Van Ravens and T. Rosenberger to make a presentation to General Committee regarding the Transit Service Strategy and Executive Summary.

(Refer to Item No. 11.3c of this Agenda, Report No. TPW-2019-0026)

**b. Kathleen Dills of Halton Hills Chamber of Commerce**

K. Dills of Halton Hills Chamber of Commerce to make a presentation to General Committee regarding the Transit Service Strategy and Executive Summary.

(Refer to Item No. 11.3c of this Agenda, Report No. TPW-2019-0026)

**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. PLS-2019-0030 (AUTOMATIC HOLD)**

38

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0030 dated May 17, 2019 regarding Accessory Dwelling Units in Halton Hills – Statutory Public Meeting Report.

|     |  |     |
|-----|--|-----|
| b.  | <b>REPORT NO. PLS-2019-0045 (AUTOMATIC HOLD)</b>   | 59  |
|     | PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0045 dated May 31, 2019 regarding Public Meeting for a proposed Temporary Use Zoning By-law Amendment to permit a transport terminal for a period of 3 years at 7886 Winston Churchill Boulevard (Halton Hills Premier Gateway Business Park). |     |
| c.  | <b>REPORT NO. TPW-2019-0026 (AUTOMATIC HOLD)</b>   | 73  |
|     | TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2019-0026 dated June 3, 2019 regarding Transit Service Strategy and Executive Summary.  |     |
| d.  | <b>REPORT NO. ADMIN-2019-0025</b>  | 117 |
|     | OFFICE OF THE CAO REPORT NO. ADMIN-2019-0025 dated June 6, 2019 regarding Updated Board of Management at the Acton Business Improvement Area (BIA).  |     |
| e.  | <b>REPORT NO. PLS-2019-0031</b>  | 120 |
|     | PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0031 dated May 15, 2019 regarding Part Lot Control Exemption for Block 233, Registered Plan 20M-1196 (Georgetown).   |     |
| f.  | <b>REPORT NO. ADMIN-2019-0020</b>  | 125 |
|     | OFFICE OF THE CAO REPORT NO. ADMIN-2019-0020 dated June 11, 2019 regarding CEAA Panel Review of the Proposed CN Milton Logistics Hub.  |     |
| g.  | <b>MEMORANDUM NO. TPW-2019-0014</b>  | 131 |
|     | TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2019-0014 dated June 2, 2019 regarding Provincial Dedicated Gas Tax.  |     |
| 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.  | Report of the Community and Corporate Affairs Committee Meeting held on June 3, 2019.  | 133 |
| 2.  | Report of the Planning, Public Works and Transportation Committee meeting held on June 4, 2019.  | 138 |



3. **Confidential Minutes of the Community and Corporate Affairs Committee Meeting Minutes dated June 3, 2019.**

(Under separate cover)

#### **14. RECEIPT OF MINUTES OF ADVISORY/SPECIALCOMMITTEES**

1. **Downtown Acton Board of Management Meeting Minutes dated January 14, 2019.** 142
2. **Downtown Acton Board of Management Meeting Minutes dated February 19, 2019.** 146
3. **Downtown Acton Board of Management Meeting Minutes dated March 19, 2019.** 151
4. **Heritage Halton Hills Committee Meeting Minutes dated May 15, 2019.** 155
5. **Site Alteration Committee Meeting Minutes dated May 16, 2019.** 160
6. **Halton Hills Accessibility Advisory Committee Meeting Minutes dated May 29, 2019.** 164
7. **Confidential Heritage Halton Hills Meeting Minutes dated May 15, 2019.**

(Under Separate Cover)

#### **15. PETITIONS/COMMUNICATIONS/MOTIONS**

1. **Gas Tax Transfers to Municipalities** 166

#### **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 June 17, 2019, 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. 2019-0025** 168

A By-law to provide that Section 50 of the Planning Act, R.S.O. 1990, does not apply to Block 233, Plan 20M-1196.

(Refer to Item No. 11.3 of this Agenda, Report No. PLS-2019-0031)

|    |   |     |
|----|---|-----|
| 2. | <b>BY-LAW NO. 2019-0026</b>   | 170 |
|    | A By-law to assume the Public Services and Street, names, Foxtail Court, with Subdivision Plan 20M-1093.                    |     |
|    | (Recommendation No. PPT-2019-0039, Report No. PLS-2019-0035)  |     |
| 3. | <b>BY-LAW NO. 2019-0027</b>   | 171 |
|    | A By-law to provide for the appointment of Private Parking Enforcement Officers.  |     |
| 4. | <b>BY-LAW NO. 2019-0028</b>   | 172 |
|    | A By-law to adopt the proceedings of the Council Meeting held on the 17th day of June, 2019 and to authorize its execution. |     |

**20. ADJOURNMENT**



**MINUTES**  
**COUNCIL MEETING**  
**MONDAY, MAY 27, 2019**

The Town of Halton Hills Council met this 27<sup>th</sup> day of May, 2019, in the Council Chambers, 1 Halton Hills Drive Town Hall, commencing at 3:00 p.m. with Mayor R. Bonnette in the Chair and reconvened into Open Session at 6:00 p.m.

**MEMBERS PRESENT** Mayor R. Bonnette, Councillor C. Somerville, Councillor J. Fogal, Councillor M. Albano, Councillor T. Brown, Councillor B. Lewis, Councillor W. Farrow-Reed, Councillor M. Johnson, Councillor B. Inglis, Councillor A. Lawlor

**REGRETS** Councillor J. Hurst

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

**STAFF PRESENT**  
(Closed Session) A. B. Marshall, CAO; S. Jones, Clerk & Director of Legislative Services; C. Mills, Commissioner of Transportation & Public Works; J. Linhardt, Commissioner of Planning & Sustainability; W. Harris, Commissioner of Recreation & Parks; J. Diamanti, Commissioner of Corporate Services; H. Olivieri, Chief & Commissioner of Fire Services; W. O' Donnell, Deputy Treasurer and Manager of Revenue and Taxation; G. Cannon, Chief Librarian; V. Petryniak, Deputy Clerk; A. Fuller, Manager of Communications; S. Silver, Senior Advisor, Strategic Planning and Continuous Improvement; R. Cockfield, Manager of Strategic Planning and Continuous Improvement

**\* Denotes Change From Council Agenda**

**1. OPENING OF THE COUNCIL MEETING**

Mayor R. Bonnette called the meeting to order at 3:00 p.m. in the Council Chambers.

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

Resolution No. 2019-0095

Moved by: Councillor C. Somerville

Seconded by: Councillor M. Albano

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

**2.1**

TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2019-0018 dated May 21, 2019 regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on behalf of the municipality or local board. (Exchange Hotel)

**2.2**

PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0040 dated May 22, 2019 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Hidden Quarry)

**2.3**

LIBRARY SERVICES REPORT NO. LIB-2019-0001 dated May 9, 2019 regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board. (Settlement)

**2.4**

OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0009 dated May 10, 2019 regarding personal matters about an identifiable individual, including municipal or local board employees. (Business Licensing Matter)

CARRIED

Council convened into Closed Session at 3:05 p.m.

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

Mayor R. Bonnette called for a recess at 4:16 p.m.

**4. RECONVENE INTO OPEN SESSION**

Resolution No. 2019-0096

Moved by: Councillor B. Inglis

Seconded by: Councillor T. Brown

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

CARRIED

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

**5. NATIONAL ANTHEM**

**6. ANNOUNCEMENTS**

**6.1 High Five Program Accreditation**

Mayor R. Bonnette announced that the Recreation and Parks Department has successfully achieved its third re-accreditation status through Parks and Recreation Ontario's HIGH FIVE® program.

Mayor R. Bonnette called the members of the HIGH FIVE® leadership team from Recreation and Parks to the front for a photo in recognition of this accomplishment.

**6.2 ParticipACTION Community Better Challenge**

Mayor R. Bonnette announced that on May 25<sup>th</sup> at the Gellert Community Centre, the Town of Halton Hills was excited to launch the brand new annual ParticipACTION Community Better Challenge running from May 31<sup>st</sup> to June 16, 2019. We are challenging all those who live, work and play in Halton Hills to sit less and move more together and to then track their physical activity minutes in an effort to position Halton Hills as a community that champions active living.

### **6.3 Bike it to Work Day**

Councillor J. Fogal announced that today May 27, 2019 was Bike it to Work Day. It was a successful event with many staff and members of the public participating.

Councillor J. Fogal also announced that the next Bike Event will be Father's Day Weekend, June 15 with the Bike it to the Market Event.

### **6.4 Climate Change Rally**

Councillor J. Fogal announced that a second climate Change Rally was held on Friday May 24 at Dominion Gardens. A potential third Climate Change Rally is currently scheduled for September 20.

## **7. EMERGENCY BUSINESS MATTERS**

### **7.1 Cuts to Municipal Budgets**

Mayor R. Bonnette advised that he attended a meeting of the Large Urban Mayor's Caucus of Ontario (LUMCO) in Guelph, where Minister Clark met with Mayor's to discuss their displeasure with the Premier of Ontario for the cuts to Municipal Budgets.

Those cuts have since been reversed for the current year.

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

### **8.1 Councillor C. Somerville**

Declared a pecuniary/conflict of interest with respect to Item No. 14.1 of the Agenda, Minutes of the Committee of Adjustment dated April 3, 2019, specifically Item No. 4A, Minor Variance D13VAR19.008H - Daley as he and his spouse own property across from the referred to property.

## **9. COUNCIL DELEGATIONS/PRESENTATIONS**

NIL

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

Resolution No. 2019-0097

Moved by: Councillor C. Somerville

Seconded by: Councillor A. Lawlor

THAT the following minutes are hereby approved:

10.1 Minutes of the Council Meeting held on May 6, 2019.

10.2 Public Meeting (2019-0004) Minutes dated May 6, 2019.

10.3 Public Meeting (2019-0005) Minutes dated May 6, 2019.

CARRIED

**11. GENERAL COMMITTEE**

Resolution No. 2019-0098

Moved by: Councillor W. Farrow-Reed

Seconded by: Councillor J. Fogal

THAT Council do now convene into General Committee.

CARRIED

Councillor T. Brown assumed the role of Presiding Officer.

**11.1 Public Meetings / Hearings**

**11.1.a**

**6:15 PM PUBLIC MEETING**

Proposed Zoning By-law Amendment to permit the creation of 5 new single detached residential lots at 10759 Eighth Line (Georgetown)

(Public Meeting Minutes 2019-0006 attached as Appendix A to these Minutes)

**11.1.b**

**6:45 PM PUBLIC MEETING**

Proposed Zoning By-law Amendment to permit the creation of 5 new single detached residential lots at 11801 Trafalgar Road (Georgetown).

(Public Meeting Minutes 2019-0007 attached as Appendix B to these Minutes)

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

**11.2.a**

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

S. Silver made a presentation to General Committee regarding Bill 108 noting the potential impacts of the passing of Bill 108 and the absence of implementation details from the Province and the requirement to comment by June 1, 2019.

**11.3 Municipal Officers Reports to be Considered by General Committee**

**11.3.a PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0034 dated May 9, 2019 regarding Public Meeting Report for a proposed Zoning By-law Amendment to permit the creation of 5 new single detached residential lots (6 total including the retained lot) at 10759 Eighth Line (Georgetown).**

Recommendation No. GC-2019-0032

THAT Report No. PLS-2019-0034, dated May 9, 2019, with respect to the "Public Meeting for a proposed Zoning By-law Amendment to permit the creation of 5 new single detached residential lots (6 total including the retained lot) at 10759 Eighth Line (Georgetown)", be received;

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

CARRIED



**11.3.b PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0033 dated May 10, 2019 regarding Public Meeting Report for a proposed Zoning By-law Amendment to permit the creation of 5 new single detached residential lots (6 total including the retained lot) at 11801 Trafalgar Road (Georgetown).**

Recommendation No. GC-2019-0033

THAT Report No. PLS-2019-0033, dated May 10, 2019, with respect to the “Public Meeting for a proposed Zoning By-law Amendment to permit the creation of 5 new single detached residential lots (6 total including the retained lot) at 11801 Trafalgar Road (Georgetown)”, be received;

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

CARRIED

**11.3.c OFFICE OF THE CAO REPORT NO. ADMIN-2019-0021 dated May 14, 2019 regarding Bill 108.**

Recommendation No. GC-2019-0034

THAT Report No. ADMIN-2019-0021 dated May 14, 2019 regarding Bill 108 be received for information;

AND FURTHER THAT staff be directed to prepare submissions to the Province of Ontario on Environmental Registry of Ontario (ERO) as outlined in Report ADMIN-2019-0021;

AND FURTHER THAT the Town Clerk forward a copy of Report ADMIN-2019-0021 to the Minister of Municipal Affairs and Housing and Minister of the Environment, Conservation and Parks, Halton Area MPPs, Region of Halton, the City of Burlington, the Town of Milton and the Town of Oakville for their information.

CARRIED

**11.3.d PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0036 dated May 14, 2019, regarding the Halton Area Planning Partnership (HAPP) Joint Submissions on the Provincial Review of the Endangered Species and Conservation Authorities Acts.**

Recommendation No. GC-2019-0035

THAT Report PLS-2019-0036, dated May 14, 2019, regarding the Halton Area Planning Partnership (HAPP) Joint Submissions on the Provincial Review of the Endangered Species and Conservation Authorities Acts, be received;

AND FURTHER THAT Council endorse the comments on the Provincial Review contained in the Joint Submissions attached as Schedules One and Two to this report, previously submitted to the Province to meet the commenting deadlines of May 18-21, 2019;

AND FURTHER THAT a copy of this report be forwarded to the Ministry of the Environment, Conservation and Parks, the Ministry of Natural Resources and Forestry, the Region of Halton, the Local Municipalities of Burlington, Milton and Oakville, Conservation Halton, Credit Valley Conservation and the Grand River Conservation Authority.

CARRIED

**11.3.e PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0039 dated May 21, 2019 regarding 2019 Provincial Growth Plan, “A Place to Grow”.**

Recommendation No. GC-2019-0036

THAT Report PLS-2019-0039 dated May 21, 2019 regarding the 2019 Provincial Growth Plan, “A Place to Grow” be received for information;

AND THAT staff be authorized to continue to review and evaluate the cumulative impacts of the revised Provincial Growth Plan as it relates to the suite of proposed draft legislation regarding the land use planning system in Ontario;

AND FURTHER THAT staff report back to Council regarding comments specific to the Provincially Significant Employment Zones mapping as it relates to the Town of Halton Hills

AND FURTHER THAT the Town Clerk forward a copy of Report PLS-2019-0039 to the Region of Halton, the City of Burlington, the Town of Milton and the Town of Oakville for their information.

CARRIED

**11.3.f RECREATION AND PARKS REPORT NO. RP-2019-0020 dated May 16, 2019, regarding the Award of Proposal T-061-19 for Contractor of the Bundled Roof (4) & Cooling Tower (1) Replacement Project.**

Recommendation No. GC-2019-0037

THAT Report No. RP-2019-0020 dated May 16, 2019, regarding the Award of Proposal T-061-19 for Contractor of the Bundled Roof (4) & Cooling Tower (1) Replacement Project be received;

AND FURTHER THAT Eileen Roofing Inc. 1825 Wilson Ave, North York ON M9M 1A2 be awarded the Contract No. T-061-19 Bundled Roof (4) & Cooling Tower (1) Replacement Project for a total amount of \$1,350,982.80;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the necessary contract documents for this project.

CARRIED

**11.3.g TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2019-0024 dated May 15, 2019, regarding Connecting Links Update and Contribution Agreement.**

Recommendation No. GC-2019-0038

THAT Report No. TPW-2019-0024, dated May 15, 2019, regarding Connecting Links Update and Contribution Agreement, be received;

AND FURTHER THAT Council supports the application to the Ministry of Transportation (MTO) for the Main Street North Bridge, Site No. 13, Rehabilitation in Halton Hills (Georgetown), as part of the Connecting Link Funding Program;

AND FURTHER THAT if the Town is successful in securing funding from the Connecting Link Funding Program, Council be requested to pass a resolution to enter into an Agreement with MTO and authorize the Mayor and Clerk to execute the necessary contract documents for this project.;

AND FURTHER THAT if the Town is successful in securing funding from the Connecting Link Funding Program, that 10% of the cost to the maximum of \$300,000.00 be derived from the Capital Replacement Reserve;

AND FURTHER THAT a copy of this resolution be forwarded to MTO.

CARRIED

**11.3.h OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0010 dated May 14, 2019 regarding 2019 Provincial Budget Update.**

Recommendation No. GC-2019-0039

THAT Memorandum No. ADMIN-2019-0010 dated May 14, 2019 regarding 2019 Provincial Budget Update be received for information.

CARRIED

**11.3.i PLANNING AND SUSTAINABILITY MEMORANDUM NO. PLS-2019-0004 dated May 14, 2019 regarding Local Planning Appeal Tribunal (LPAT) Appeal for 12 Church Street East (Acton).**

Recommendation No. GC-2019-0040

THAT Memorandum No. PLS-2019-0004 dated May 14, 2019 regarding Local Planning Appeal Tribunal (LPAT) Appeal for 12 Church Street East (Acton), be received for information.

CARRIED

**11.3.j TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2019-0013 dated May 9, 2019 regarding Pavement Marking Program Update.**

Recommendation No. GC-2019-0041

THAT Memorandum No. TPW-2019-0013 dated May 9, 2019 regarding Pavement Marking Program Update be received for information.

CARRIED

**11.4 Adjourn back into Council**

Recommendation No. GC-2019-0042

THAT General Committee do now reconvene into Council.

CARRIED

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

Resolution No. 2019-0099

Moved by: Councillor M. Albano

Seconded by: Councillor J. Fogal

THAT the recommendations regarding the Reports & Memorandums from the Monday, May 27, 2019 General Committee Meeting are hereby adopted:

GC-2019-0032

GC-2019-0033

GC-2019-0034

GC-2019-0035

GC-2019-0036

GC-2019-0037

GC-2019-0038

GC-2019-0039

GC-2019-0040

GC-2019-0041

CARRIED

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

Resolution No. 2019-0100

Moved by: Councillor C. Somerville

Seconded by: Councillor A. Lawlor

THAT the following items are hereby approved:

13.1 Report of the Community and Corporate Affairs Committee Meeting held on May 14, 2019.

13.2 Report of the Planning, Public Works and Transportation Committee Meeting held on May 14, 2019.

CARRIED

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

Resolution No. 2019-0101

Moved by: Councillor W. Farrow-Reed

Seconded by: Councillor M. Johnson

THAT the following minutes are hereby received for information:

14.1 Minutes of the Committee of Adjustment Meeting held on April 3, 2019.

14.2 Minutes of the Downtown Georgetown BIA Board Meeting held on April 9, 2019.

14.3 Minutes of the Halton Hills Public Library Board Meeting held on April 10, 2019.

CARRIED

**15. PETITIONS/COMMUNICATIONS/MOTIONS**

**15.1 Motion Regarding Bill 108**

Resolution No. 2019-0102

Moved by: Councillor J. Fogal

Seconded by: Councillor C. Somerville

WHEREAS the legislation that abolished the Ontario Municipal Board (OMB) and replaced it with the Local Planning Appeal Tribunal (LPAT) received unanimous – all party support;

AND WHEREAS all parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning;

AND WHEREAS Bill 108 will once again allow an unelected, unaccountable body to make decisions on how our communities evolve and grow;

AND WHEREAS on August 21, 2018 Minister Clark once again signed the Memorandum of Understanding (MOU) with the Association of Municipalities of Ontario, which recognizes that “Public policy issues are complex and thus require coordinated responses...” and that “The Municipal Act, 2001 provides that the Province of Ontario endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest”;

AND WHEREAS the MOU sets out that “Ontario is committed to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact”;

AND WHEREAS Bill 108 will impacts 15 different Acts – Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997.

NOW THEREFORE BE IT RESOLVED THAT The Town of Halton Hills oppose Bill 108 which in its current state will have negative consequences on community building and proper planning;

AND FURTHER THAT The Town of Halton Hills call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved;

AND FURTHER THAT a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the Ontario New Democratic Party, the Honourable John Fraser, Leader of the Ontario Liberal Party, the Honourable Mike Schreiner, Leader of the Green Party of Ontario and all MPPs in the Province of Ontario;

AND FURTHER THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

**Recorded Vote:**

**In Favour :** Mayor Bonnette, Councillor Lawlor, Councillor Fogal, Councillor Inglis, Councillor Johnson, Councillor Farrow-Reed, Councillor Lewis, Councillor Somerville, Councillor Brown, Councillor Albano

**Opposed:** NIL

**Absent:** Councillor Hurst

**MOTION CARRIED**

**16. ADVANCE NOTICE OF MOTION**

NIL

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

Resolution No. 2019-0103

Moved by: Councillor B. Inglis

Seconded by: Councillor T. Brown

THAT the General Information Package dated May 27, 2019 be received.

CARRIED

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

**2.1**

**TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2019-0018 dated May 21, 2019 regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on behalf of the municipality or local board. (Exchange Hotel)**

Resolution No. 2019-0104

Moved by: Councillor T. Brown

Seconded by: Councillor W. Farrow-Reed

THAT Confidential Report No. TPW-2019-0018 dated May 21, 2019 regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or be carried on by or on behalf of the municipality or local board (Exchange Hotel) be received;

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

CARRIED



## 2.2

**PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0040 dated May 22, 2019 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Hidden Quarry)**

Resolution No. 2019-0105

Moved by: Councillor T. Brown

Seconded by: Councillor M. Johnson

THAT Confidential Report No. PLS-2019-0040 dated May 22, 2019 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Hidden Quarry) be received;

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

CARRIED

## 2.3

**LIBRARY SERVICES REPORT NO. LIB-2019-0001 dated May 9, 2019 regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board. (Settlement)**

Resolution No. 2019-0106

**Moved by:** Councillor A. Lawlor

**Seconded by:** Councillor T. Brown

THAT Confidential Report No. LIB-2019-0001 dated May 9, 2019 regarding litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board (Settlement) be received;

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

CARRIED

**2.4**

**OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0009 dated May 10, 2019 regarding personal matters about an identifiable individual, including municipal or local board employees. (Business Licensing Matter)**

Resolution No. 2019-0107

Moved by: Councillor M. Albano

Seconded by: Councillor B. Inglis

THAT Confidential Memorandum No. ADMIN-2019-0009 dated May 10, 2019 regarding personal matters about an identifiable individual, including municipal or local board employees (Business Licensing Matter) be received for information.

CARRIED

**19. CONSIDERATION OF BYLAWS**

Resolution No. 2019-0108

Moved by: Councillor M. Albano

Seconded by: Councillor B. Inglis

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. 2019-0024**

A By-law to adopt the proceedings of the Council Meeting held on the 27th day of May, 2019 and to authorize its execution.

CARRIED

**20. ADJOURNMENT**

Resolution No. 2019-0109

Moved by: Councillor C. Somerville

Seconded by: Councillor M. Johnson

THAT this Council meeting do now adjourn at 8:33 p.m.

CARRIED

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Rick Bonnette, MAYOR

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Suzanne Jones, CLERK



## **PUBLIC MEETING-2019-0006**

### **Zoning By-law Amendment for 10759 Eighth Line (Georgetown).**

**Proposed Zoning By-law Amendment to Permit the creation of 5 residential lots (6 total lots including the retained lot) for single detached dwellings at 10759 Eighth Line (Georgetown).**

Minutes of the Public Meeting Committee held on Monday, May 27, 2019, 6:19 p.m., in the Council Chambers, Town of Halton Hills, Town Hall, 1 Halton Hills Drive, Halton Hills.

Councillor T. Brown chaired the meeting.

Councillor T. Brown advised the following:

The purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions or to express views with respect to the development proposal. The Councillors are here to observe and listen to your comments; however, they will not make any decisions this evening.

As the Chair, I am informing you that when Council makes a decision, should you disagree with that decision, the Planning Act provides you with an opportunity to appeal the decision to the Local Planning Appeal Tribunal for a hearing, subject to Tribunal validation of your appeal. Please note that if a person or public body does not make oral submissions at a public meeting or written submissions to the Town of Halton Hills before the decision is made, the person or public body is not entitled to appeal the decision of the Town of Halton Hills to the Local Planning Appeal Tribunal. In addition, if a person or public body does not make oral submission at a public meeting, or make written comments to the Town of Halton Hills before the decision is made the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal, unless, in the opinion of the Tribunal, there are reasonable grounds to do so. You may wish to talk to Planning staff regarding further information on the appeal process.

The Planning Act requires that at least one Public Meeting be held for each development proposal and that every person in attendance shall be given an opportunity to make representations in respect of the proposal.

The format of this Public Meeting is as follows:

- The Town will generally explain the purpose and details of an application;
- Next, the applicant will present any further relevant information, following which the public can obtain clarification, ask questions and express their views on the proposal.

The applicant and staff will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

## **SPECIFIC PROPOSAL**

This Public Meeting involves an application by 1215846 Ontario Ltd. (Di Blasio Homes) to amend the Town of Halton Hills Zoning By-law 2010-0050, as amended and to permit the creation of 5 residential lots (6 total lots including the retained lot) for single detached dwellings.

## **TOWN'S OPPORTUNITY**

The Chair called upon town's representative, John McMulkin, Planner, to come forward to explain the proposal.

J. McMulkin stated that the purpose of tonight's Public Meeting is to provide a summary of the Zoning By-law Amendment application submitted by 1215846 Ontario Ltd. (Di Blasio Homes) for the property located at 10759 Eighth Line in Georgetown South. A Public Meeting is required for Zoning By-law Amendments under the Planning Act.

This Public Meeting is being held in accordance with the Mayor's Task Force on Public Engagement and the Public Engagement Charter. Tonight the Town of Halton Hills is informing you and consulting with you, the public, and providing an opportunity for you to ask questions and share your views on the subject development proposal.

The subject lands are located in Georgetown South on the south side of Eaton Street and are bounded to the west by Eighth Line. The lands have an approximate area of 3,690 m<sup>2</sup> (0.9 acres) and contain frontage on both Eighth Line (45 metres) and Eaton Street (81 metres). With regards to the surrounding neighbourhood context, to the North, East and South are single detached residential dwellings and to the West are agricultural properties that are included within the Vision Georgetown Secondary Plan area and are intended to develop during the 2021-2031 planning period.

The application seeks to obtain the necessary land use approval to allow for the creation of five (5) new residential lots (6 total lots including the retained lot) for the purpose of constructing single detached dwellings that front onto Eaton Street. The property was occupied by a single detached dwelling and shed, which were recently demolished.

Access to each of the 6 residential lots is proposed by way of private driveways from Eaton Street, with the existing driveway access from Eighth Line intended to be closed off. The residential lots are proposed to be on full municipal services that would connect to the water and wastewater mains located under the Eaton Street right-of-way.

The single detached dwellings intended to be constructed on the 6 lots are proposed to be 2-storeys in height and designed to reflect the existing character of the neighbourhood. The Applicant has provided conceptual building elevations to show how the dwellings could potentially be designed.

Under the Town's Official Plan, the subject lands are designated Low Density Residential Area, which permits single detached dwellings. The Low Density Residential Area allows for a maximum density of 20 units per net residential hectare – the Applicant has noted that the development would represent a density of 13.3 units per net residential hectare, which conforms to the maximum density requirement in the Town's Official Plan.

To accommodate the development the Applicant is proposing to rezone the property from the current Low Density Residential One (LDR1-1) zone to a Low Density Residential One (LDR1-3) zone.

The Applicant suggests that the LDR1-3 zone was selected because it allows for residential lots with minimum frontages of 12.0 metres (~40.0 ft.). The Applicant also noted that the existing residential lots located on the south side of Eaton Street directly adjacent to the subject site have 12.0 metre frontages.

Comments have been received from all of the circulated internal departments and external agencies, who offered no objection to the proposed Zoning By-law Amendment. Town Development Engineering staff has identified the need for the submitted documents to be updated showing the required road widening along Eaton Street and the 0.3m (1 foot) reserve and decorative/acoustic fencing along Eighth Line as part of the second submission of the Zoning By-law Amendment application.

Contrary to the staff report, the minimum required front yard setback to a dwelling in the LDR1-3 Zone is 4.5 metres (not 6.0 metres), so the Conceptual Site Plan as submitted does comply with the zoning standards of the LDR1-3 Zone. The applicant will however need to update the Conceptual Site Plan to show the required road widening along Eaton Street and the required 0.3m reserve and decorative/acoustic fencing along Eighth Line in order to demonstrate compliance with the minimum front yard and exterior side yard setback requirements for the LDR1-3 zone.

The Public Meeting Notice was mailed to all properties within 120 m of the subject lands and to anyone that requested notification on April 29, 2019. The Public Meeting Notice was posted in the Independent & Free Press on May 2, 2019, with a courtesy Notice published on May 23, 2019.

A Public Open House was held by the Agent for the Applicant on May 15, 2018, at the Halton Hills Cultural Centre to provide residents an opportunity to review the proposal and ask questions/express concerns about the application. Notification was circulated by the Applicant to residents within 120 metres of the property. Town staff, the Agent for the Applicant and approximately 15 residents attended the meeting.

Comments/concerns identified at the Public Open House pertained to the following:

- Nuisances associated with construction activities such as noise, dust and vehicles/equipment passing by existing residential properties along Eaton Street;
- Sizes of the proposed lots, specifically the frontages of the lots being narrower than the five (5) existing residential lots located on the north side of Eaton Street;
- Increased traffic; and,
- Impacts to grading, drainage and storm water management of surrounding residential properties as a result of the development given the difference in the existing grade between the subject property and surrounding properties.

To date Planning staff has received two (2) phone calls, one (1) counter inquiry and one (1 ) written objection from residents in regards to the proposal. The written objection noted concerns regarding the width of the lot frontages, impact on property values, construction impacts and traffic and in one of the phone calls the resident also raised concerns regarding construction impacts and traffic. In the other phone call and at the counter inquiry the 2 residents were supportive of the proposal.

With respect to construction impacts, a Construction Management Plan was submitted by the Applicant which appears to address the concerns of the public; however, staff will continue to review the plan and take into consideration comments provided by the public concerning construction impacts.

With respect to lot frontages, the Applicant has noted that the frontages of the proposed lots are consistent with the lots located on the south side of Eaton Street directly east of the subject lands. Staff will continue to evaluate the lot frontages of the proposed lots to ensure compatibility with frontages and zoning of lots in the surrounding neighbourhood.

With respect to traffic, Town Transportation staff has reviewed the application and raised no objection. Staff asked that the existing driveway entrance off of Eighth Line be closed off post construction and the applicant has agreed to do so.

With respect to lot grading, drainage and storm water management, a lot grading and drainage plan and functional servicing and stormwater management report have been submitted to the Town for review. Town Development Engineering staff has reviewed these documents and provided comments to the Applicant in order to ensure that these concerns are addressed. In addition to this documentation, the Applicant has submitted other technical studies and drawings that respond to many of the listed concerns, which have been reviewed by Town and external agency staff. Prior to providing a recommendation to Council, Planning staff will ensure that all concerns raised by the public are thoroughly evaluated.

Any further comments received from the Public will be reviewed by Town staff and addressed through the review of this application. Future steps are; awaiting additional public comments, the deadline is June 17<sup>th</sup>, 2019, awaiting second submission that addresses Town and external agency comments, work through identified issues and a final report to Council on the disposition of this matter.

### **APPLICANT'S OPPORTUNITY**

The Chair called upon the applicant to provide further information and details on the proposal.

The applicant's agent, Rob Russell, Robert Russell Planning Consultants Inc. came forward and noted that the subject property was a holdout property from the original development which just finally sold. The development of this property is trying to complete the neighbourhood. The proposed development is consistent with the neighbourhood.

R. Russell noted that there are drainage issues with the property however that they are working with the neighbours to address the issues.

R. Russell also noted that the newly built properties will be higher end homes, with high end finishes, expected to be sold for \$1.4 to \$1.5 million.

### **PUBLIC'S OPPORTUNITY**

The Chair asked if there were any persons in attendance who have questions, require further clarification or information or wish to present their views on the proposal.

No persons came forward to speak about this application.

### **FINAL COMMENT FROM STAFF**

The Chair asked if there was any further information which Town Staff wished to provide prior to the conclusion of the meeting.

Staff had nothing further to information to provide.

### **CONCLUSION OF MEETING**

The Chair declared the Public Meeting closed. Council will take no action on this proposal tonight. Staff will be reporting at a later date with a recommendation for Council's consideration.



If you wish to receive further notification of this proposal, please leave your name and contact information with Mr. McMulkin in the foyer outside this Council Chamber, or with the Town Clerk during regular business hours. Only those persons who leave their names and contact information will be provided further notification. If you wish to speak to the proposal when it is brought before Council in the future, you must register as a delegation with the Town Clerk prior to the meeting.

If you wish to make a written submission the deadline for comment is June 17, 2019.

The meeting adjourned at 6:40 p.m.

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

MAYOR

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

CLERK



## **PUBLIC MEETING-2019-0007**

### **Proposed Zoning By-law Amendment for 11801 Trafalgar Road (Georgetown)**

#### **Proposed Zoning By-law Amendment to Permit the creation of 5 residential lots (6 total lots including the retained lot) for single detached dwellings at 11801 Trafalgar Road (Georgetown)**

Minutes of the Public Meeting Committee held on Monday, May 27, 2019, 6:53 p.m., in the Council Chambers, Town of Halton Hills, Town Hall, 1 Halton Hills Drive, Halton Hills.

Councillor T. Brown chaired the meeting.

Councillor T. Brown advised the following:

The purpose of this Public Meeting is to inform and provide the public with the opportunity to ask questions or to express views with respect to the development proposal. The Councillors are here to observe and listen to your comments; however, they will not make any decisions this evening.

As the Chair, I am informing you that when Council makes a decision, should you disagree with that decision, the Planning Act provides you with an opportunity to appeal the decision to the Local Planning Appeal Tribunal for a hearing, subject to Tribunal validation of your appeal. Please note that if a person or public body does not make oral submissions at a public meeting or written submissions to the Town of Halton Hills before the decision is made, the person or public body is not entitled to appeal the decision of the Town of Halton Hills to the Local Planning Appeal Tribunal. In addition, if a person or public body does not make oral submission at a public meeting, or make written comments to the Town of Halton Hills before the decision is made the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal, unless, in the opinion of the Tribunal, there are reasonable grounds to do so. You may wish to talk to Planning staff regarding further information on the appeal process.

The Planning Act requires that at least one Public Meeting be held for each development proposal and that every person in attendance shall be given an opportunity to make representations in respect of the proposal.

The format of this Public Meeting is as follows:

- The Town will generally explain the purpose and details of an application;
- Next, the applicant will present any further relevant information, following which the public can obtain clarification, ask questions and express their views on the proposal.

The applicant and staff will attempt to answer questions or respond to concerns this evening. If this is not possible, the applicant and/or staff will follow up and obtain this information. Responses will be provided when this matter is brought forward and evaluated by Council at a later date.

## **SPECIFIC PROPOSAL**

This Public Meeting involves an application by BSG Developments Holding Corporation (Bluestone Group) to amend the Town of Halton Hills Zoning By-law 2010-0050, as amended and to permit the creation of 5 residential lots (6 total lots including the retained lot) for single detached dwellings.

## **TOWN'S OPPORTUNITY**

The Chair called upon the Town's representative, Tony Boutassis, Senior Planner, to come forward to explain the proposal.

T. Boutassis noted the purpose of the Public Meeting is to provide a summary of the Zoning By-law Amendment application submitted by BSG Development Holding Corporation (Bluestone Group) for the property at 11801 Trafalgar Road in Georgetown. A Public Meeting is required for Zoning By-law Amendments under the Planning Act.

This Public Meeting is being held in accordance with the Mayor's Task Force on Public Engagement and the Public Engagement Charter. Tonight the Town of Halton Hills is informing you and consulting with you, the public, and providing an opportunity for you to ask questions and share your views on the subject development proposal.

The lot is comprised of two (2) properties that are both under the Ownership of the Applicant. The combined parcel has an area of approximately 8,400 sq. m (2.08 acres) and contains frontage on both Trafalgar Road and Newman Place. With regard to the surrounding neighbourhood context; to the North are single detached residential dwellings, to the East are single detached residential dwellings on the east side of Newman Place, to the South is a wooded area that slopes down and is owned by the Town of Halton Hills and to the West are agricultural properties with associated farm dwellings and buildings across Trafalgar Road.

The Applicant has submitted this Development Concept, which seeks to obtain the necessary land use approval to allow for the creation of five (5) new lots fronting onto Newman Place for the purpose of constructing single detached dwellings, the existing dwelling would be maintained on Parcel F and the portion of the lands noted as Parcel G are intended to be dedicated to the Town as they contain part of a woodlot that cannot be developed. Access to each of the new five (5) residential lots is proposed by way of private driveways off Newman Place. The retained dwelling would continue to be accessed from Trafalgar Road. The residential lots are proposed to be on full municipal services that would connect to the water and wastewater mains located under the Newman Place right-of-way. The single detached dwellings intended to be constructed on the five (5) new lots are proposed to be 1 and 2 storeys in height. The Applicant has provided conceptual building renderings to show how the dwellings could potentially be designed.

Under the Town's Official Plan, the subject lands are designated Low Density Residential Area, which permits single detached dwellings. The Low Density Residential Area allows for a maximum density of 20 units per net hectare. The proposal represents a density of 14 units per net residential hectare, which falls within the permitted density range. Further, a maximum height of 3-storeys is permitted. The Applicant is proposing a maximum height of 2-storeys.

The development of new single detached dwellings requires an Amendment to the Zoning By-law. The entire subject lands are zoned Development (D) Zone. The D Zone only permits buildings and structures that legally existed on the effective date of the By-law and does not permit the proposed creation of new residential lots. The Applicant is proposing to rezone the property from Development (D) to the Low Density Residential One (LDR1-3) Zone and Environmental Protection Two (EP2) Zone. The LDR1-3 Zone matches the zoning of the existing surrounding properties and the Applicant is proposing no site specific provisions.

If the Zoning By-law Amendment application is approved, the proposed development will require the submission of a Consent (Severance) application to facilitate the creation of the proposed lots.

The comments received to date offer no objection to the proposed Zoning By-law Amendment. Staff are still awaiting comments from various Town departments, Halton Region and the Credit Valley Conservation Authority

On April 29, 2019 the Public Meeting Notice was mailed to properties within 120 m of the subject lands. On May 2, 2019 the Public Notice was posted in the Independent & Free Press with a courtesy Notice published on May 23, 2019.

To date Planning staff have received; six (6) emails/correspondence and four (4) phone calls/counter inquiries from residents in regards to the proposal. Six (6) property owners have formally objected to the proposal.

A summary of the issues and concerns outlined by members of the public include:

- Stormwater drainage and sewage backup issues;  
(The Applicant has submitted a Functional Servicing Report, which speaks to drainage and servicing and is currently being reviewed by the Town's Development Engineering Department and Halton Region.)
- Location, height, and setbacks of the proposed dwellings;
- Lot sizes compared to the surrounding neighbourhood;  
(Staff will continue to review these concerns, however, as stated earlier the proposal conforms with the Official Plan policies applying to density and height and the Applicant has not requested any site specific reductions to the LDR1-3 zoning standards.)
- Construction related nuisance (dust, dirt/mud, noise, safety etc.).  
(A Construction Management Plan will be required to be submitted with the Consent application that outlines noise, dust, and debris control, working hours, project staging, site safety, parking, access, communication with the surrounding neighbourhood, etc.)
- Increase in vehicular traffic;  
(The Town's Transportation Department has indicated that there no traffic concerns with regard to the 5 new homes being proposed.)

- Removal of trees and environmental impacts;  
(The Applicant has submitted a Tree Inventory and Preservation Plan as well as an Environmental Impact Assessment, which are currently being review by Town, Regional and CVC staff.)
- Effect on property values and altering the neighbourhood character;
- Appropriateness of this site for infill development;
- Loss of privacy and views.

The Applicant has submitted various technical studies and drawings that respond to many of the listed concerns and are currently being reviewed by Town and external agency staff. Prior to providing a recommendation to Council, Planning staff will ensure that all concerns raised by the public are thoroughly evaluated.

With regard to Future Steps; staff are awaiting additional comments from the public following the meeting tonight, staff are also awaiting additional comments from Town departments and external agencies, staff will work with the Applicant to satisfy all identified issues and a final report will be delivered to Council on the disposition of this matter

## **APPLICANT'S OPPORTUNITY**

The Chair called upon the applicant to provide further information and details on the proposal.

The applicant's agent Glen Wellings of Wellings Planning Consultants Inc. came forward he stated that he is the planning consultant for the proponent. He stated that he does have a bit of history with the Georgetown West Community. When the Georgetown West Community was developed the subject lands were identified as having development potential but were not developed at that time for the simple reason that they were not owned by the principle developer of the Georgetown West Community, they were privately owned. The only surprise is that it has taken this long for them to get to this point for an application for development. These lands were not identified for park purposes through the Georgetown West planning exercise and consist of table lands with development potential. These lands have been designated as low density residential under the Town's Official Plan and zoned for development under the Zoning By-law. At the beginning of this process they assessed the development potential of these lands and as part of the assessment reviewed different built forms including, townhouses, semi-detached dwellings and/or single detached homes and decided that single detached residential units on larger lots was the desired approach. Rezoning of the lands would be consistent with the zoning in the immediate neighbourhood.

The development option put forth conforms to the Town's Official Plan and in fact the Town's Official Plan would allow for more density than what is being proposed, but again the proposal is consistent with the existing neighbourhood. The zoning proposed is the same as the rest of Newman Place and precisely matches the character of the existing neighbourhood. He also stated that through this process the intent is to convey the woodland portion of the property to the Town for future protection.

## **PUBLIC'S OPPORTUNITY**

The Chair asked if there were any persons in attendance who have questions, require further clarification or information or wish to present their views on the proposal.

The following persons came forward:

### **Jean Graham, 29 Newman Place, Georgetown**

J. Graham stated that the main thing that she objected to here is the fact that this changed to future development land nine years ago back in 2010 and at that time no one in the neighbourhood received any letters, and no signage went up to warn them that this was happening. There are people whose property abut this proposed development land, they paid premiums on their lot because the land appeared free and clear with a good view with nothing behind them.

J. Graham stated that she felt the residents should have been told that this development was changing and that it was no longer going to be a single home on a big lot, but low density residential and would like to know why none of the neighbours were informed at that time, they were only informed four weeks ago that this was happening and they knew nothing about it before that time. J. Graham stated that it would have been far more respectful and informative to let the residents know that these changes were taking place as at this point it seems that it has been done and dusted, whereas if they had been told nine years ago that this was happening they could have made some more objections, been more informed and maybe had more input with respect to the homes that they would want to see in that lot area. Though the previous speaker noted that the proposed homes conform to the homes on the rest of the street it seems that only one of the proposed homes does and the rest look quite cramped with small narrow lots, not at all like the houses opposite to them. The proposed development changes the whole face and character of the neighbourhood. If they had been informed earlier they may have been able to request that only three or four homes be built on the lot with wider frontages, which may have suited the area better aesthetically. She stated that she wanted the people in planning to be aware that this development will affect the people on Callaghan that back on to the property, it will affect the sunlight and privacy. She noted that she is not as affected as the people on Callaghan but how she is affected is the ambience of the neighbourhood and the look of the neighbourhood which is important to her.

### **Andrew Robling, 42 Callaghan Crescent, Georgetown**

A. Robling stated that he is the original home owner of 42 Callaghan Crescent and has lived there for 19 years. He stated that he had three points to make. The first point was to clarify something the planner said that there is concern about sewage and drainage and wanted to make it clear that there has been a history of sewage back up on Newman Place in the past that needs to be understood and he believes that it is on record with the Town. Second point he wanted people to understand is that Callaghan slopes from west to east and that in early years when he moved into his home there was a basement leakage and that they had to hire people to fill in the cracks in the basement and that he has concerns about the impact that the new homes may have to his home that this may happen again. Third point he wanted to make is that when you look at the planning drawings it looks like the foundation of the new home is going to start about four feet from the property line and no other homes in the area are built that close to the

property line and it seems very close.

**Andrew Mackenzie, 43 Newman Place, Georgetown**

A. Mackenzie noted that the issue he wanted to talk about is drainage. He noted that the previous speaker had made a comment about drainage issues and sewer backup and that his home was the home that had experienced the sewage backup in the past. The backup was not severe and didn't cause any serious damage. They did have a member of the Town come out to have a look. There is a huge gash out of Newman Road where the road was excavated where they put in an access thing so they can take a look at it. He said that he didn't know a lot about these things but the commentary given was that the drainage from his sewage line y's from his home to 45 Newman and the inspector said he had never seen anything like it in his 25 years and also that it was shrunk down to a three inch tube which the inspector had also never seen in 30 years. He was advised to get a sewage backup protection device which if properly installed by all but one person, that one person will have 4 ft of sewage in their basement if sewage were to backup. What he saw and what was explained to him at the time is that the problem existed on his property. He had no knowledge that this was a problem and he was told that essentially this is not a Town problem but the owner's problem. The interesting part of this is that he is an original owner and has lived there for 19 years and he had no say in the matter and that the inspector from the Town who he would assume would have been the inspector when his home was built and Law Development who would have been the developer when the home was built would have been responsible. He stated that we all know what the consequences of a severe back up will be and that his property would be the primary recipient of that should that happen and wanted to know what the Town would do to make sure this doesn't happen.

**Bill Litshauer, 46 Callaghan Crescent, Georgetown**

B. Litshauer stated that he backs on to where the new buildings will be adjacent to specifically parcel A. He noted that he is not an original owner that he moved to this home in 2013 and that one of the reasons that they moved there was for the character of the neighbourhood, a beautiful, calm and quiet neighbourhood and in particular behind their house. That will be gone if the proposed development moves forward as it stands right now. Of particular concern, the five proposed new dwellings will be facing Newman Place, but primary concern for him and he believes the neighbour to his right is that they are going to lose their privacy and sun and the new homes will be overlooking their yards. He asked that a concession be made to put a bungalow on parcel A of the lands to reduce that disturbance and/or move the structure back to minimize impacts to the existing homes in the neighbourhood.

**Sue Robling, 42 Callaghan Crescent, Georgetown**

S. Robling noted that there were a lot of neighbours in attendance in objection to this proposed development of the lands. She noted that they are going to have a house approximately four feet from her property and it is really going to change the character of our neighbourhood. They have raised their children here and she does not know of any other house that is going to have a house that close to their property line. It is going to change their total sun and their view. She noted that there are a lot of people here that are objecting to it and that she hoped that Council will listen to the people.

**Hestie Meyer, 40 Callaghan Crescent, Georgetown**

H. Meyer stated that they experience wildlife in the back of their yard, recently two wild turkeys have moved in there and they also have rabbits and what they will be losing is the nature that is being settled down in that area. Also there are no other houses in the area being built like the proposed houses.

**Slawomir Niemczyk, 33 Callaghan Crescent, Georgetown**

S. Niemczyk stated that the character of the neighbourhood and the quiet that the empty lot provides are important. He stated that he has two young boys and that the empty street and empty lot provide a very serene and quiet neighbourhood that is an awesome place to raise their family, which is part of the reason that they chose the area in 2010. He stated that they would be losing that and it would be a negative impact on the neighbourhood. He also stated that there are concerns with regards to the sewage backup and any potential plumbing issues. He noted that immediately prior to moving to their property there was a water leakage on the property, he is not sure how well it was repaired but it has been holding up so far. Not sure what negative impact that this will have on the rest of the neighbourhood.

**Beth Loch, 44 Callaghan Crescent, Georgetown**

B. Loch stated that they are the second house in and probably the most impacted by the development as her home is a bungalow and not the corner lot. They have two storeys to the left and to the right and now possibly to the back of their property. Her request to the Town and the Developer is to take under advisement to have a bungalow on that first lot.

**FINAL COMMENT FROM STAFF**

The Chair asked if there was any further information which Town Staff wished to provide prior to the conclusion of the meeting.

Staff had no further information to provide.

**CONCLUSION OF MEETING**

The Chair declared the Public Meeting closed. Council will take no action on this proposal tonight. Staff will be reporting at a later date with a recommendation for Council's consideration.

If you wish to receive further notification of this proposal, please leave your name and contact information with Mr. Boutassis in the foyer outside this Council Chamber, or with the Town Clerk during regular business hours. Only those persons who leave their names and contact information will be provided further notification. If you wish to speak to the proposal when it is brought before Council in the future, you must register as a delegation with the Town Clerk prior to the meeting.



If you wish to make a written submission the deadline for comment is June 17, 2019.

The meeting adjourned at 7:26 p.m.

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

MAYOR

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

CLERK

## REPORT

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

**REPORT FROM:** Keith Hamilton, Planner - Policy

**DATE:** May 17, 2019

**REPORT NO.:** PLS-2019-0030

**RE:** Accessory Dwelling Units in Halton Hills – Statutory Public Meeting Report

### RECOMMENDATION:

THAT REPORT NO. PLS-2019-0030 dated May 17, 2019 regarding accessory dwelling units be received;

AND FURTHER THAT all comments received from agencies and the public be referred to staff for a further report to be considered by Council regarding the final disposition of the accessory dwelling unit Official Plan and Zoning By-law Amendments.

### BACKGROUND:

Through the approval of recommendations made in Report No. PLS-2019-0007, Council authorized the holding of a statutory public meeting to obtain public comments on increased permissions for accessory dwelling units in Halton Hills and accompanying draft amendments to the Official Plan and Zoning By-law 2010-0050.

The purpose of this report is to provide background information and the draft Official Plan and Zoning By-law Amendments in keeping with the the statutory public meeting requirements of the *Planning Act*.

It should be noted that accessory dwelling units are also referred to as second units (Planning Act) and accessory apartments (Halton Hills Official Plan).

## 1. Project Summary

### 1.1 Need for Town-Initiated Policy Review

In 2012, the Planning Act was amended to require that municipalities authorize second units (or accessory units) in their Official Plans and Zoning Bylaws. As a result, Section 16(3) of the Planning Act requires municipal Official Plans to authorize second units in detached, semi-detached and row houses (or townhouses). This legislation focuses on

housing form only, meaning municipal plans are required to authorize where these forms are permitted.

In 2017, the Town's Official Plan definition for accessory apartments changed through Official Plan Amendment No. 10 (OPA10) to include single, semi-detached and townhouses. However, Official Plan policies for this use are only applicable to residential uses in the Urban Area, remaining silent in the Agricultural/Rural Area. Additionally, the Town's Zoning By-law 2010-0050, only permits accessory dwelling units in single detached homes in the Urban Area. Current limitations in Official Plan and Zoning By-law policies have triggered the need for amendments to ensure that:

- The Halton Hills Official Plan conforms to the Planning Act when it comes to permissions for accessory dwelling units; and,
- The Halton Hills Zoning By-law 2010-0050 conforms to both the Official Plan and Planning Act when it comes to permissions for accessory dwelling units.

## **1.2 Timeline**

A timeline of the project to date is as follows:

- September/October 2018: In response to amended Planning Act requirements for increased permissions for accessory dwelling units in local Official Plans, Town Planning staff begin research on policies in other municipalities in order to inform proposed changes to Halton Hills policies.
- November/December 2018: Planning Policy staff meet with Development Review, Zoning and Building staff to discuss required changes to local policy on accessory dwelling units, and solicit feedback on optional changes, including increased unit size limits and removal of minimum frontage requirements.
- February 2019: the background report on accessory dwelling units is completed and brought before Planning, Public Works and Transportation Committee on February 26<sup>th</sup>, endorsed by Council on March 5<sup>th</sup>.
- April 17<sup>th</sup>, 2019: in accordance with Planning Act requirements, a Public Open House is held in Council Chambers, with a presentation from Town staff. This event, attended by more than 20 Halton Hills residents, will be described in the Comments section.

## **1.3 Required Official Plan and Zoning By-law Changes**

For the Town's Official Plan, development criteria will need to be established for accessory apartments in the Agricultural/Rural Area. These criteria for the most part mirror what is currently in place in the Urban Area, while also acknowledging that units created in the Rural/Agricultural Area will be on septic and well services. Additionally, accessory apartments will need to be added to the permitted uses for the following designations:

- Agricultural Area;
- Protected Countryside Area;
- Hamlet Residential Area;
- Hamlet Community Core Area;

- Rural Cluster Area;
- Country Residential Area;
- Hamlet Residential/Office Area; and,
- Escarpment Rural Area.

Required changes to the Town's Official Plan are described in greater detail in Schedule 1 – Draft Official Plan Amendment.

For the Town's Zoning By-law 2010-0050, the definition for *Dwelling Unit, Accessory* will be updated to include semi-detached and townhouses. Additionally, the By-law must be updated to permit accessory dwelling units in all zones where single, semi-detached, or townhouse dwellings are permitted. Any associated provisions must also be updated to reflect the new definition. Required changes to the Town's Zoning By-law 2010-0050 are described in greater detail in Schedule 2 – Draft Zoning By-law Amendment.

## **1.4 Additional Considerations**

In addition to the required changes outlined in this report, Town staff are also proposing the following changes to the Zoning By-law:

- Removal of the minimum required lot frontage of 11 metres for a lot with an accessory dwelling unit present; and,
- Increasing the maximum floor area from 75m<sup>2</sup> (or 753.5ft<sup>2</sup>) to 95m<sup>2</sup> (or 1,022ft<sup>2</sup>), or the floor area of a legally established basement within permitted dwelling types.

These changes are being proposed in consultation with staff from Planning – Development Review, Building and Zoning. The lot frontage requirement was seen as unnecessary given parking and soft landscaping requirements currently in place for accessory dwelling units. The proposed increase in permitted floor area for a unit is largely based on a policy scan of surrounding municipalities where the maximum is higher, or based on a percentage of total square footage in the home.

## **COMMENTS:**

### **1. Public Consultation**

#### **1.1 Public Open House**

On April 17th, 2019 Town Planning staff hosted an Open House for the project in Council Chambers at Town Hall. The Open House provided the public the opportunity to ask questions about the project and raise general concerns about current and proposed policies on accessory dwelling units. Planning staff gave a brief presentation on the project, including background information on relevant policies, and the mandatory and optional changes being proposed. After the presentation, Planning staff received questions on floor area requirements, unit safety, servicing, parking, development

charges, unit registration in the Niagara Escarpment Plan Area, and questions related to Building Code requirements.

### **Questions/Concerns on Floor Area Requirements**

- The current Zoning By-law definition for *floor area* includes exterior walls. Including exterior walls in the floor area calculation can account for as much as 100ft<sup>2</sup> (9.3m<sup>2</sup>) of the permitted floor area for accessory dwelling units (70m<sup>2</sup> or 753.5ft<sup>2</sup>).
- A question was asked that if an accessory dwelling unit was developed as a back split addition, would floor area include any basement portion?
- Multiple requests from attendees centred on a percentage floor area requirement, in addition to, or in lieu of the current set number (70m<sup>2</sup> or 753.5ft<sup>2</sup>).

#### *Staff Response*

- After consulting with Town Building staff it was recommended the *floor area* definition not be changed as it applies to multiple uses in the Zoning By-law. Consideration could be given for a General Provision for accessory dwelling units where exterior walls are excluded from the floor area calculation, or where unit size is based on an interior square metre calculation.
- After consulting with Town Building staff it was confirmed any finished basement component of an accessory dwelling unit would be counted in the floor area calculation.
- Planning staff will consider the merits of a percentage floor area requirement for accessory dwelling units after the Statutory Public Meeting and will consult with Building staff before making a final recommendation on the matter.

### **Questions/Concerns on Unit Safety**

- Attendees asked if Fire and Ambulance representatives should be consulted on this project?
- It was recommended that owners should not be encouraged to hide their accessory units, but rather it should be clear from the front of the property where the entrance to the unit is located.

#### *Staff Response*

- The current two-unit registration for an accessory dwelling unit requires applicants to comply with the Ontario Building Code and Fire Code for their units. Planning will circulate the draft amendments to the Halton Hills Fire Department prior to the Public Meeting and offer to set up a meeting to address any concerns, should one be required.

- Staff supports the suggestion that entrances for accessory dwelling units should be clear and accessible. Although this review is not explicitly addressing the positioning of units and their entrances, Planning staff will include comments on unit safety as part the ongoing consultation with Town Building staff.

### **Questions/Concerns on Unit Servicing**

- Attendees were concerned that accessory dwelling units in the rural area could have impacts on a property's well and septic services. Staff were asked if the new policies will address this?
- A question was also asked if new policies for accessory dwelling units will take increased hydro needs into consideration?

#### *Staff Response*

- Proposed development criteria for accessory apartments in the Rural/Agricultural Area (see Schedule 1 – Draft Official Plan Amendment) includes the requirement that septic and well facilities are deemed adequate for the addition of a unit. Planning staff will consult with Building staff as to whether specific requirements for well and septic assessments should be made part of the two-unit house registration process.
- The Ontario Fire Code requires compliance with electrical safety provisions when registering a two unit house. Dwellings registering as a two-unit house are subject to an inspection prior to approval. At the time of inspection, new units are assessed to see if they have taken appropriate electrical safety provisions in compliance with the Ontario Fire Code.

### **Questions/Concerns on Parking**

- The size requirements for a parking space in a driveway were noted to be a constraint for driveways slightly too small to accommodate the required parking for an accessory dwelling unit.
- Staff were asked if any consideration would be given to eliminating the requirement for one parking space per accessory dwelling unit?

#### *Staff Response*

- The current size requirement for a parking space on a driveway is 2.75 metres wide and 5.5 metres long. This standard applies to multiple uses and would require a separate by-law review to consider any size reduction.
- Town Planning staff are not considering eliminating the one parking space requirement for accessory dwelling units at this time. Currently there is no public

transit available to tenants (Transit Service Strategy still in the planning stages). Additionally there is a growing concern over on-street parking in many neighbourhoods. As a result, it would be premature to eliminate the need for a parking space for accessory units.

### **Questions/Concerns on Financial Implications of Accessory Dwelling Units**

- Staff were asked if adding an accessory dwelling unit to your home increases property taxes?

#### *Staff Response*

- It is understood that the Municipal Property Assessment Corporation can add a separate property tax invoice to a property for the registered accessory unit, potentially increasing the amount of tax an owner pays.

### **Questions/Concerns on Accessory Dwelling Units in the Niagara Escarpment Plan Area**

- Staff were asked if the Town is responsible for two-unit registration in the Niagara Escarpment Plan Area where municipal zoning does not apply?

#### *Staff Response*

- The Niagara Escarpment Commission regulates where accessory dwelling units are permitted within their plan area. However, the Town is responsible for receiving and approving two-unit registrations in this area.

## **1.2 Online Consultation**

In January of 2019, a 'Let's Talk Halton Hills' webpage was created as a means of online public engagement for the project. To better inform the public on the subject, the page includes:

- A project summary;
- A Question and Answer tool where users can leave questions to be answered by Town Planning staff;
- A timeline that includes project milestones; and,
- A document library where users can access all reports and public notices associated with the project.

## **2. Public Agency/Stakeholder Consultation**

Following the endorsement of the Background Report (PLS-2019-0007), a circulation of the report and draft amendments went out to Town staff in Zoning, Building and

Development Engineering. External agencies consulted for this circulation included; Halton Region, Conservation Halton, Credit Valley Conservation, Grand River Conservation Authority, and the Niagara Escarpment Commission. Additional consultation will include the Region of Halton, Halton Hills Fire Department, and the Building department as needed. Comments received to date are summarized below:

### **Halton Region**

Halton Region Planning staff had no objections to the proposed amendments but offered the following notes:

- Please specify that accessory apartments are permitted in single detached dwellings on existing lots.
- Consider including general parameters for GFA as is the case in other Halton municipalities.

### **Grand River Conservation Authority**

GRCA Planning staff had no objections to the proposed amendments.

### **Niagara Escarpment Commission**

Niagara Escarpment Planning staff had no objections to the proposed amendments but offered the following notes:

- Secondary dwelling units are permitted Escarpment Rural Area but not in the Escarpment Natural or Protection Areas.
- The Town's Official Plan must conform to the Niagara Escarpment Plan, therefore there is no opportunity at this time to permit accessory dwelling units in the Escarpment Natural or Protection Areas.

## **3. Accessory Dwelling Units in Ancillary Buildings**

Currently Section 16(3) of the *Planning Act* requires that municipal Official Plans permit an accessory dwelling unit 'in a building or structure ancillary to a detached house, semi-detached house or rowhouse' provided no other accessory unit exists on the property. As a result, Town staff also considered accessory dwellings units in ancillary buildings as part of its review.

Currently Official Plan (accessory apartments) and Zoning By-law (dwelling unit, accessory) definitions stipulate that accessory units must be contained within the primary dwelling. The draft amendments attached to this report do not propose to change this requirement. This is largely due to communications with Halton Region staff indicating that amendments to permit accessory units in ancillary buildings would not be supported by the Region. In April of this year, Town Planning staff requested additional



comments on this matter. To date no comments have been received, however Regional staff have indicated they will provide a formal response in the near future.

#### **4. Next Steps**

##### **4.1 Public Input and Internal/External Consultation**

All staff reports/draft amendments related to the project have been made available for review on the Let's Talk Halton Hills webpage. Staff will continue to monitor feedback and answer questions submitted online and in person. Additionally, Planning staff will continue to consult with other departments and external agencies as needed. Staff will prepare a subsequent report to Council responding to comments received and make recommendations regarding the disposition of the Accessory Dwelling Units Official Plan and Zoning By-law 2010-0050 Amendments.

##### **4.2 Revision of Proposed Amendments**

Following the approval of this report, staff will gather all input received from the public, internal departments and public agencies, and decide whether revisions to the proposed Amendments to the Town's Official Plan and Zoning By-law 2010-0050 are necessary. All revisions will be noted and explained in the subsequent report to Council regarding their disposition.

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

This report relates directly to the implementation of the Town Strategic Plan. Under Section I – Provide Responsive, Effective Government, this report supports Objective I.4 - To encourage and support community participation in municipal decision-making. Through responsive online engagement and a public meeting before Council, the Town is ensuring public participation has been part of the study and played a role in the updating of local policy for accessory dwelling units.

Under Section A – Foster a Healthy Community, this report supports Objective A.1 - To promote an adequate supply of housing and range of housing choices to meet the needs of present and future residents, including affordable, accessible and seniors housing. By updating Town policy on accessory dwelling units, the Town is encouraging the creation of new and affordable units and increasing the supply of rental housing locally.

#### **FINANCIAL IMPACT:**

There is no direct financial impact associated with this report.

**CONSULTATION:**

As part of an ongoing review of Town policy on accessory dwelling units, staff across multiple departments were consulted along with external agencies listed in section 2 under COMMENTS.

**PUBLIC ENGAGEMENT:**

It has been established in the previous Background report that Official Plan and Zoning By-law Plan Amendments are required to update policy on accessory dwelling units in the Town of Halton Hills. This report has been prepared in advance of a Statutory Public Meeting to take place, pursuant to requirements under the *Planning Act*, on June 17, 2019 to solicit public input.

As part of the review of Town policy on accessory dwelling units, a Public Open House was held on April 17<sup>th</sup>, 2019. The Open House was 2 hours in length and included a presentation by Town Planning staff. Interested members of the public were in attendance and provided valuable questions and feedback to Town staff. Input gathered from this event has been summarized as part of this report. Through this engagement, staff have been able to inform and consult with the public, consistent with the Town's Public Engagement Matrix.

**SUSTAINABILITY IMPLICATIONS:**

It is anticipated that updating Town policy on accessory dwelling units will support the Economic Prosperity and Social Wellbeing pillars of sustainability. How the Sustainability Strategy will be advanced by this project will be addressed in the final report.

**COMMUNICATIONS:**

Notice of the Statutory Public Meeting was published in the *Tanner* and *Independent and Free Press* on May 16<sup>th</sup>, 30<sup>th</sup>, and June 13<sup>th</sup>, 2019. The notice stated the purpose of the meeting, summarized the study to date, and advised on where to find additional information.

Once ratified by Council, this report will be made available on the Let's Talk Halton Hills accessory dwelling units webpage: (<https://www.letstalkhaltonhills.ca/accessory-dwelling-units>).

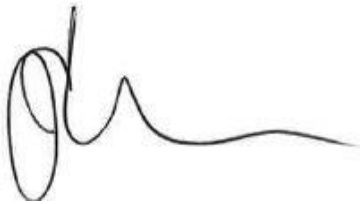
**CONCLUSION:**

This report on accessory dwelling units in Halton Hills has been prepared for the purpose of the Statutory Public Meeting on June 17<sup>th</sup>, 2019. Input has previously been gathered from a Public Open House and agency circulations and considered in the development of the draft amendments prepared for this report. In addition to input already gathered, comments from this meeting will be gathered and addressed in a subsequent staff report regarding the disposition of the Accessory Dwelling Units Official Plan and Zoning By-law 2010-0050 Amendments.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Bronwyn Parker". The script is cursive and fluid.

**Bronwyn Parker, Manager of Planning Policy**

A handwritten signature in black ink. It starts with a large, stylized 'J' and ends with a long, horizontal flourish.

**John Linhardt, Commissioner of Planning and Sustainability**

A handwritten signature in black ink that reads "Brent Marshall". The script is cursive and somewhat stylized.

**Brent Marshall, Chief Administrative Officer**



**BY-LAW NO. 2019-00XX**

A By-law to adopt Amendment No. XX to the Official Plan of the  
Town of Halton Hills -  
Accessory Apartments

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

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

AND WHEREAS on \_\_\_\_\_, Council for the Town of Halton Hills approved Report No. PLS-2019-00\_\_\_\_, dated \_\_\_\_\_, in which certain recommendations were made relating to the Town of Halton Hills Official Plan.

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

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

BY-LAW read and passed by the Council for the Town of Halton Hills this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR – Rick Bonnette

\_\_\_\_\_  
TOWN CLERK – Suzanne Jones

**OFFICIAL PLAN AMENDMENT No. XX**

**TO THE OFFICIAL PLAN FOR THE TOWN OF HALTON HILLS**

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

**PART B: THE AMENDMENT** consisting of the following Schedule and Text constitutes Amendment No. XX to the Official Plan for the Town of Halton Hills.

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

The attached text and schedules constitute Amendment No. XX to the Official Plan of the Town of Halton Hills, which was adopted by the Council of the Town of Halton Hills by By-law 2019-XXXX in accordance with the provisions of the Planning Act, 1990. R.S.O., c.p. 13, as amended;

THE CORPORATION OF THE TOWN OF HALTON HILLS

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MAYOR – Rick Bonnette

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TOWN CLERK – Suzanne Jones

## **PART A – THE PREAMBLE**

### **PURPOSE OF THE AMENDMENT**

The main purpose of this amendment is to permit accessory apartments under Official Plan designations wherever single detached dwellings are already permitted in the Rural Area. The Amendment also introduces criteria for permitting accessory apartments in the Rural Area in a similar manner to what is already required for these units in the urban area.

### **LOCATION**

The amendment applies to the Halton Hills Rural Area (excluding the Niagara Escarpment Plan Area), specifically to lands where designations permit single detached dwellings. Within the Niagara Escarpment Plan Area, the amendment would seek to permit accessory apartments in the *Escarpment Rural Area* designation, subject to policies of the Niagara Escarpment Plan.

### **BASIS FOR THE AMENDMENT**

The Strong Communities through Affordable Housing Act, 2011, amended the Planning Act to require that municipalities authorize second units (or accessory apartments) in their Official Plans and Zoning Bylaws. As a result, Section 16(3) of the Planning Act requires municipal Official Plans to authorize second units in detached, semi-detached and row houses (or townhouses).

Currently the Halton Hills Official Plan permits single detached dwellings under multiple designations in the Agricultural, Rural, and Escarpment Plan Areas; as well as within the Secondary Plans for Glen Williams and Norval. In order to conform to the Planning Act it is necessary at this time to introduce accessory apartments into these areas and regulate them.

Under the current Official Plan an Accessory Apartment is defined as a “self-contained apartment within a single detached, semi-detached, or townhouse dwelling unit.” The use is currently permitted in the Low Density Residential Areas and Medium Density Residential Areas, subject to regulations of the Zoning By-law and criteria listed in Section D1.3.1.6:

- The accessory apartment shall comply with the Ontario Building and Fire Codes;
- Adequate parking is available on the lot for both dwelling units and minimizes the loss of outdoor amenity areas or landscaping;
- The accessory apartment is designed and located in such a manner to not have a negative impact on the character of the surrounding neighbourhood and to the end any building addition shall be compatible with the massing, height, and setbacks of adjacent dwelling units; and,
- Municipal water and wastewater facilities are adequate and available.

In the Rural Area, a similar approach is proposed whereby criteria shall be laid out for all accessory apartments (excluding those permitted in the Escarpment Plan Area).

## **PART B – THE AMENDMENT**

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

### **DETAILS OF THE AMENDMENT**

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

1. That Section E1.4 Land Use Policies is amended by adding the following subsection:

#### **E1.4.10 Accessory Apartments**

An accessory apartment is permitted subject to the regulations of the Zoning By-law and the following criteria:

- a) the accessory apartment shall comply with the Ontario Building and Fire Codes;
  - b) adequate parking is available on the lot for both dwelling units and minimizes the loss of outdoor amenity areas or landscaping;
  - c) the accessory apartment is designed and located in such a manner to not have a negative impact on the character of the surrounding residential uses and to that end any building addition shall be compatible with the massing, height, and setbacks of adjacent dwelling units; and,
  - d) municipal water and wastewater or septic and well facilities are adequate and available to accommodate an additional dwelling unit.
2. That Section E1.3 Permitted Uses (Agricultural Area) is amended by adding a new subsection as follows:
    - p) accessory apartments in single detached dwellings subject to Section E1.4.10.
  3. That Section E2.3 Permitted Uses (Protected Countryside Area) is amended by adding a new subsection as follows:
    - w) accessory apartments in single detached dwellings subject to Section E1.4.10.
  4. That Section E3.4.1 Hamlet Residential Area is amended by adding a new subsection as follows:
    - e) accessory apartments in single detached dwellings subject to Section E1.4.10.
  5. That Section E3.4.2 Hamlet Community Core Area is amended by adding a new subsection as follows:
    - j) accessory apartments in single detached dwellings subject to Section E1.4.10.
  6. That Section E4.3 Permitted Uses (Rural Cluster Area) is amended by adding a new subsection as follows:
    - j) accessory apartments in single detached dwellings subject to Section E1.4.10.
  7. That Section E5.3 Permitted Uses (Country Residential Area) is amended by adding a new subsection as follows:
    - f) accessory apartments in single detached dwellings subject to Section E1.4.10.

#### **Norval Secondary Plan**

8. That Section H2.4.2 Permitted Uses (Hamlet Community Core Area) is amended by adding a new subsection as follows:
  - cc) accessory apartments in single detached dwellings subject to Section E1.4.10.
9. That Section H2.5.2 Permitted Uses (Hamlet Commercial Area) is amended by adding a new subsection as follows:
  - l) accessory apartments in single detached dwellings subject to Section E1.4.10.



10. That Section H2.7.2 Permitted Uses (Hamlet Residential Area) is amended by adding a new subsection as follows:  
  
l) accessory apartments in single detached dwellings subject to Section E1.4.10.
11. That Section H2.8.2 Permitted Uses (Hamlet Residential/Office Area) is amended by adding a new subsection as follows:  
  
f) accessory apartments in single detached dwellings subject to Section E1.4.10.

#### **Glen Williams Secondary Plan**

12. That Section H4.4.2 Permitted Uses (Hamlet Community Core Area) is amended by adding a new subsection as follows:  
  
o) accessory apartments in single detached dwellings subject to Section E1.4.10.
13. That Section H4.5.2 Permitted Uses (Hamlet Residential Area) is amended by adding a new subsection as follows:  
  
d) accessory apartments in single detached dwellings subject to Section E1.4.10.
14. That Section H4.6.2 Permitted Uses (Hamlet Estate Residential Area) is amended by adding a new subsection as follows:  
  
c) accessory apartments in single detached dwellings subject to Section E1.4.10.

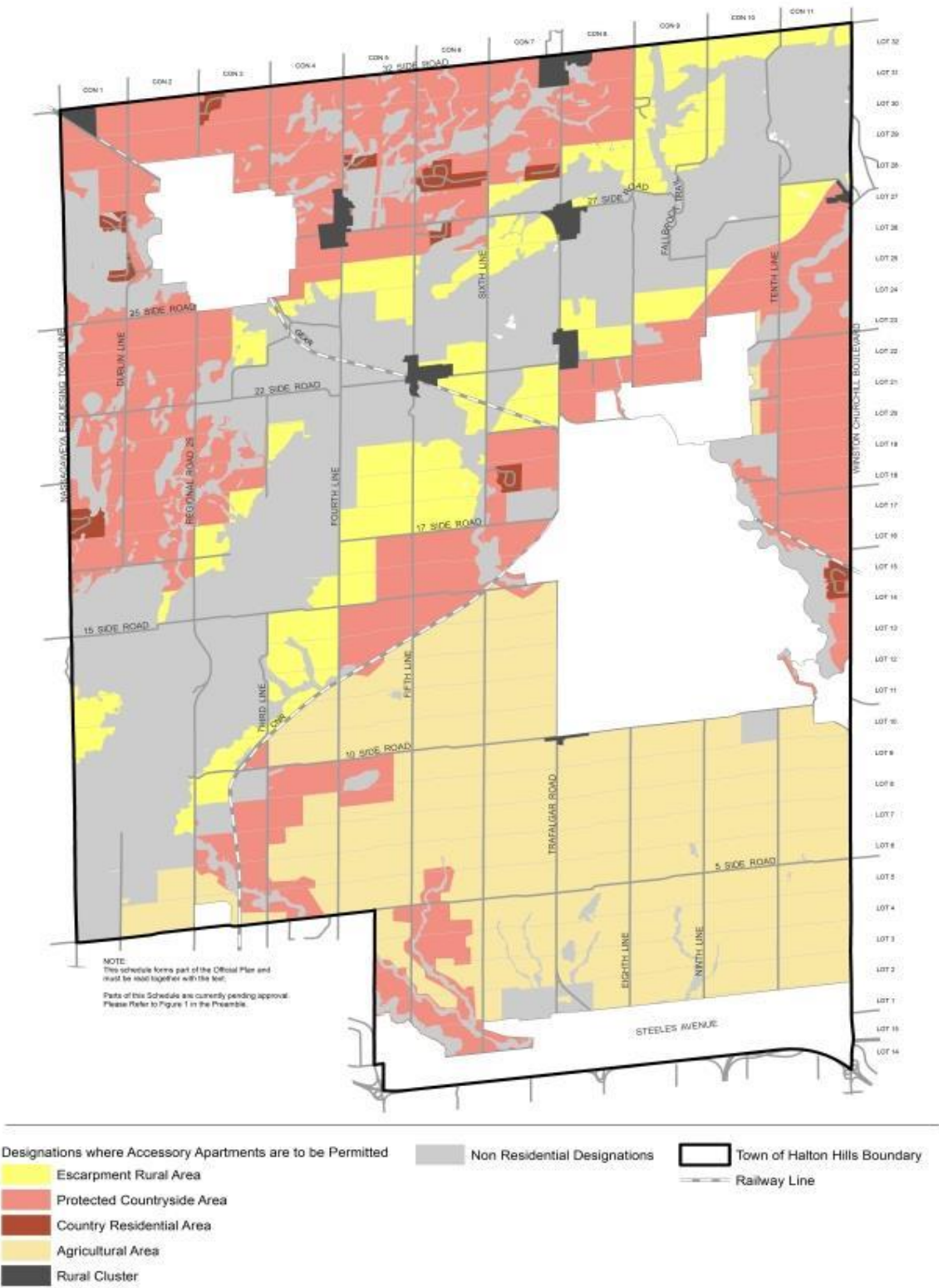
#### **Escarpment Plan Area**

15. That Section B4.2.3.3 Permitted Uses (Escarpment Rural Area) is amended by adding a new subsection as follows:  
  
w) accessory apartments in single detached dwellings subject to Section 2.2 (11) of the Niagara Escarpment Plan.

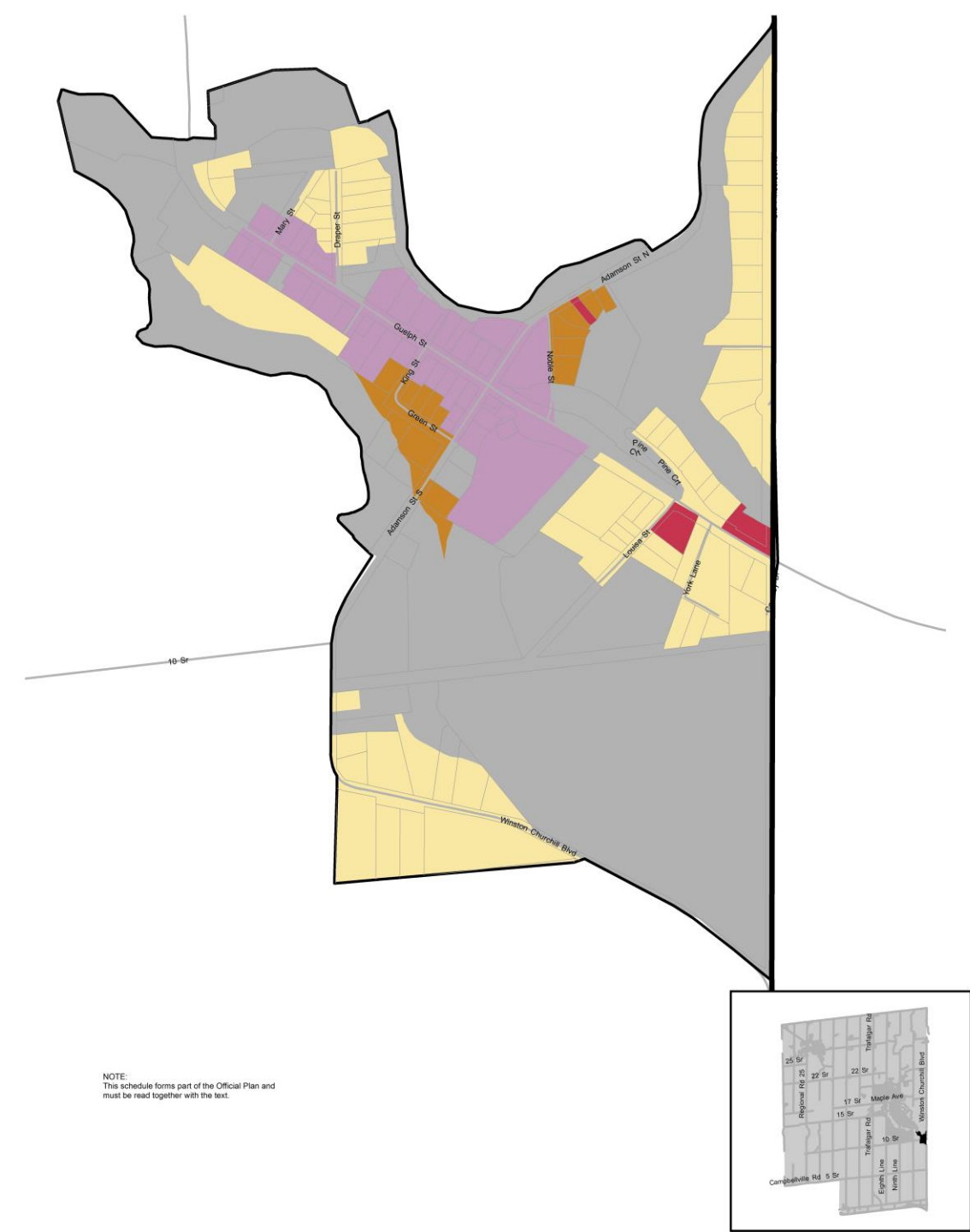
#### **SCHEDULE 1 to OPA No. XX**

\*\*\*Maps showing designation change to be included in approved Amendment\*\*\*

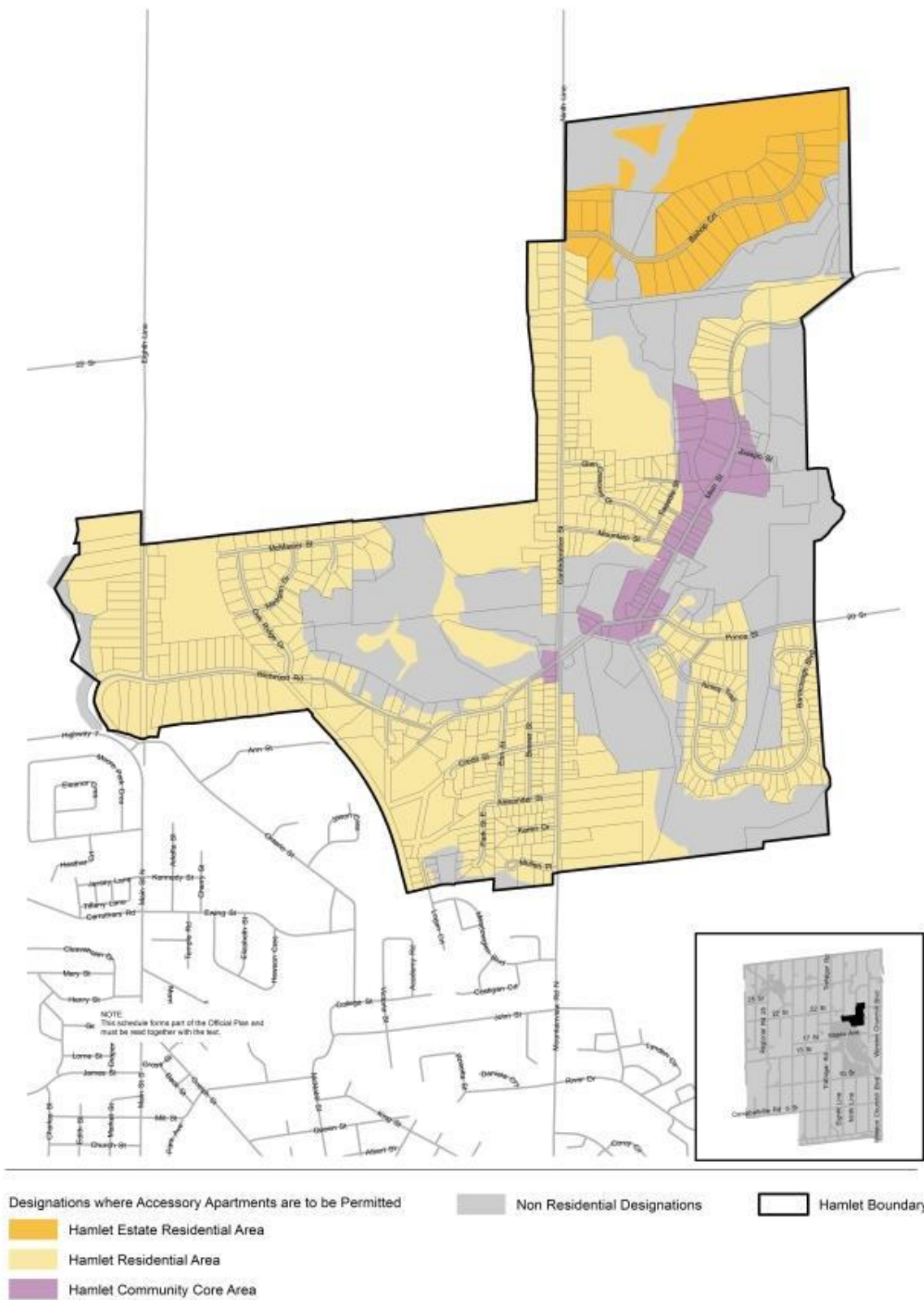
Schedule 1  
Map 1 – Halton Hills



Map 2 – Norval Secondary Plan Area



Map 3 – Glen Williams Secondary Plan Area





**BY-LAW NO. 2019-00XX**

BY-LAW NO. 2019-00XX  
Being a By-law to Amend  
Town of Halton Hills Zoning By-law 2010-0050

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

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

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

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

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

1. That PART 3, DEFINITIONS, of Zoning By-law 2010-0050 is hereby amended as follows:

Dwelling, Accessory shall mean an accessory dwelling unit that is located within a single detached, semi-detached, or townhouse dwelling unit or in a non-residential building;

2. That PART 6, URBAN RESIDENTIAL ZONES, of Zoning By-law 2010-0050 is hereby amended as follows:

An Accessory Dwelling Unit is permitted in all Residential Zones in which a Single Detached, Semi-Detached, or Townhouse Dwelling is permitted.

3. That Special Provision 1, for Table 6.1 (Permitted Uses – Urban Residential Zones), of Zoning By-law 2010-0050 is hereby amended as follows:

1. Permitted only within single detached, semi-detached, or townhouse dwellings and provided the accessory dwelling unit occupies no more than 95.0 square metres of floor area, or the floor area of a legally established basement within permitted dwelling types.

4. That Special Provision 13, for Table 7.1 (Permitted Uses in Urban Commercial Zones), of Zoning By-law 2010-0050 is hereby amended as follows:

13. Permitted only within single detached, semi-detached, or townhouse dwellings and provided the accessory dwelling unit occupies no more than 95.0 square metres of floor area, or the floor area of a legally established basement within permitted dwelling types.

5. That PART 9, NON-URBAN ZONES, of Zoning By-law 2010-0050 is hereby amended as follows:

An Accessory Dwelling Unit is permitted in all Residential Zones in which a Single Detached, Semi-Detached, or Townhouse Dwelling is permitted.

6. That Special Provisions for Table 9.1 (Permitted Uses – Non-Urban Zones), of Zoning By-law 2010-0050 is hereby amended as follows:

That the following Provision be added:

19. Permitted only within single detached, semi-detached, or townhouse dwellings and provided the accessory dwelling unit occupies no more than 95.0 square metres of floor area, or the floor area of a legally established basement within permitted dwelling types.

BY-LAW read and passed by the Council for the Town of Halton Hills this \_\_\_\_ day of \_\_\_\_\_, 2019.

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MAYOR – Rick Bonnette

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TOWN CLERK – Suzanne Jones

## REPORT

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

**REPORT FROM:** John McMulkin, Planner – Development Review

**DATE:** May 31, 2019

**REPORT NO.:** PLS-2019-0045

**RE:** Public Meeting for a proposed Temporary Use Zoning By-law Amendment to permit a transport terminal for a period of 3 years at 7886 Winston Churchill Boulevard (Halton Hills Premier Gateway Business Park)

### RECOMMENDATION:

THAT Report No. PLS-2019-0045, dated May 31, 2019, with respect to the “Public Meeting for a proposed Temporary Use Zoning By-law Amendment to permit a temporary transport terminal for a period of 3 years at 7886 Winston Churchill Boulevard (Halton Hills Premier Gateway Business Park)”, be received;

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

### PURPOSE OF REPORT:

The purpose of this report is to advise Council and the public about a Temporary Use Zoning By-law Amendment application seeking to obtain the necessary approval to permit a temporary transport terminal for transport trucks and trailers for a 3-year period at 7886 Winston Churchill Boulevard in the Halton Hills Premier Gateway Business Park.

### BACKGROUND:

#### 1.0 Location & Site Characteristics:

The subject lands, municipally known as 7886 Winston Churchill Boulevard, are located on the west side of Winston Churchill Boulevard, just north of Highway 407; see **SCHEDULE 1 – LOCATION MAP**. The lands have an approximate area of 3.96 ha (9.79 ac) and contain frontage on Winston Churchill Boulevard (109.52 m). The property is occupied by a single detached dwelling, which is being used as an office to support the transport terminal currently operating on the lands.

Since acquiring the property in the late 1980s, the Applicant has used the property as a contractor’s yard and a transport terminal, without all of the necessary Planning Act

approvals. Temporary Use Zoning By-law Amendments (1991 & 1997) were previously granted for the contractor's yard, subject to the approval of Site Plan applications, which were never submitted. In 2016, the Applicant started operating a transport terminal for transport trucks and trailers on the property, which led to the Town receiving a complaint regarding the illegal use shortly thereafter. The 2016 complaint led to property violation charges issued by the Town's By-law Enforcement Department, which resulted in a registered conviction in 2017 for the Planning Act offence. There are currently additional charges now before the court regarding the transport terminal.

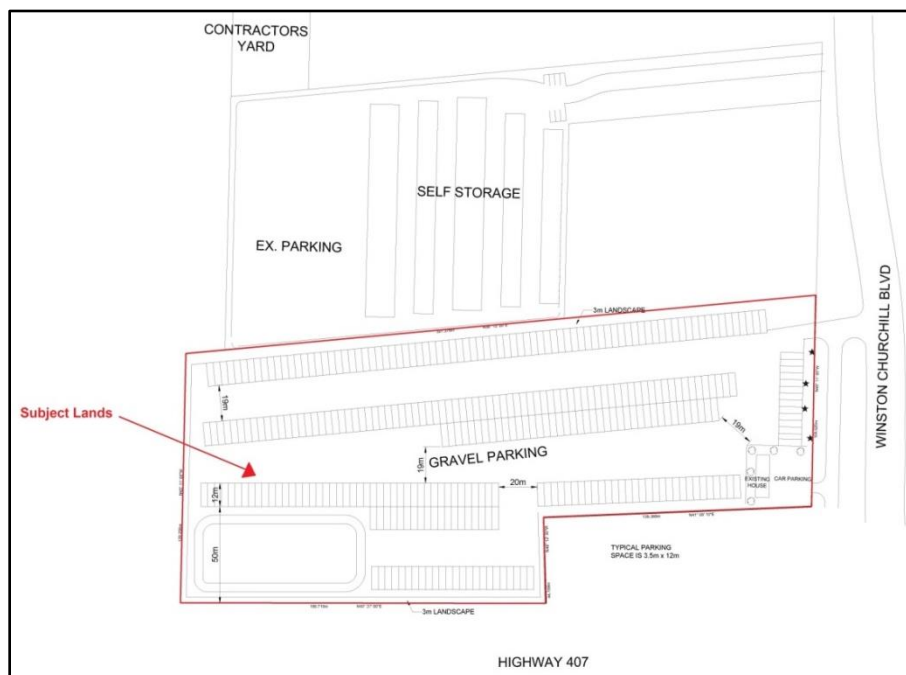
Surrounding land uses to the subject site include:

- To the North: Self-storage business, contractor's yard and agricultural properties;
- To the East: Industrial properties located in the City of Brampton;
- To the South: Highway 407, Highway 401 and commercial properties located in the City of Mississauga; and,
- To the West: Vacant agricultural properties located within the Halton Hills Premier Gateway.

## 2.0 Development Proposal:

On May 21, 2019, the Town deemed complete the Temporary Use Zoning By-law Amendment application (File No. D14ZBA18.012) submitted by Riepma Consultants Inc. (the Agent) on behalf of 1906221 Ontario Inc. – Associated Paving (the Applicant).

The application seeks to obtain the necessary land use approval to permit a temporary transport terminal for transport trucks and trailers for 3 years; see site plan below:





The site is accessed by a driveway that is proposed to provide full vehicular movement on to Winston Churchill Boulevard and the use is intended to be serviced by existing private well and septic system services. There are currently no existing municipal services available along this portion of Winston Churchill Boulevard.

A larger site plan drawing is attached as **SCHEDULE 2 – SITE PLAN** and a draft of the temporary use zoning by-law amendment is attached as **SCHEDULE 3 – DRAFT ZONING BY-LAW AMENDMENT**.

A list of drawings and reports submitted in support of the application is attached as **SCHEDULE 4 – SUBMISSION MATERIALS** to this report.

Should the Temporary Use Zoning By-law Amendment application be approved the proposed development will require the submission of a Site Plan application to facilitate the orderly development of the property.

For Council's information, if the Applicant were to obtain Temporary Use Zoning and Site Plan approvals the Planning Act related charges against the Applicant that are currently before the court would be resolved.

## **COMMENTS:**

### **1.0 Planning Context**

In Ontario, when reviewing applications seeking to amend Zoning By-laws, development proposals are expected to conform with and meet the intent of all applicable Provincial, Regional and Municipal policy documents. This section discusses the relevant policy framework that applies to the subject site and proposal.

#### **1.1 Provincial Policy Statement**

The 2014 Provincial Policy Statement (PPS) provides broad based policies that promote efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term. The proposal is required to be consistent with the relevant policies of the PPS in accordance with Section 3 of the Planning Act.

Specifically, Section 1.3.2 of the PPS speaks to employment areas. This section (subsections 1.3.2.1 to 1.3.2.4) requires municipalities to protect and preserve employment areas for current and future uses, especially those in proximity to major goods movement facilities and corridors.

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

The subject lands are part of a larger designated urban area along the Premier Gateway Employment Area. The 2019 Growth Plan directs new growth to locations that make efficient use of transportation and servicing infrastructure and sets out general policies to preserve employment areas for future economic opportunities. As per Section 3 of the Planning Act, the proposal shall conform and not conflict with the Growth Plan.

## **1.3 Region of Halton Official Plan**

The 2009 Regional Official Plan (ROP) designates the subject lands as Urban Area (Halton Hills Premier Gateway Business Park). Section 76 of the OP states that the range of permitted uses and the creation of new lots in the Urban Areas will be in accordance with Local Official Plans and Zoning By-laws. The lands are also identified as forming part of the “Employment Area” overlay under the 2009 Plan; the employment area policies provide direction to preserve employment area lands for current and future employment uses (Policy 77.4(2)). Section 77.4(1) prohibits residential and other non-employment uses, including major retail uses, in Employment Areas except to recognize uses permitted by specific policies of a Local Official Plan in force on December 16, 2009.

In accordance with ROPA 43, the subject lands are located within the Halton Peel Boundary Area Transportation Study/Greater Toronto Area (HPBATS/GTA) West Corridor Protection Area, which prohibits development until the completion of the appropriate Environmental Assessments by the Province. ROPA 43 corridor protection policies are under appeal at the Local Planning Appeal Tribunal. The lands also fall within an approved phasing area where development is not permitted until post 2021 as per ROPA 43.

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

Under the Town’s Official Plan, the subject lands are located within the Phase 2A Employment Area and are designated Gateway Area. A transport terminal is not a permitted use within the Gateway Area designation. Section D3.5.4.2 of the Official Plan states that it is the objective of the Gateway Area designation to:

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

The property is also located within the HPBATS/GTA West Corridor Protection Area (Official Plan Amendment No. 21), which is currently being held in abeyance by Halton Region at Council’s request. Section F6.6.3 states that it is the policy of the Official

Plan to prohibit the development of lands within the HPBATS/GTA West Corridor Protection Area until the completion of the appropriate Environmental Assessments by the Province and the Town's Official Plan has been amended to lift the corridor protection policies.

Section G4.1 of the Official Plan states that Council may pass by-laws permitting the temporary use of lands, buildings or structures, which may not conform to the policies of the Official Plan, subject to Council being satisfied that:

- a) *the proposed use is of a temporary nature and shall not entail any major construction or investment on the part of the owner so that the owner will not experience undue hardship in reverting to the original use upon the termination of the temporary use;*
- b) *the proposed use will not prejudice the long term intent of or the orderly development contemplated by the provisions and land use designations contained in this Plan;*
- c) *the proposed use is compatible with adjacent land uses and the character of the surrounding neighbourhood;*
- d) *the proposed use will not require the extension or expansion of existing municipal services;*
- e) *the proposed use will not cause traffic hazards or an unacceptable level of congestion on surrounding roads;*
- f) *parking facilities required by the proposed use will be provided entirely on-site;*  
*and,*
- g) *the proposed use shall generally be beneficial to the neighbourhood or the community as a whole.*

As per Section G4.1, a temporary use may be authorized for a specific time period up to 3 years. Subsequent by-laws granting extensions of up to 3 years may be passed.

### **1.5 Town of Halton Hills Zoning By-law 00-138**

The subject lands are zoned Corridor Gateway Holding (H)(G) under Town of Halton Hills 401 Corridor Zoning By-law 00-138, which does not permit a transport terminal or other outdoor storage uses. The Town of Halton Hills 401 Corridor Zoning By-law was passed by Council in 2000 at a time when the entire corridor did not have municipal servicing available.

The purpose of the Holding (H) Provision is to ensure that development does not proceed until lands are connected to full municipal services, the Owner has entered into any necessary Site Plan agreement with the Town and all of the necessary financial securities and payments have been submitted.

The Applicant is seeking a Temporary Use Zoning By-law Amendment to permit a temporary transport terminal for 3 years.

## **2.0 Issues Summary**

### **2.1 Department and Agency Circulation Comments**

The application was circulated for review and comment to Town departments and external agencies on November 26, 2018. Comments have been received from all circulated departments and agencies.

Several departments and agencies have raised a number of concerns/issues with the proposal, which include:

#### Town Development Engineering

Development Engineering staff will not be in a position to comment on the Temporary Use Zoning By-law Amendment until all items listed below have been addressed:

- Confirmation that the entrance onto Winston Churchill Boulevard has sufficient sightlines based on the latest version of the Transportation Association of Canada (TAC) Guidelines;
- The Functional Servicing and Stormwater Management Report needs to be amended to assess the entire drainage area (both upstream and downstream) associated with the subject property in order to be consistent with the requirements of the 401 Scoped Subwatershed Study. The proposed stormwater management features are not adequate to provide the quantity and quality control required for this site and need to be modified to ensure they are more appropriate with the proposed temporary use;
- Photometrics (lighting) information is submitted; and,
- Further lot grading and drainage information is provided.

#### Halton Region

Regional staff is unclear how the proposed use would meet the definition of an employment use, as defined in the Growth Plan, as it involves the parking of trucks and trailers. Additionally, Regional staff is presently of the opinion that the proposed development is not in conformity with the policy direction of the Growth Plan as it proposes development within an area under corridor protection.

With respect to the Regional Official Plan (ROP), it is Regional staff's position that the proposed development does not conform to the Regional Official Plan policies as the property is within the HPBATS/GTA West Corridor Protection Area which prohibits development until the completion of the appropriate Environmental Assessments. Further, the property falls within an approved phasing area where development is not permitted until post 2021. The Regional Official Plan also requires all development within the Urban Area designation to be on full municipal services, which are not available for the site. Therefore, the Region believes the Applicant has not provided sufficient information that would indicate how the proposed temporary use conforms to the Employment Area overlay policies of the ROP.

With respect to technical considerations, the vehicle access location proposed for the temporary use does not conform to the spacing requirements outlined in the Halton Region Access Spacing Guidelines for a full-movement access. While the Region of Peel is the approval authority related to site access and Traffic Impact Study issues affecting Winston Churchill Boulevard, the two Regions coordinate to resolve shared concerns.

#### Peel Region

Given that the property abuts Brampton, the application was circulated to Peel Region for comment as they have authority over Winston Churchill Boulevard. Regional staff requires the Traffic Impact Study (TIS) to be amended to address:

- The TIS proposes a full-movement access off of Winston Churchill Boulevard, which does not conform to the spacing requirements in the Region's Controlled Access By-law. As such, full-movement access is not supported by the Region; and,
- Outstanding sight line and northbound gap analysis of traffic along Winston Churchill Boulevard needs to be provided.

In addition, further lot grading, drainage, stormwater management and landscaping information is required to be provided to the Region for review.

#### Ministry of Transportation Ontario (MTO)

Further information and clarification is required with respect to lot grading, drainage, functional servicing and stormwater management as part of the second submission.

#### Town Planning

Planning staff acknowledges the technical and policy concerns raised by Development Engineering, Halton Region and Peel Region, which will require further analysis and discussion.

At this time, staff believes that insufficient analysis has been provided by the proponent to justify that the proposed use conforms to the temporary use by-law criteria outlined within the Town's Official Plan.

### **2.2 Public Comments**

To date, Planning staff has not received any correspondence or inquiries from the public related to the application.

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

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

**FINANCIAL IMPACT:**

There is no financial impact associated with this particular report.

**CONSULTATION:****Pre-Consultation:**

The proposed Temporary Use Zoning By-law Amendment application was considered at the October 5, 2017, Development Review Committee Pre-Consultation meeting (D00ENQ17.029). At the meeting the Applicant was provided with comments from various Town Departments and external agencies including Halton Region, Peel Region and the Ministry of Transportation Ontario (MTO).

**PUBLIC ENGAGEMENT:**

Planning staff will continue to ensure that Transparency, Notification and Participation, as defined in the Town's Public Engagement Charter, will be at the core of the Public Consultation Strategy throughout the review process for the subject proposal.

**SUSTAINABILITY IMPLICATIONS:**

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

**COMMUNICATIONS:****Public Notification Key Dates:**

- Immediate: Sign posted along the Winston Churchill Boulevard property frontage explaining the purpose of the proposed application and Public Meeting.
- May 23, 2019: Notice of Public Meeting was published in the Independent & Free Press.
- May 24, 2019: Notice of Received Application and Public Meeting mailed out to all property owners assessed within 120 m of the subject property.
- June 13, 2019: Courtesy Notice to be published in the Independent & Free Press.

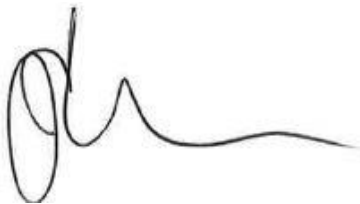
**CONCLUSION:**

The proposed Temporary Use Zoning By-law Amendment would facilitate the use of the lands located at 7886 Winston Churchill Boulevard in the Halton Hills Premier Gateway as a temporary transport terminal for transport trucks and trailers for a period of 3 years. Once all relevant information, reports and comments have been reviewed, a final Recommendation Report, which summarizes all agency and public comments and assesses the merits of the proposal, will be prepared.

Reviewed and Approved by,

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

**Jeff Markowiak, Manager of Development Review**

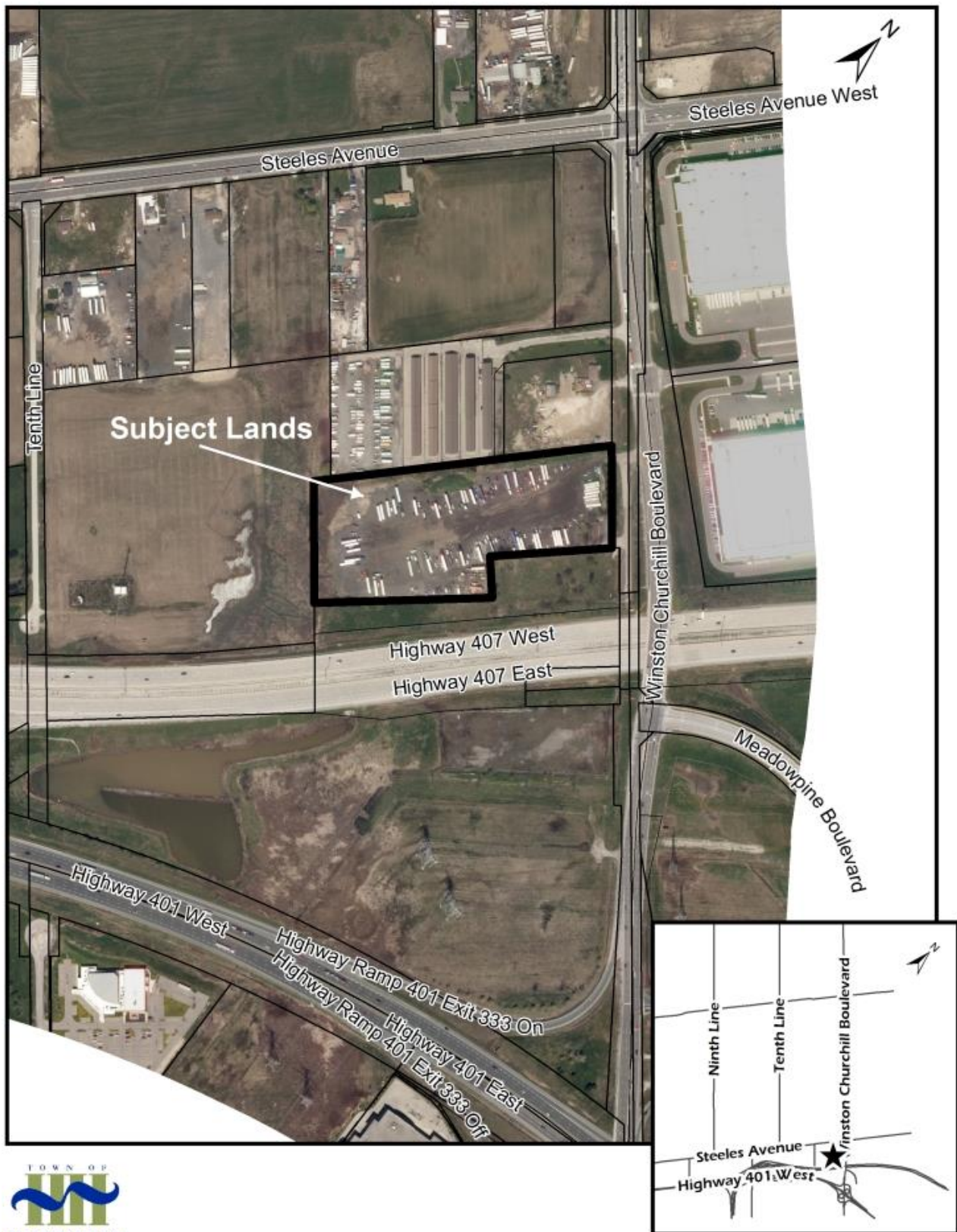
A handwritten signature in black ink, appearing to read 'John Linhardt', written in a cursive style.

**John Linhardt, Commissioner of Planning and Sustainability**

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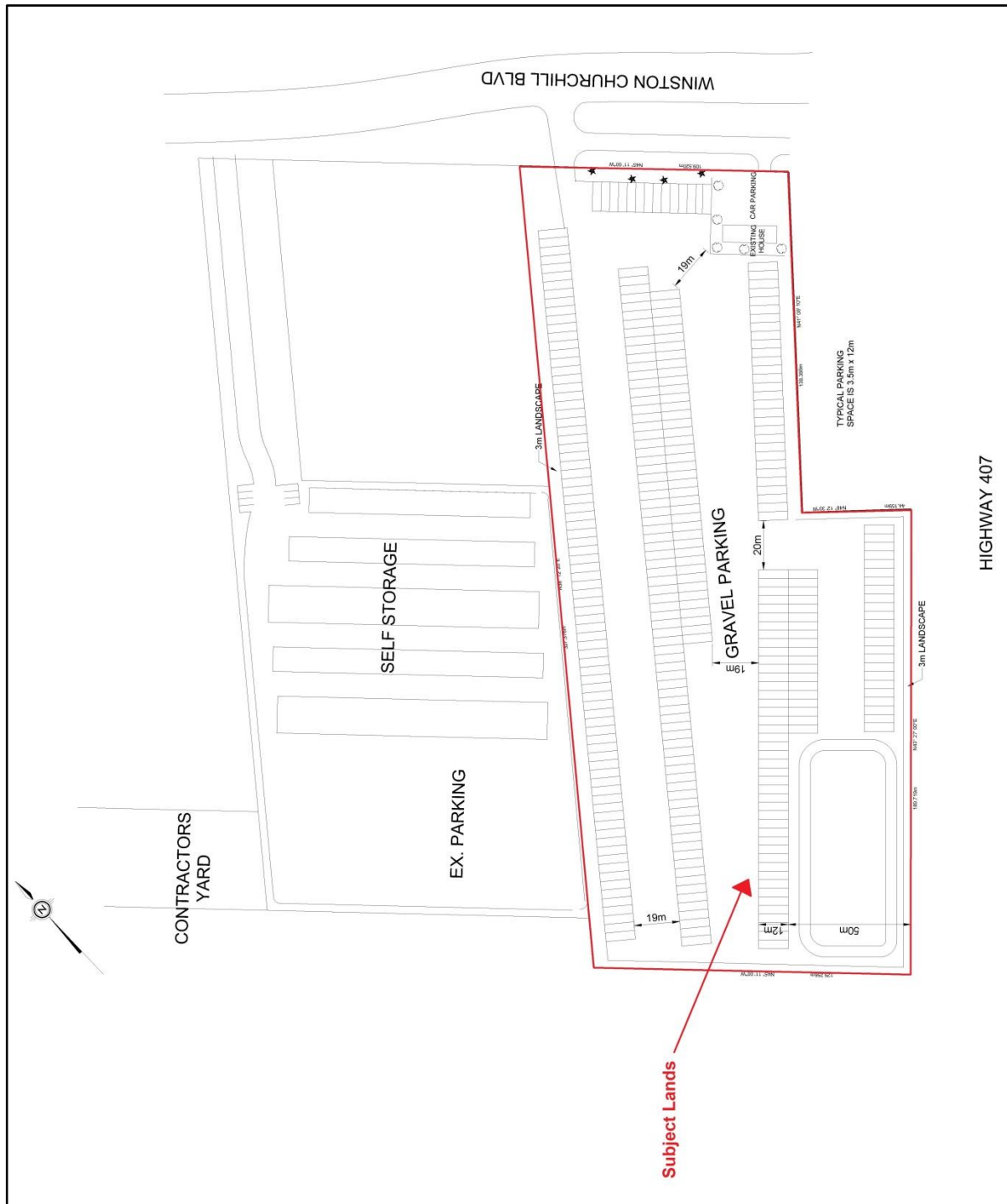
**Brent Marshall, Chief Administrative Officer**

## SCHEDULE 1 – LOCATION MAP





## SCHEDULE 2 – SITE PLAN



## SCHEDULE 3 – DRAFT ZONING BY-LAW AMENDMENT



### BY-LAW NO. 2019-

A By-law to Amend Zoning By-law 57-91, as amended by By-law 00-138, for lands described as Part of Lot 15, Concession 11 Trafalgar New Survey, Town of Halton Hills, Regional Municipality of Halton  
7886 Winston Churchill Boulevard (Halton Hills Premier Gateway)

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

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

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

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

That Section 13 of Zoning By-law 57-91, as amended by By-law 00-138, is hereby further amended by adding a new subsection 13.138 which shall provide as follows:

13.138 Notwithstanding any provisions of said By-law 57-91, as amended by By-law 00-138, to the contrary, the use of the lands described as Part of Lot 15, Concession 11 Trafalgar New Survey, Town of Halton Hills, Regional Municipality of Halton, municipally known as 7886 Winston Churchill Boulevard (Halton Hills Premier Gateway), as shown on Schedule "1" attached to and forming part of this By-law, shall include for a period up to and including \_\_\_\_\_, 2022 (3 years):

- (i) A transport terminal.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this \_\_\_ day of \_\_\_, 2019.

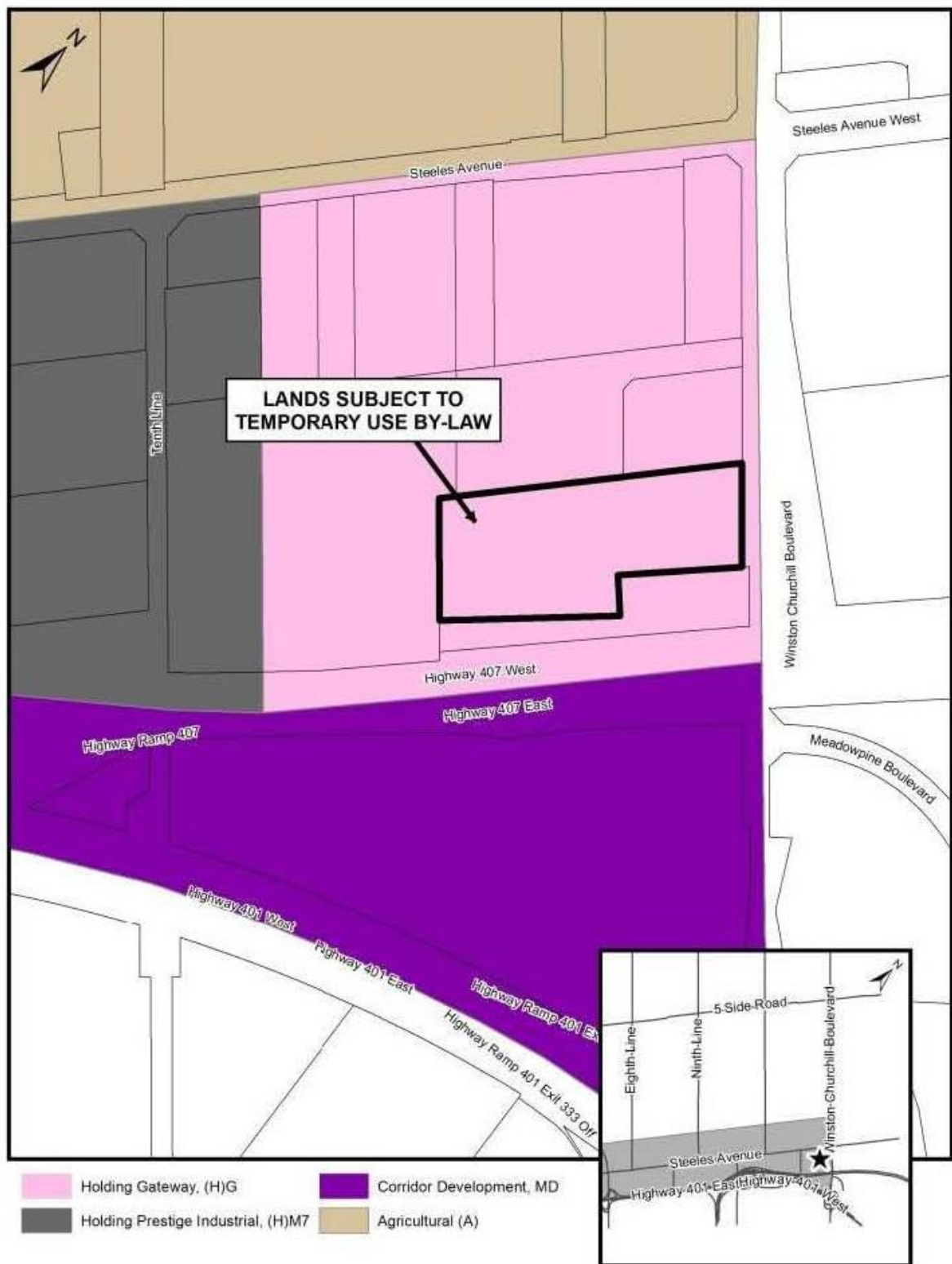
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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES

SCHEDULE 1 to By-law 2019-\_\_\_\_



## SCHEDULE 4 – SUBMISSION MATERIALS

The following reports/information has been submitted to the Town for review:

- Zoning By-law Amendment Application Form
- Response Letter to Development Engineering & Halton Region Comments, prepared by Riepma Consultants Inc., dated November 22, 2018
- Environmental Site-Screening Questionnaire
- Planning Justification Report, prepared by Riepma Consultants Inc., dated August, 2018
- Functional Servicing & Stormwater Management Report, prepared by MGM Consulting Inc., dated October 2, 2018
- Traffic Impact Assessment, prepared by AECOM, dated September, 2018

Drawing List:

| <b>Drawing/<br/>Plan No.</b> | <b>Title</b>                       | <b>Prepared By</b>         | <b>Drawing<br/>Date</b> | <b>Revised<br/>Date</b> |
|------------------------------|------------------------------------|----------------------------|-------------------------|-------------------------|
| S-1                          | Preliminary Site Plan              | Riepma<br>Consultants Inc. | May, 2018               |                         |
| CV-1                         | Erosion & Sediment<br>Control Plan | MGM Consulting<br>Inc.     | Oct 2, 2018             |                         |
| CV-2                         | Site Grading Plan                  | MGM Consulting<br>Inc.     | Oct 2, 2018             |                         |
| CV-3                         | Site Servicing Plan                | MGM Consulting<br>Inc.     | Oct 2, 2018             |                         |
| CV-4                         | Details                            | MGM Consulting<br>Inc.     | Oct 2, 2018             |                         |

## REPORT

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

**REPORT FROM:** Maureen Van Ravens, Manager of Transportation

**DATE:** June 3, 2019

**REPORT NO.:** TPW-2019-0026

**RE:** Transit Service Strategy and Executive Summary

### RECOMMENDATION:

THAT Report No. TPW-2019-0026, dated June 3, 2019, regarding the Transit Service Strategy and Implementation be received;

AND FURTHER THAT Council approve in principle Report No. TPW-2019-0026 and the Transit Service Strategy and phasing approach as indicated in the Executive Summary in Attachment 1;

AND FURTHER THAT the Development Charges By-law and background study be prepared for transit services based on the Transit Service Strategy;

AND FURTHER THAT Council approve the continuation of existing contracts for the ActiVan transit operators and administrative staff required to fulfill the ActiVan operations in-house for one additional year;

AND FURTHER THAT discussions related to the implementation of the Transit Service Strategy be referred to Budget Committee;

AND FURTHER THAT implementation shall not be considered until all matters related to the Provincial Government initiatives such as the Regional Review, Provincial Gas Tax review, budget implications and Bill 108 are all clearly understood;

AND FURTHER THAT when the CAO determines that all matters related to the Province are resolved, staff will report back to Council on implementation;

AND FURTHER THAT the Transit Service Strategy be forwarded to the appropriate staff at the Federal Government, Province of Ontario, Halton Region, Metrolinx, City of Brampton, City of Burlington, Town of Oakville, and the Town of Milton for their information.

## **BACKGROUND:**

The Halton Hills 2014-2018 Strategic Action Plan identifies Transportation and Mobility as a Strategic Priority for the 2014-2018 term of Council. Under this Strategic Priority, the Action Plan directs staff to develop a Public Transit Strategy to address the needs of potential users, prior to or as part of the next Transportation Master Plan.

The Transit Service Strategy evaluates service alternatives and explores opportunities for a made-in-Halton Hills transit solution to meet the current and future mobility needs of the community. The strategy aligns with Halton Regions' Mobility Management Strategy and the Town's Strategic Action Plan and builds on the existing ActiVan Specialized transit service, youth transportation and Metrolinx Regional Transportation Plan.

Council endorsed Report No. TPW-2018-0003 which provided details on the Strategic Transit Visioning workshop, the public consultation process and the Vision Statement with any potential refinements for the Transit Service Strategy.

On March 26, 2018, a Council workshop was held so that the project team was able to present the revised Vision Statement after receiving public input and describe the various transit service alternatives prior to receiving comments from the public.

Based on input received from the various workshops and meetings including community stakeholders and the public, the project team developed a vision statement that encapsulates the community's goals for its future transit system. The Vision Statement is as follows:

"Expand on the existing Halton Hills transit service to provide an affordable and accessible system that is tailored to needs and opportunities in Halton Hills. The transit system will service the needs of residents, businesses and visitors within the Halton Hills urban, rural and hamlet communities and provide links to surrounding municipalities by 2021. The transit system will continue to evolve to accommodate planned growth with the town by 2031."

Based on this vision, the project team used these elements as requirements to develop alternative transit scenarios to serve the Town's existing and future transit needs.

Report TPW-2018-0018, provided an update on the Transit Service Strategy and endorsement from Council to review the potential alternatives for transit and the necessary financial analysis.

On February 11, 2019, a Council workshop was held to present the endorsed transit service alternatives and the financial implications associated with each alternative of transit prior to presenting and receiving comment from the public.

## **COMMENTS:**

Due to the recent Provincial Government announcements, including but not limited to Bill 108, Provincial Gas Tax and the Regional review, staff recommend that the planned phased-in approach for transit in Halton Hills be suspended until all matters related to the Province are resolved.

Notwithstanding, the Transit Service Strategy as indicated in Attachment 1, provides phased-in alternative transit scenarios to serve the potential and identified transit needs of Halton Hills through 2031. These alternatives have been developed to address the specific transit markets that have been identified through the course of the study, and the community's vision and priorities for transit service as expressed in the series of workshops and public information centres.

The priority for transit service indicates that there will be an increase in future transit demand based on the following:

- Projected population, employment, and development growth in Halton Hills through 2031.
- Steady ridership growth for the Town's ActiVan specialized transportation service over the past several years.
- Anticipated growth and changes in GO rail service demand coinciding with implementation of two-way, all-day service to Georgetown and improved service to Acton, by 2025.

Each of these trends in isolation would increase public demand for expanded ActiVan service and for development of other types of public transit service. The three trends will work together synergistically to create a demand for expanded levels and types of transit service that will need to be achieved if the Town's development and transportation goals are to be met between 2020 and 2031.

The three-phased transit scenarios are as follows:

### **Phase #1: Universal Access Service**

The Universal Access Service provides curb-to-curb service, similar to ActiVan, but not limited to seniors or persons of disabilities. Customers are picked up at their homes or pickup points and would be dropped off at their final destinations. Vehicles picking up Universal Access Service customers could pick up multiple customers going from nearby origin points traveling to common or nearby destination points. Direct, private curb-to-curb service would not be guaranteed.

Customers would arrange for pickup days or hours in advance of their trip. Contact may be made by phone or through an on-line or mobile application. The requirement for pre-arrangement may differ from that of ActiVan service and could vary over time, depending on the volume of service requests, capabilities of the scheduling system, customer interface applications, fleet and operator availability and any other variables.

The Universal Access Service may be operated by various or multiple operators, including the private or public operator of local taxi companies, transportation network companies (TNC's), and/or other private or public transit providers. Specialized scheduling software will provide the ability to group riders to maximize the occupancy of a vehicle. Fares for customers is estimated at \$3.75 for trips less than 10 kilometres and \$1 for each additional kilometre travelled over 10 kilometres. The fare structure will be confirmed as part of the implementation plan.

The demand for the Universal Access Service will be monitored to determine when a fixed-route service should be considered using the tools and guidelines provided in the Transit Service Strategy.

### **Phase #2: Universal Access Service + Limited Fixed Route**

This phase introduces a limited fixed route bus service that would be provided in addition to the ActiVan and Universal Access Service. Regularly-scheduled, fixed-route service would operate on routes connecting to key destinations within Halton Hills, and nearby Metrolinx GO stations of surrounding communities where connections or transfers with other bus routes are available. Fixed-route service would serve high-demand connections more efficiently than Universal Access Service. With the introduction of limited fixed-route service, some Universal Access Service trips may be converted from curb-to-curb travel to trips that would connect customers from their point of origin to a nearby transit stop or transit hub.

Based on growing demand for connections to Toronto Premium Outlets (TPO) and other employers and destinations along the Steeles Avenue, a fixed route service along this corridor is justified in the near term.

### **Phase #3: Universal Access Service + Expanded Fixed Route**

This phase expands the fixed-route service to make additional connections, or to provide more frequent service, based on anticipated higher ridership levels on existing services and demand for new services in response to continued population and employment growth. Additional routes, particularly longer distance routes, may also be incorporated. Universal Access service would remain in place, but may be modified to home-to-hub service connecting riders to fixed-route transit hub in areas where fixed-route transit service are in place. Increased transit funding would be required beyond the levels that supported Phase #1 and #2, and the required vehicle fleet will expand to provide increased levels of service.

The Transit Service Strategy allows all phases of the service to have flexibility to enhance the service as ridership and service demand increases, and as funding is available. Ridership, service efficiency and productivity and funding availability will be reviewed on a regular basis to maintain the efficiency and cost-effectiveness of Halton Hills transit system.



## **Proposed Implementation Plan**

For analytic purposes, 2020 has been referred to as starting date of service within the Transit Service Strategy, but implementation is subject to available funding. The implementation schedule is meant to be flexible, and the dates used in the primary plan were used to establish cost and rider forecasting for the service.

The implementation of a Universal Access Service as recommended in the Transit Service Strategy is being proposed as phase 1 of the proposed implementation plan. The service area would include all of Halton Hills and key destinations outside Halton Hills (Lisgar GO, Milton GO and Mount Pleasant GO stations). Universal Access Service would be provided by local taxi vendors and/or transit network companies (TNC's) for the contractual service of professional drivers through a Request for Proposal process. The current Taxi Scrip Program would be dissolved and folded into the Universal Access Service. The implementation date will be determined through the Town's budget approval process.

It is also recommended that the Town investigate partnerships with the Town of Milton to have Milton Transit provide a bus route along the Steeles Avenue corridor that would connect Milton GO – Toronto Premium Outlets (TPO) – Lisgar GO. This service would address the growing demand for access to Toronto Premium Outlets (TPO) and other employers along Steeles Avenue. Town staff will work with the Town of Milton to plan and install bus stops and concrete pads along Steeles Avenue to support the required route infrastructure and future development of the service route. The timing for implementation of this service would be based on budget approval and negotiations with the Town of Milton.

As part of the implementation of the Universal Access Service, administration, trip booking and dispatch are recommended to remain in-house in order to continue maintaining the high standards of customer service of the existing ActiVan system and to monitor ridership and growth of the program. Administration staff of one additional full-time employee would be required in addition to the current ActiVan administration complement for the Universal Access Service hours of operation. In addition, a pool of part-time administrative staff also would be required for weekend service and backup coverage for the FTE administrative staff.

The Universal Access Service also will require specific software to provide an efficient and effective 'rideshare-ride pooling' model of service. Rideshare and ride pooling platforms use a smartphone app which connects drivers with passengers in the area. The Universal Access Service would allow the contracted driver of a local taxi and/or TNC provider to log into the app to set their status to online, which indicates that they are available to accept a ride. Once the customer has selected a destination and requested the pickup, the driver will get a notification of the requested ride. The driver will pick up the passenger(s) and start travelling towards their destination. If another rider requests a ride and the destination is along the driver's current route, the driver is then assigned to pick up the second passenger and drop him/her off along the way.

Riders that do not utilize smart phones will have the ability to book a trip via telephone by calling the Town. The rideshare/ride pooling scheduling system will control and cap public subsidy, and provide other controls to prevent the program from being over-subscribed or too costly for Halton Hills to continue to operate.

Staff will need to go to market with an Expression of Interest approximately 8 months prior to implementation of Universal Access Service to determine the vendors that offer the service and available technologies behind the applications. This information will be used to develop a Request for Proposal for a software as a service (SaaS) required to implement Universal Access Service.

To launch the implementation of Universal Access Service, a strong marketing and educational plan will need to be developed well in advance of service implementation. As this will be a new service, a well thought-out comprehensive communication, outreach and branding strategy needs to be developed. The purpose for the marketing plan involves clearly defining the Town's service goals and educating existing riders of changes to service for the ActiVan, Taxi Scrip and Youth Taxi Scrip programs and also will develop strategies to promote service goals to future customers. A critical component to a successful transit system is the marketing and promotion of services to both potential and existing riders. It is recommended that the Town utilize the expertise of Town communication staff for the planning and execution of the marketing plan.

Prior to the development and launch of any communication and branding exercise Town's communication staff will engage the public for their input. Town staff will utilize their expertise to help guide participants through working sessions and/or online platforms to help inform the identification of a preferred "look and feel" of the service. This will support public's understanding and ensure that the plan and proposed level of service resonates with the public. It is expected that a communication plan would take 6-12 months to develop and implement prior to commencement of the Universal Service.

### **Monitoring of Service**

As demand for the Universal Access Service grows, service standards would trigger implementation of fixed route bus services to replace Universal Access Service trips on the most heavily used trip patterns. Fixed route service becomes more cost effective than Universal Access Service when the cost of Universal Access Service trips from one area or in one travel corridor approaches the cost of providing fixed-route bus service. Based on cost estimate for both Universal Access Service and fixed-route services, this level is reached when Universal Access Service in one area or corridor reaches between 200 to 250 daily trips. The service standards would be used to monitor the service to ensure that it progresses towards achieving productivity standards.

The Town will monitor the efficiency and productivity of the Universal Access Service using key performance indicators (KPI's). Implementing conventional fixed route service is subject to Budget Committee approval as well as satisfactorily meeting service

demand KPIs. Staff will continue to provide Council recommendations annually to assess improvements on existing routes, implementation of additional conventional fixed routes, and other transit service level considerations.

### **ActiVan Program - Existing and Proposed Changes**

The Town of Halton Hills ActiVan service is a specialized transportation service for seniors age 65 and older and persons with disabilities residing in Halton Hills. The Town has provided accessible transportation service through the ActiVan program since 1981. Since the inception of the program, Tyler Transport Limited has provided operational support to the ActiVan service from inception to July 1, 2018, when Tyler Transport Limited chose to dissolve all business dealings inclusive of the ActiVan services. The Town has stepped in to provide seamless operational services in-house through contracted employment of drivers and administrative staff.

As part of the continuation of the ActiVan program, staff recommends that the in-house operations with the contracted drivers and administrative staff continue until staff evaluate service costs of the ActiVan program and provide a recommendation back to Council on the future operations of the service (anticipated Q3 2021).

When the Universal Access Service is implemented, the current Taxi Scrip under the ActiVan program and Youth Taxi Scrip program would be dissolved and folded into the Universal Access Service. A detailed communications plan would be established to educate and assist current riders in the transition of service delivery.

In addition, upon implementation of Universal Access Service, the existing criteria for the ActiVan application process will require a change in approval process. Eligibility for ActiVan service will be evaluated under 3 main categories:

- **Unconditional** - A person with a disability that prevents them from using conventional transit.
- **Conditional** - A person with a disability where environmental or physical barriers limit their ability to consistently use conventional transit. An applicant who qualifies for conditional service may be able to use conventional transit for all or part of their trip, but may also qualify for specialized transit under specific circumstances for some or their entire trip.
- **Temporary** - A person with a temporary disability that prevents them from using conventional transit. An applicant who qualifies for temporary service requires specialized transit for a defined period of time.

All existing ActiVan clients will be “grandfathered” into the ActiVan program and will not be required to reapply for the ActiVan service based on the three above noted eligibility criteria’s.

Currently the Town of Oakville has retained Medisys Canada which are health care professionals that review, access and approve all specialized transit applications. The Town of Milton and the City of Burlington have both partnered with the Town of Oakville to utilize these services. To ensure consistency with all the municipalities within Halton Region for specialized transit, it is recommended that the Town of Halton Hills use Medisys Canada to approve all the Town's applications and enter into a Memorandum of Understanding with Oakville (at the appropriate time) for the administration of the contract and agreed costs.

It is anticipated that the annual costs to the Town of Oakville for our portion of Medisys Canada's review of applications would be approximately \$25,000 annually. These costs would not be incurred until Universal Access Service has been implemented.

### **Sustainability and Climate Change**

On May 6, 2019, Council adopted the Climate Change Resolution No. 2019-0088 with the required need to reduce overall emissions from the Town, and as stated in the resolution, 'can be addressed but not limited to, transitioning of the Town's fleet to electric vehicles wherever possible, and as soon as possible'.

The Universal Access Service and implementation of the fixed route on Steeles Avenue does not require any additional fleet; as it will be operated by the Town of Milton. Further discussions with the Town of Milton will be required to determine the fleet requirements to operate this service. As transit service increases throughout the years, additional fleet will be required along with the replacement of the existing ActiVan vehicles. It is recommended that alternative fuel vehicles be considered at the time of purchase to reduce energy consumption, pollution and greenhouse gas emissions, subject to Budget Committee approval in future years.

### **Development Charges**

Municipalities in Ontario are allowed to levy charges on new development to help cover the cost of new infrastructure to service that development. The mechanism for calculating development charge contributions toward transit expenses was recently changed. Previously eligible growth-related capital expenditures had to be based on levels of service in the prior 10 years. This meant that new transit agencies did not have any eligible costs and had to build up a history of expenditures over the next 10 years. Under the revised Development Charges Act, eligible growth related capital expenditures can be based on planned levels of service for Transit projecting 10 years in the future.

Should Council approve the Transit Service Strategy, it will be used to prepare the Development Charges By-law and background study to include growth related transit costs. The Development Charges By-law and background study needs to be initiated this year to establish new rates as it relates to transit.

### **Next Steps**

Staff have considered the Transit Service Strategy and recommends that the initial background work to implement Universal Access Service be completed when all impacts related to the Province are resolved and approved through Budget Committee. Upon resolution staff will complete the following next steps prior to delivery of service:

- Commence discussions with local taxi vendors for implementation of Universal Access Service;
- Expression of Interest and Request for Proposal for a software as a service (SaaS) Rideshare program;
- Request for Proposal for contracted driving services of local taxi vendors and/or TNC's required to provide the Universal Access Service;
- Liaison with the Town of Milton for the implementation of the fixed route along the Steeles Avenue corridor which would be operated by the Town of Milton be assessed as part of budget committee. To initiate this service, staff will be required to commence negotiations with the Town of Milton and bring forward an agreement to be executed by the Mayor and Clerk;
- Develop and implement a communication, education and marketing plan;
- Enter into a Memorandum of Understanding with Oakville for the approval process for specialized transit applications, to commence once Universal Access Service is in place;

Staff are recommending an evaluation of the in-house services for the ActiVan program and will provide recommendation to Council and Budget Committee upon completion of the review.

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

Through report PDS-2015-0035, Council endorsed the 2014-2018 Strategic Action Plan as the Town's priorities for the 2014-2018 term of Council.

Transportation/Mobility was identified as a strategic priority as part of the 2014-2018 Top 8 Strategic Priorities. The following Strategic Action was identified:

F. Develop a Public Transit Strategy to address the needs of all potential users.

**FINANCIAL IMPACT:**

In view of staffs recommendation to not proceed with implementation until all impacts and outcomes of the Provincial Government initiatives and reviews are known, there is no financial impact associated with this report. As part of the implementation, finance staff will update the long range financial plan to fully define the financial impacts of transit.

The Transit Service Strategy is proposed to be implemented over 10 years based on transit ridership, level of service and funding availability.

Once clarity has been determined on the above noted issues related to the Provincial Government, an implementation plan for the Universal Access Service will be established. It is anticipated that the approximate net cost to operate the Universal Access Service will be approximately \$1 million which includes all contracted services, staffing and software requirements.

Once it has been determined when to introduce the fixed-route transit service along the Steeles Avenue corridor, it is anticipated to be operated by the Town of Milton at an approximate cost of \$400,000 annually (Halton Hills share). This amount reflects cost sharing with Milton transit for the operation of this route. These costs will be refined prior to implementation.

In addition, it is anticipated that a one-time cost of \$100,000 will be required to install concrete pads and bus shelters along Steeles Avenue within the municipal boundaries of Halton Hills and an additional \$50,000 annually for the maintenance.

In addition, in advance of the implementation of the Universal Access Service, a comprehensive communication, outreach and branding strategy needs to be developed to promote the service and provide the necessary advertising materials. It is anticipated that \$100,000 will be required to complete this work.

The costs to provide these services will be brought forward to Budget Committee for consideration.

As part of the implementation of the Universal Access Service, staff will request the necessary funding at that time to be considered as part of Budget Committee. All budget considerations will be weighed against other corporate initiatives, external influences and unknown budget constraints from the Province.

**CONSULTATION:**

The following Departments and associated staff were consulted through the development of this report: Office of the CAO, Corporate Services, Planning and Sustainability, and Transportation and Public Works.

## **PUBLIC ENGAGEMENT:**

All public engagement conducted followed the Town's fundamental principles for the Public Engagement Charter and remained consistent in the Town's commitment to the promise of Transparency, Notification and Participation.

Development of the Transit Service Strategy included three consultation meetings with Technical Agencies, Stakeholders and the public. The public was engaged through workshops, presentations, Public Information Centre (PIC) meetings which were held on February 15, 2018; May 14, 2018 and March 27, 2019 and through the online platform 'Let's Talk Halton Hills' that allowed convenient opportunity to provide comment and input through surveys and interactive engagement tools. Each public meeting, presentation and workshop provided key project information and acquired necessary feedback on where transit is required in the community and the opportunities and challenges associated with it.

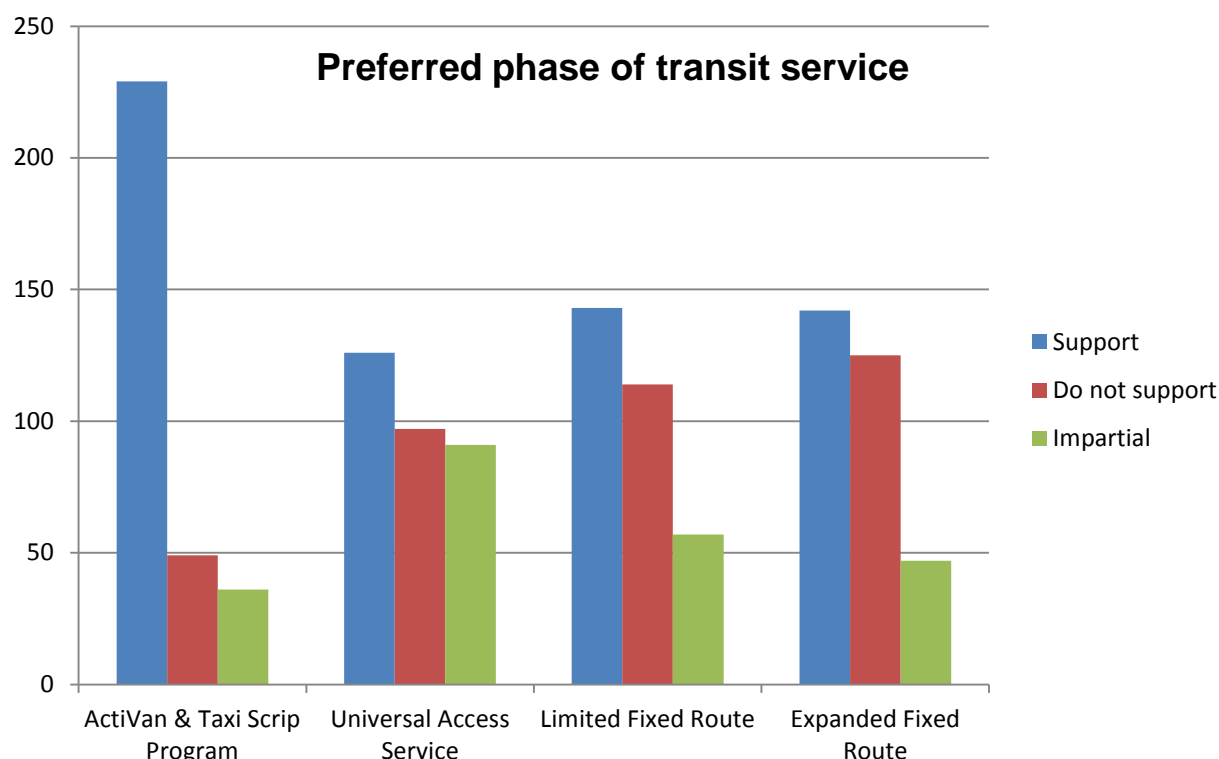
The initial survey process received 983 responses. Combined with the survey results and consultation through workshops, the following key points were identified:

- Widespread acknowledgement that some level of additional transit is needed today in Halton Hills
- Request for connections to other regions and municipalities
- Desired destinations of transit included Downtown Georgetown, Toronto Premium Outlets (TPO), employment areas along Steeles Avenue and Armstrong Avenue, Trafalgar Memorial Hospital in Oakville, Sheridan College and Square One Shopping Centre in Mississauga

The third round of public consultation included a second survey for public input. The survey received 314 responses which identified the following:

- The top three identified contributors of implementing transit in Halton Hills are:
  - Reduces carbon footprint
  - Facilitates travel throughout the Town
  - Facilitates travel to surrounding areas
- 16% of participants of the survey said while living in Halton Hills they had to pass on employment or educational opportunities due to lack of transit in Halton Hills.

In addition, based on results in the second survey, it was determined that the following phases of transit that are 'supported' or 'not supported' in Halton Hills are:



A full list of public consultation, stakeholders and technical agencies sessions are attached in Attachment 2.

### **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The recommendation outlined in this report advances the Strategy's implementation.

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

### **COMMUNICATIONS:**

Once approved by Council, this report will be made available on the Let's Talk Halton Hills Transit Service Strategy webpage, and the Town website as part of the Transit Service Strategy information page that was created.



**CONCLUSION:**

As stated earlier in this report, with the numerous Provincial announcements, Regional review, changes to the Provincial Gas Tax program and budget cutbacks; staff are recommending that implementation of the Transit Service Strategy not be advanced at this time until all impacts are known and completely understood. When all relevant information is known, staff will report back to Council and all discussions related to cost and budget will be forwarded to and presented at Budget Committee at that time.

Upon implementation, all future phases and other priority routes of transit will be assessed based on the success of Universal Access Service, Council's future direction on the pace/speed at which additional conventional service routes is to be implemented, and through available funding.

Reviewed and Approved by,



**Maureen Van Ravens, Manager of Transportation**



**Chris Mills, Commissioner of Transportation and Public Works**



**Brent Marshall, Chief Administrative Officer - Jun 11, 2019 - 11:20 AM**



# **Town of Halton Hills Transit Service Strategy**

## ***Executive Summary***



# EXECUTIVE SUMMARY

## INTRODUCTION

Halton Hills is a community in transition. A predominately rural municipality with most of its population concentrated in two urban areas – Georgetown and Acton – Halton Hills has grown significantly since the early 2000s, and is expected to add 50% to its population, and nearly double its employment, through 2031. At the edge of the Toronto suburbs, its surrounding municipalities also are growing, sometimes at even faster rates. The Town is the site of a growing regional retail centre, Toronto Premium Outlets, and a growing regional employment centre, driven by good access to Highway 401 and the rail network. The Town's two GO rail stations, which serve commuters to Toronto, will gain two-way, all day rail service sometime before 2031, changing the way people in use the rail system to travel to, and from, Halton Hills.

Many Halton Hills residents want to preserve the Town's semi-rural, small town atmosphere. The Town has been prudent in its plans for managing growth, with residential development focused on intensifying existing developed areas and expanding into adjacent areas of Georgetown and Acton, avoiding the suburban sprawl that has plagued many of its surrounding municipalities. But the growth and other changes that are occurring in Halton Hills and in surrounding communities bring the need for new and expanded public services. Public transportation is one area in which Halton Hills will need to expand and diversify its services if it is to meet the needs of its residents and employers over the next 10-15 years. Public transit will play a central role in managing congestion on the Town's road network and in meeting the Town's goal with respect to sustainability and livability. Aside from GO rail services, public transit services now are limited to ActiVan, the town's specialized transit service for the elderly and persons with disabilities; a subsidized taxi scrip program that serves elderly, disabled, and youth between 13 and 19 years of age; and GO bus routes transiting Halton Hills on routes connecting wider areas of the GTHA. While well-run and efficient, these services leave many gaps in the local and regional transit system, gaps that are sure to widen as transportation needs expand and diversify in tandem with the growth of Halton Hills and its neighbours.

The Town of Halton Hills Transit Service Strategy seeks to position Halton Hills to fulfill the community's goals and needs for public transportation over the next 10 to 15 years. Guided by a mandate to develop a "made-in-Halton Hills" strategy that serves the needs of all residents with services that are right-sized and can be phased in as required, the study has thoroughly analyzed the public transit markets in Halton Hills and the wide range of means for innovatively meeting transit needs that have been driven by technological change over the past ten years. The resulting strategy, developed in close consultation with Halton Hills community leaders and staff, stakeholders from within the community and from neighbouring municipalities and through extensive public consultation, combines conventional public transit concepts with innovative approaches that leverage partnerships between public and private sectors. The result is a strategy that takes Halton Hills to the next level, introducing local and regional fixed-route services in the short-term, while building a system that grows naturally from its existing ActiVan and Taxi Scrip programs, to efficiently phase in service as it is needed as the Town grows and

transit needs diversify. Halton Hills can grow a transit system that meets its community's evolving needs, while maintaining cost-efficiency and retaining the small-town atmosphere and connectedness that Halton Hills residents love, and that attracts residents and businesses to the town from throughout the GTHA and beyond.

## VISION STATEMENT

Based on the comments and discussions received during the Visioning Workshop, and through Council discussions, the following Vision Statement has been adopted:

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Expand on the existing Halton Hills transit service to provide an affordable and accessible system that is tailored to needs and opportunities in Halton Hills. The transit system will service the needs of residents, businesses and visitors within the Halton Hills urban, rural and hamlet communities, and provide links to surrounding municipalities by 2021. The transit system will continue to evolve to accommodate planned growth within the Town by 2031.

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## EXISTING TRANSIT SERVICE REVIEW

ActiVan, the only transit service provided by Halton Hills, is an accessible transportation service provided for seniors (age 65+) and persons with physical and cognitive disabilities residing in Halton Hills. The Taxi Scrip Program is a subsidized taxi program available to all registrants of the ActiVan program as well as youth ages 13 to 19. Both services provide door-to-door connections for trips within the municipal boundaries of Halton Hills. Low-income residents also can apply to a Halton Region program, Subsidized Passes for Low Income Transit (SPLIT), that subsidizes the cost of transit services for the users.

**ActiVan Accessible Transit** operates seven days a week, from 7:30 am to 6:00 pm on weekdays, and 8:00 am to 2:00 pm on weekends, with no service on holidays. Eligible customers must reserve trips at least 48 hours in advance, and can travel anywhere within the boundaries of Halton Hills. The standard fare is \$3 for each ride, with a \$1 surcharge on weekends and evenings after 5:00pm.

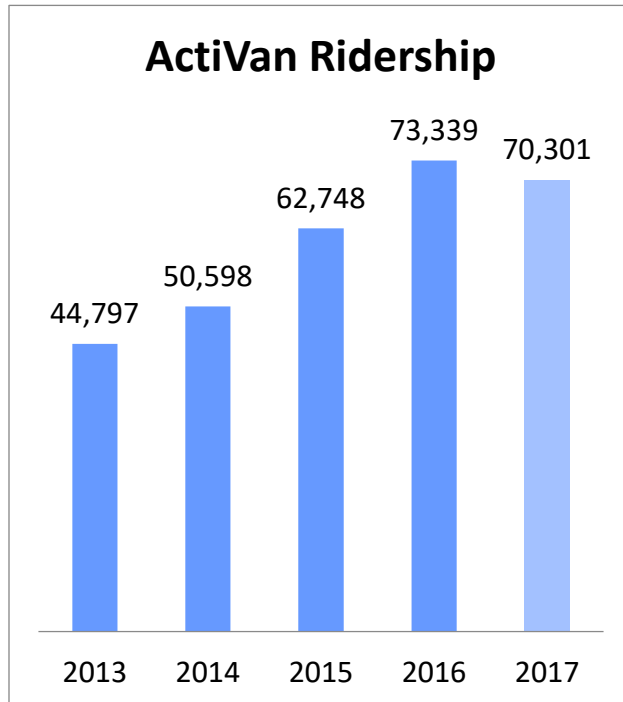
**Taxi Scrip** is a subsidized, taxi-based service that operates twenty-four hours a day, seven days a week within Halton Hills. The service sells books of taxi vouchers to ActiVan customers (disabled, elderly, and youth) to pay for trips with participating taxi operators. A book of twenty \$1 coupons costs the user \$12, a 40% discount. ActiVan customers call taxi companies directly to schedule their trips.

Halton Hills also is served by GO Rail service, which operates between Kitchener and Toronto, making stops at stations in Georgetown and Acton. Five inbound GO Rail trips to Toronto originating north of Halton Hills stop at Georgetown and Acton during each morning peak period, and two additional trains originate in Georgetown. Five outbound trips originating from Toronto stop at Georgetown and Acton during evening peak period, and two additional trips destined in Georgetown.

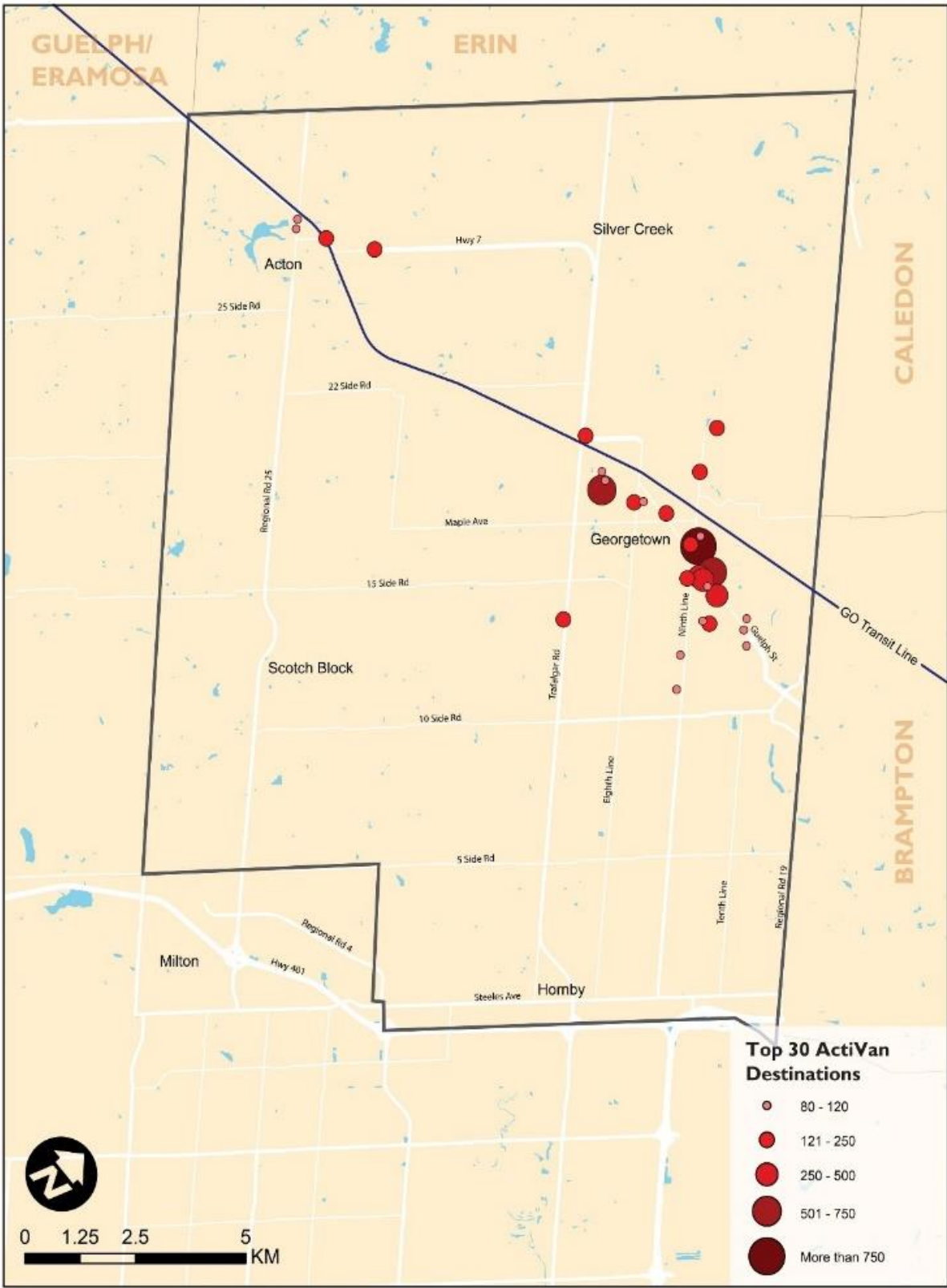
Shown in Figure on the next page, the ridership of the ActiVan service shows a trend of growing demand in transit, albeit with a slight decrease in 2017 due to a fare increase. Unlike fixed-route transit, which

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has a fixed operation cost for a given service level regardless how ridership changes, ActiVan has to increase its service level to accommodate the growing ridership. At some point, the cost of operating specialized transit will reach the level of operating a similarly routed fixed-route service, and become “unmanageable” if ridership continues to grow.

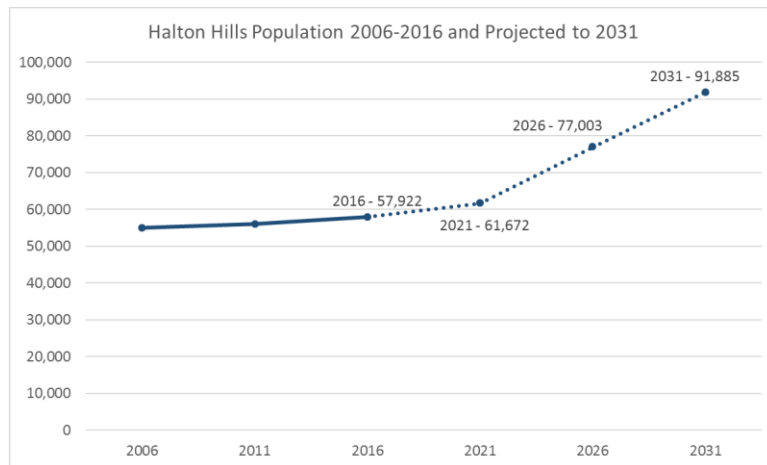


A closer review of ActiVan’s most popular destinations reveal that most the trips are clustered in Georgetown along Guelph Street east of Mountainview Road, while trip origins to those destinations also showed a base along Guelph Street, Mountainview Road, Main Street, and Maple Avenue within Georgetown Urban Boundary – see the figure on the next page. This suggests that a fixed-route service connecting some of the most popular destinations in Georgetown would generate reasonable ridership and therefore could reduce ActiVan demand.



## MARKET ANALYSIS

Halton Hills' demographics indicate that the Town is moderately affluent, with a small transit-dependent population. Most of the households that lack access live in the immediate north of Georgetown, and in Acton along Main Street north of Mill Street. The primary markets for transit include elderly and



disabled people, youth, commuters who use GO Rail service, and the Town's relatively small low-income population. However, transit demand in Halton Hills is expected to grow significantly through 2031 due to five factors:

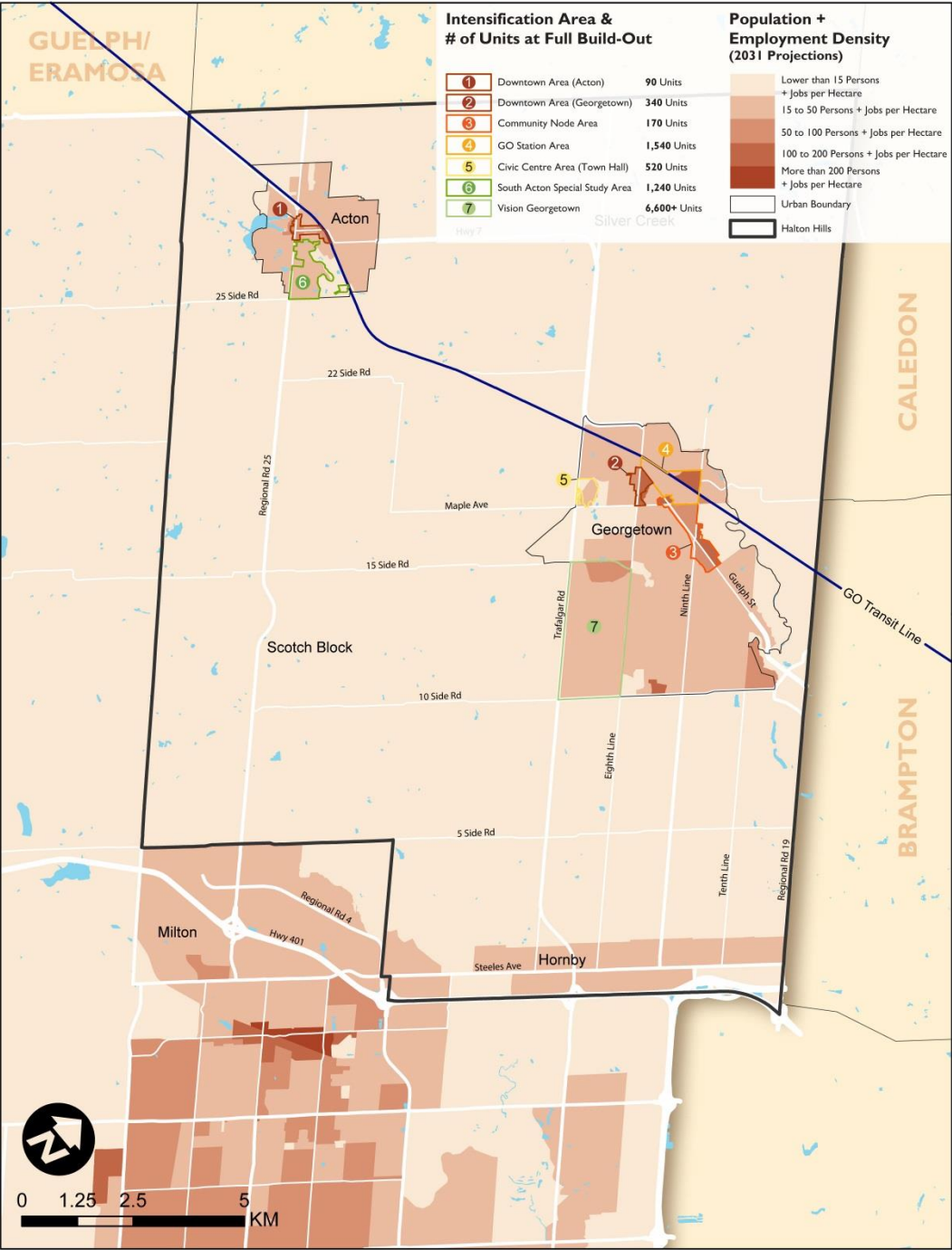
- The rapid growth of ActiVan
- Population growth, increasing population density, and the aging and growing diversity of the population
- Employment growth and geographic separation between Halton Hills' population and employment centres
- Growth in GO rail service, particularly implementation of two-way, all-day rail service and improvements to GO rail facilities
- Emphasis on transit service in municipal, regional and provincial plans

As noted above, ActiVan ridership has grown dramatically since it began service in 1981. As the Town's only transit service, it has grown from a tiny operation to carrying more than 200 trips per day. While ActiVan is a well-run and efficient service, specialized transit services are costly to operate on a per-trip basis, and it is difficult for them to achieve efficiencies or economies of scale. A fixed-route network would allow some of those ActiVan users who are physically able to use fixed-route service to do so, reducing the number of door-to-door ActiVan trips and more efficiently serving Halton Hills elderly and disabled population.

The population of Halton Hills is projected to grow by 58%, from fewer than 60,000 people today to more than 90,000 in 2031, according Halton Region Best Planning Estimates (BPE). Most of the population growth is expected to concentrate in the Town's two biggest urban areas – Georgetown and Acton. As the population grows and ages, and as the Town grows more densely populated, demand for transit service will increase. Many of the newcomers will be moving from areas that have high-quality public transit service, and they will expect and depend on similar service to be available in Halton Hills.

Nearly all the Town's population growth is projected to locate in planned intensification areas in or adjacent to the existing built-up areas of Acton and Georgetown. Georgetown is expected to add more than 9,000 dwelling units, including nearly 2,000 in the GO station area / downtown Georgetown, and a larger number in the Vision Georgetown area to the south. Acton is also expected to add 1,330 dwelling units through intensification. Growth areas are shown in the figure on the next page.





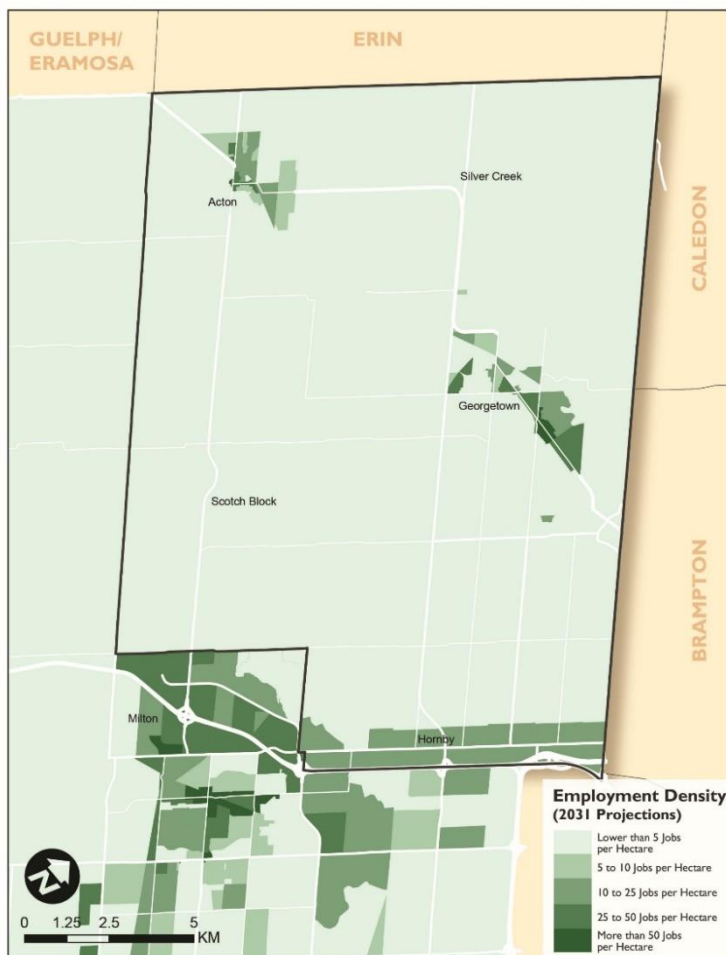
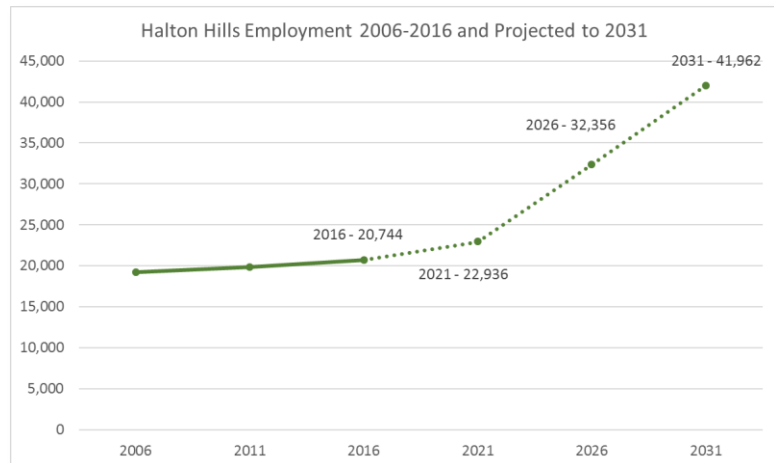


## TOWN OF HALTON HILLS TRANSIT SERVICE STRATEGY

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Employment in Halton Hills is expected to grow even faster than the population, from fewer than 22,000 jobs today to more than 42,000 by 2031. While employment is expected to grow in both Acton and Georgetown, most of the employment growth is projected to occur in the employment lands located near the Town's southern edge along a 4.5-kilometre segment of Steeles Avenue from Trafalgar Road to James Snow

Parkway – also the boundary with the Town of Milton. This employment area has excellent access to Highway 401 at Trafalgar Road and James Snow Parkway, and is the continuation of an employment centre along Steeles Avenue that begins west of Bronte Road in Milton. When completed, it will extend more than 12 kilometres along Steeles Avenue. However, Steeles Avenue is more than 10 kilometres from Halton Hills' primary population centre in Georgetown, and more than 15 kilometres from Acton.



Providing access to this employment centre to residents of Halton Hills and of surrounding communities will create significant future transit demand. Toronto Premium Outlets (TPO), located at Steeles Avenue and Trafalgar Road, is among the existing destinations in the Halton Hills portion of the corridor. TPO management and residents of both Halton Hills and surrounding communities have requested transit connections in to TPO.

Today, hundreds of Halton Hills residents use GO rail service to commute to downtown Toronto and other stations in Brampton, Mississauga and Toronto. Most of these commuters are 'park-and-ride' at GO stations in Acton, Georgetown, or at the Mount Pleasant GO station in Brampton. Metrolinx plans propose implementation of two-way, all day GO rail service to Acton and Georgetown. This service would allow Halton Hills residents a wider range of

travel options on GO Rail systems, including options to travel during midday and evening periods, and to travel northbound to such destinations as Guelph and Kitchener. The two-way, all-day service also would bring visitors and commuters to Acton and Georgetown from both south and north. With two-way, all day service, local transit in Acton and Georgetown would be needed to carry the increased number of Halton Hills residents attracted to the more convenient GO rail service – otherwise they would overwhelm park-and-ride supply at the two stations. Local transit service also would be required to connect inbound GO rail customers to employers and other destinations in Halton Hills beyond walking distance of the two rail stations.

The Town of Halton Hills, Halton Region, Metrolinx and the Province all have released plans this decade which suggest the need for, or are predicated upon, the existence of a fixed-route transit system in Halton Hills. These plans see mass transit as necessary to the functioning of the broader transportation system and the achievement of regional and provincial environmental, land use and development goals. Several plans are predicated on Halton Hills operating or financially supporting transit service that uses or connects to proposed regional facilities or services.



## PUBLIC CONSULTATION

Development of the service strategy included three rounds of public consultation. Each round included consultation meetings with technical agencies, stakeholders, and members of the public; the second also included engagement with youth at two local secondary schools. The public was engaged through public information centre (PIC) meetings and online platforms that allowed members of the public to conveniently provide input. Each round was followed by a report to the Town's senior management team and to the Mayor and Council in open session, which provided the public with additional opportunities to engage with the project team and public officials about the project.

## KEY THEMES

The key themes at the first round of public consultation were establishing the need for public transit in Halton Hills, and discussion of the elements, characteristics and parameters of the proposed service. There was widespread acknowledgement that some level of additional transit is needed today, and that this need is likely to increase in the future. Many participants in the meetings and PICs had specific requests for connections or service types, however, concerns about cost and large buses changing the small-town atmosphere of the Town were also common comments. Discussions of destinations for

transit service often included TPO and locations outside Halton Hills, including Trafalgar Memorial Hospital in Oakville, Square One Shopping Centre, Mold-Masters SportsPlex, Sheridan College, and other locations in Brampton, Guelph, Milton and Mississauga. Town staff and members of the consultant team presented service options, including various specific fixed-route services as well as alternative service strategies that coalesced into the proposed Universal Access Service over the course of the project. While many stakeholders and residents expressed interest in and support for the Universal Access Service, others requested that a fixed-route service is a necessary part of the plan and should be included from inception of service.

Public Consultation WorkshopsDevelopment of the Transit Service Strategy included three consultation meetings with Technical Agencies, Stakeholders and the public. The public was engaged through workshops, presentations, Public Information Centre (PIC) meetings which were held on February 15, 2018; May 14, 2018 and March 27, 2019 and through the online platform 'Let's Talk Halton Hills' that allowed convenient opportunity to provide comment and input through surveys and interactive engagement tools. Each public meeting, presentation and workshop provided key project information and acquired necessary feedback on where transit is required in the community and the opportunities and challenges associated with it.

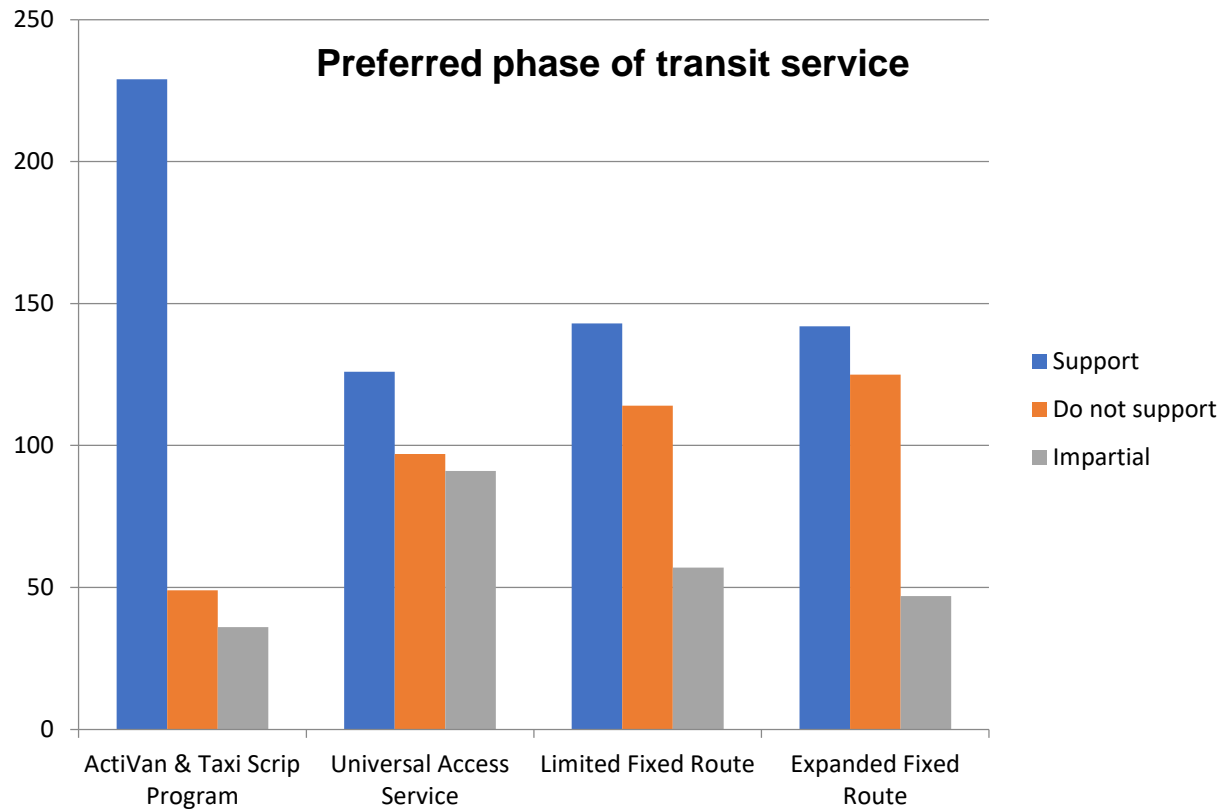
The initial survey process received 983 responses. Combined with the survey results and consultation through workshops, the following key points were identified:

- Widespread acknowledgement that some level of additional transit is needed today in Halton Hills
- Request for connections to other regions and municipalities
- Desired destinations of transit included Downtown Georgetown, TPO, employment areas along Steeles Avenue and Armstrong Avenue, Trafalgar Memorial Hospital in Oakville, Sheridan College and Square One Shopping Centre in Mississauga

The third round of public consultation included a second survey for public input. The survey received 314 responses which provided significant input to the process, including the following:

- The top three identified contributors of implementing transit in Halton Hills are:
  - Reduces carbon footprint
  - Facilitates travel throughout the Town
  - Facilitates travel to surrounding areas
- 16% of participants of the survey said while living in Halton Hills they had to pass on employment or educational opportunities due to lack of transit in Halton Hills.

In addition, based on results in the second survey, it was determined that the following phases of transit that are 'supported' or 'not supported' in Halton Hills are shown in the figure on the next page.



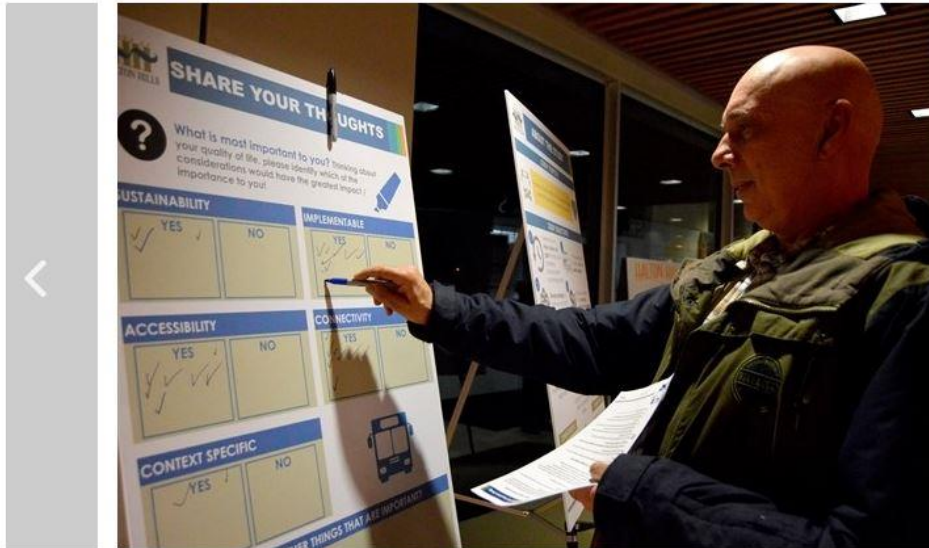
All public engagement conducted followed the Town's fundamental principles for the Public Engagement Charter and remained consistent in the Town's commitment to the promise of Transparency, Notification and Participation.

The public consultation workshops also received some media coverage, which contributed to the consultation process. The figure on the next page shows an example of media coverage from TheIFP.ca, covering the first public consultation workshop.

## Barrage of questions at first Halton Hills transit study meeting

Residents eager to see a vision for transit system, voice concerns about affordability

NEWS Feb 22, 2018 by Alexandra Heck Independent Free Press



Georgetown resident John Cooke checks off boxes of things that he feels are important in transit services. - Alexandra Heck

In addition to the PICs and other face-to-face meetings, members of the public were given the opportunity to learn about the project and provide input through the Let's Talk online platform.

2,538 total site visits to Let's Talk Halton Hills platform were recorded through the end of May 2019. Through that platform:

- 2,272 people were up-to-date and informed about the Transit Service Strategy
- 1,323 people have consulted and pursued information within the platform on the Transit Service Strategy
- 983 have collaborated and participated within the Let's Talk platform for the Transit Service Strategy
- Total 887 on-line survey responses were submitted

The figure on the next page shows total visitor and participant statistics from the Let's Talk platform.

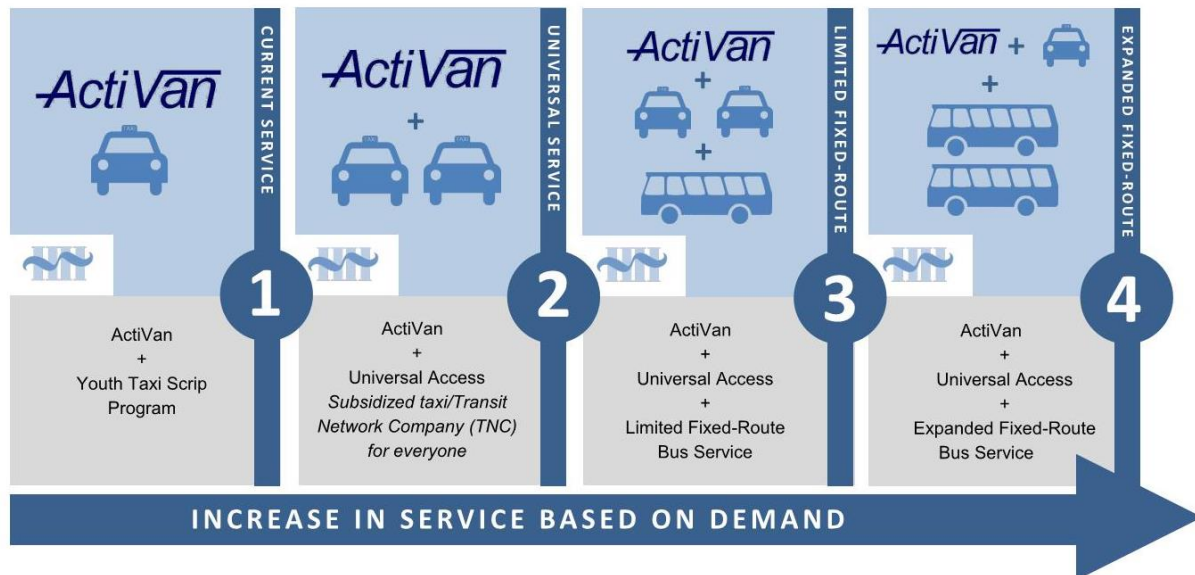


## SERVICE ALTERNATIVES

The study examined service options in two broad categories: conventional fixed-route transit service, and alternative mobility options. Alternative mobility options include curb-to-curb options that operate in the absence of fixed route options, and curb-to-curb and curb-to-hub options that supplement fixed-route service. Alternative mobility options were critical to the strategy, to fulfill Halton Hills' goal of providing service throughout the Town. The alternative mobility option envisioned as part of the strategy, called Universal Access Service, would operate in the background behind any combinations of fixed-route services.

The Plan envisions three levels of transit services, ranging from demand-based curb-to-curb ride-share to a comprehensive fixed-route network connecting major destinations in and around the Town, on top of what Halton Hills currently operating. Each level of service and the elements included is illustrated in the figure below.





The first level represents Halton Hills' existing transit services – ActiVan and Taxi Scrip Program, as of 2019. These programs are highly specialized and only served portion of the population, seniors, persons with disabilities, and the young between 13 and 19 years of age. While the Town has strived to provide high-quality service, the specialized nature of these services defines the ceiling of service level that the Town could provide to its residents.

The second level of transit service retains the well used ActiVan service and introduces the Universal Access Service for all Halton Hills residents and visitors. The Universal Access Service would consist of curb-to-curb ride-share service between any two points in Halton Hills, provided by a program that subsidizes taxi and/or Uber trips. The ActiVan system would remain in place, operated in-house by the Town of Halton Hills staff, to provide service to disabled and elderly customers. The current Taxi Scrip programs, however, would be discontinued and folded into the Universal Access service.

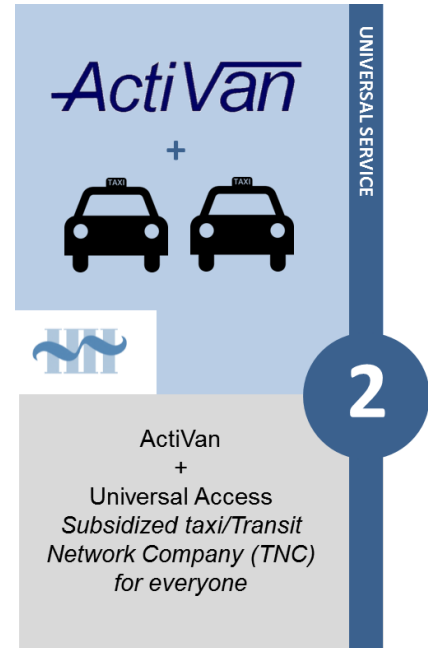
The third level of service would add minimal levels of fixed-route transit service to the Universal Access Service, to support the most likely high ridership patterns. These include travel within Halton Hills, and connections to TPO, Brampton, Milton and Mississauga. Connections between Acton and Georgetown would continue to be provided by GO bus. ActiVan service will remain in place and Universal Access Service will be modified to provide service to areas outside of fixed-route service area, and for the entire town outside of fixed-route service area. Both ActiVan and the Universal Access Service usage are expected to see reduction by the availability of fixed-route service.

The fourth level of service would increase the level of fixed-route transit service within Georgetown, expanding on regional services and add a second connection between Acton and Georgetown. ActiVan and Universal Access Service usage would be further reduced by the greater availability of the expanded fixed route network.

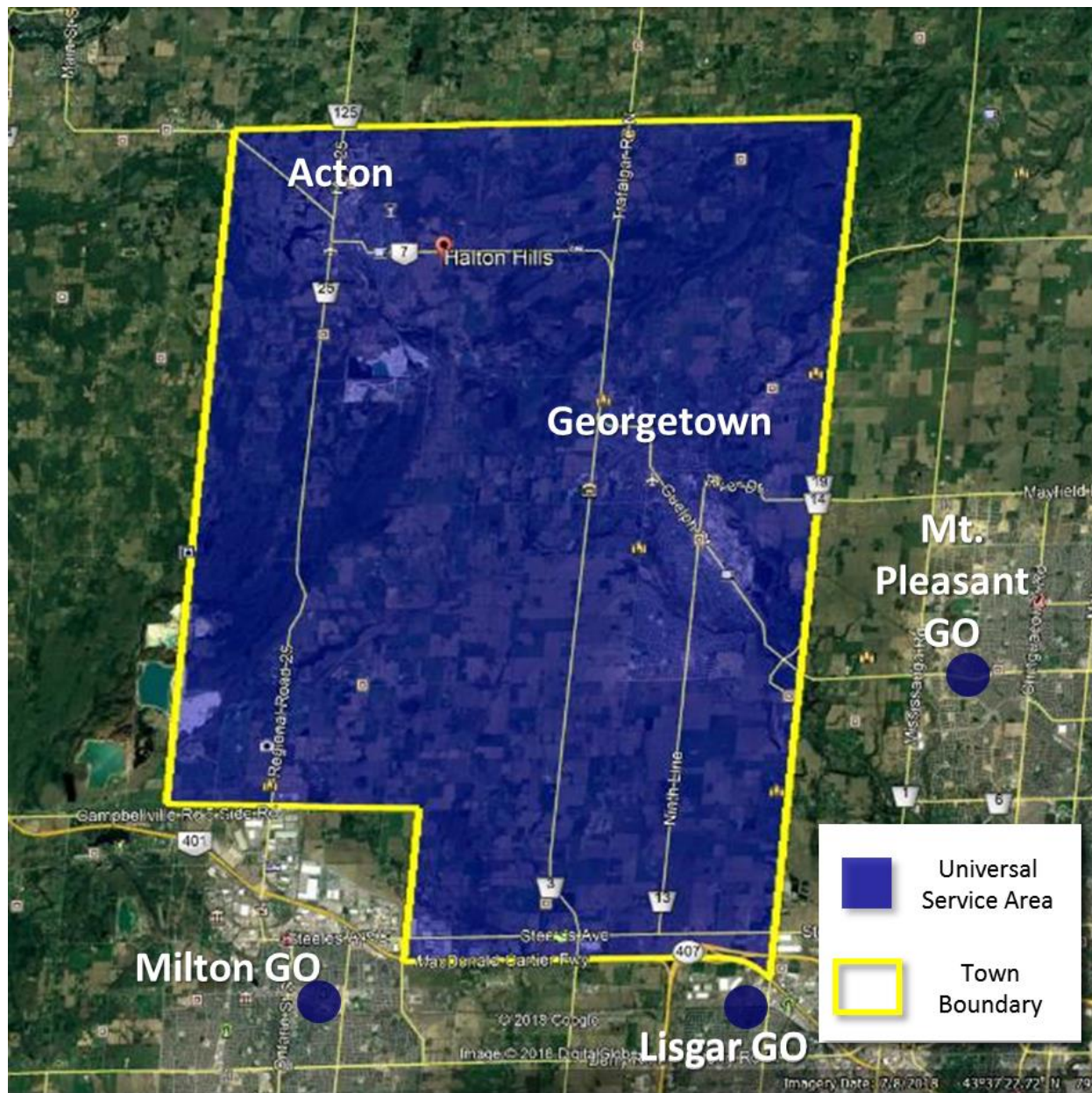
Level 2, 3, and 4 are discussed in more detail in the following paragraphs.

## LEVEL 2 - UNIVERSAL ACCESS SERVICE

This level includes curb-to-curb service provided by either taxi or TNC as contracted drivers. The current Taxi Scrip Program would be discontinued and folded into Universal Access Service. In-house operations Universal Access Service is not recommended due to estimated cost of an additional \$1 - \$1.4 million to operate the service in-house, and expanding the ActiVan service to provide this service could risk the Town's ability to maintain ActiVan's service quality. As currently envisioned, the Universal Access Service would be provided through a subsidized taxi and TNC program, and ActiVan would remain in house to provide the same "well-loved" service that it is today. Administration and dispatch of the program is recommended to remain in-house for Universal Access Service in order to control customer service standard and monitor ridership and growth of the program. Service area would include all of Halton Hills and key destinations outside Halton Hills (Lisgar, Milton, and Mount Pleasant GO stations), as shown in the figure on the next page.







## FARE POLICY

Universal Service customers would pay \$3.75 for trips less than 10 kilometres, and \$1 for each additional kilometre. This pricing is similar to current Uber pricing, except the price to the customer is reduced by up to about \$6 per trip for most the trips. While the ActiVan data suggests that majority of the trips were within 10 kilometres, there are few exceptions. Under the proposed fare structure, those long trips would cost the Town more to subsidize. However, as the number of such long trips only takes up a small portion, it is still beneficial for Halton Hills to maintain a simple fare structure. The table on the next page provide a few examples of the longer-distance trips within and around Halton Hills to demonstrate what these longer-distance trips could cost both the user and the Town.

| DESTINATION   | UBER COST<br>ESTIMATE | USER FARE   | TOTAL TOWN COST  |
|---|-----------------------|---|--|
| Acton GO to<br>Georgetown GO =<br><b>13.6 km</b>          | \$17-\$22             | \$3.75 fare + \$3.60 each<br>additional km travelled = <b>\$7.35</b>      | Town to subsidize the<br>remaining amount = <b>\$14.65</b> |
| Georgetown<br>Marketplace to TPO =<br><b>11.1 km</b>      | \$16-\$21             | \$3.75 fare + \$1.10 each<br>additional km travelled = <b>\$4.85</b>      | Town to subsidize the<br>remaining amount = <b>\$16.15</b> |
| Acton Library to<br>Milton GO = <b>20.7 km</b>            | \$25-\$33             | \$3.75 fare + \$10.70 each<br>additional km travelled =<br><b>\$14.45</b> | Town to subsidize the<br>remaining amount = <b>\$18.55</b> |
| Limehouse P.S. to Ethel<br>Gardiner P.S. = <b>11.4 km</b> | \$16-\$21             | \$3.75 fare + \$1.40 each<br>additional km travelled = <b>\$5.15</b>      | Town to subsidize the<br>remaining amount = <b>\$15.85</b> |

The requirement for customers to pay an initial fee for all trips, and the cap on the public subsidy, along with other controls, should prevent the program from being over-subscribed or too costly for Halton Hills to continue to operate.

## PROJECTED RIDERSHIP DEMAND AND COST

Ridership for the Universal Access Service was estimated considering the current use of ActiVan and the Taxi Scrip programs and also the per-capita demand for the service in Innisfil. The estimates assume that existing Taxi Scrip ridership would be absorbed into the Universal Access Service ridership, and that some ActiVan ridership also would shift to the Universal Access Service.

The cost estimates for the services using Taxi and TNC operation assume a cost of \$10 per trip, despite subsidy cap of \$6.25 per trip (all costs are presented in circa 2018 dollars). The additional cost would cover the Town's costs associated with managing the program, dispatching, call-taking, customer service responsibilities that arise as a result of the program, and occasionally longer-distance trips that require more subsidy. Taxi and TNC operation of the service makes the operators responsible for maintenance and staffing, thereby reducing the financial and administrative stress on Halton Hills and its staff. Projected ridership and associated operating costs from 2020 to 2028 are shown in the table on the next page.

## TOWN OF HALTON HILLS TRANSIT SERVICE STRATEGY

JUNE 2019

|   | 2020             | 2024             | 2028             |
|---|------------------|------------------|------------------|
| Absorbed Taxi Scrip Ridership           | 33,000           | 38,000           | 45,000           |
| Universal Service (new ridership)       | 34,000           | 40,000           | 46,000           |
| Total Universal Service Trips           | <b>67,000</b>    | <b>78,000</b>    | <b>91,000</b>    |
| Cost Per Trip                           | \$10 per trip    |                  |                  |
| Annual Universal Service Operating Cost | <b>\$700,000</b> | <b>\$800,000</b> | <b>\$950,000</b> |

### STAFFING

While the Universal Access Service would require hiring no drivers, mechanics or other operating staff, additional town staff would be necessary to manage the program and to provide additional customer service support for the program. The number and costs of staff needed are shown in the table below.

| REQUIRED STAFF    | NUMBER   | ANNUAL COST      |
|-------------------|----------|------------------|
| FTE Staff         | 2        | \$154,000        |
| PT Staff          | Multiple | \$211,000        |
| <b>Total Cost</b> |          | <b>\$365,000</b> |

### COST SUMMARY

The estimates of cost provided in the tables on the following pages assume growth of the program generated by the Town's population growth, and include separate costs for the Universal Access Service and ActiVan services. Capital costs are limited to computer and dispatching equipment and software, and additional vehicles for the ActiVan system, as no vehicles are required for the Universal Access Service. The costs also include costs for a vehicle and storage facility for the ActiVan service and any future fixed-route bus routes.

| ANNUAL OPERATING COSTS                                       | 2020                | 2024                 | 2028                |
|--|---------------------|----------------------|---------------------|
| Universal Service  | \$700,000           | \$800,000            | \$950,000           |
| ActiVan Specialized Service<br>(existing service and budget) | (\$1 - \$1.2 mil)   | (\$1.2 - \$1.4 mil)  | (\$1.4 - \$1.7 mil) |
| Additional Staffing  | \$365,000           | \$556,000            | \$665,000           |
| Scheduling-Dispatch Software                                 | \$50,000            | \$50,000             | \$50,000            |
| <b>Total Operating Cost</b>                                  | <b>\$1.1 mil</b>    | <b>\$1.4 mil</b>     | <b>\$1.7 mil</b>    |
| Universal Service Revenue                                    | \$0                 | \$0                  | \$0                 |
| ActiVan Revenue  | \$200,000           | \$250,000            | \$300,000           |
| <b>Total Net Operating Cost</b>                              | <b>\$900,000***</b> | <b>\$1.15 mil***</b> | <b>\$1.4 mil***</b> |
|  |                     |                      |                     |
| Capital Expenditures in Year of Investment                   | 2020                | 2024                 | 2028                |
| Vehicles for ActiVan Service                                 | \$0                 | \$200,000            | \$200,000           |
| Vehicles for Universal Service                               | \$0                 | \$0                  | \$0                 |
| Computer Equipment and Software                              | \$350,000           | \$100,000            | \$100,000           |
| Vehicle Storage and Maintenance Facility                     | \$1.8 mil*          | \$10 mil**           |                     |
| <b>Total</b>   | <b>\$2.15 mil</b>   | <b>\$10.3 mil</b>    | <b>\$300,000</b>    |

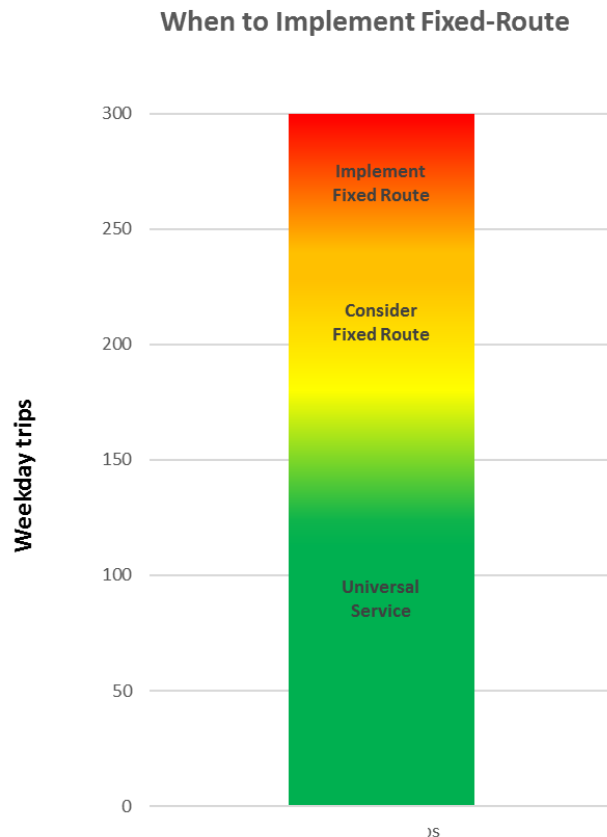
\*Environmental clearance and design fees, 2020 – 2022

\*\* Land acquisition, construction, construction management, 2023-2024

\*\*\*Additional Gas Tax and other subsidies are not included

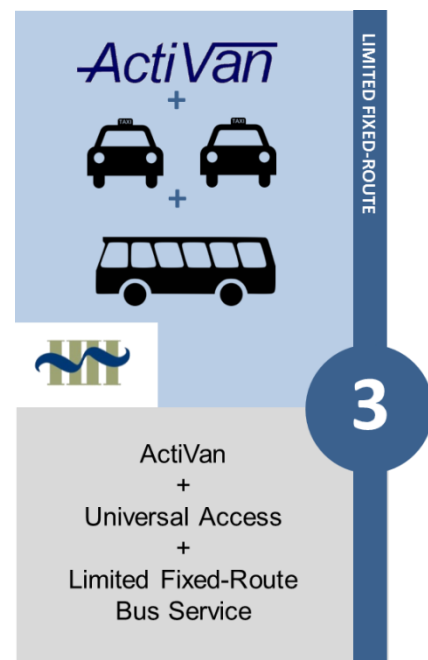
## SERVICE TRIGGERING

As demand for the Universal Access Service grows, service standards would trigger implementation of fixed-route bus services to replace Universal Access Service trips on common trip patterns. Fixed-service becomes more cost effective than Universal Access Service when the number Universal Access Service trips from one area or in one travel corridor reaches between 200 to 250 daily trips. The service standards then would be used to monitor the service to ensure that it progresses towards achieving productivity standards. The figure on the next page illustrates the threshold to implement fixed-route service based on weekday Universal Access trips.

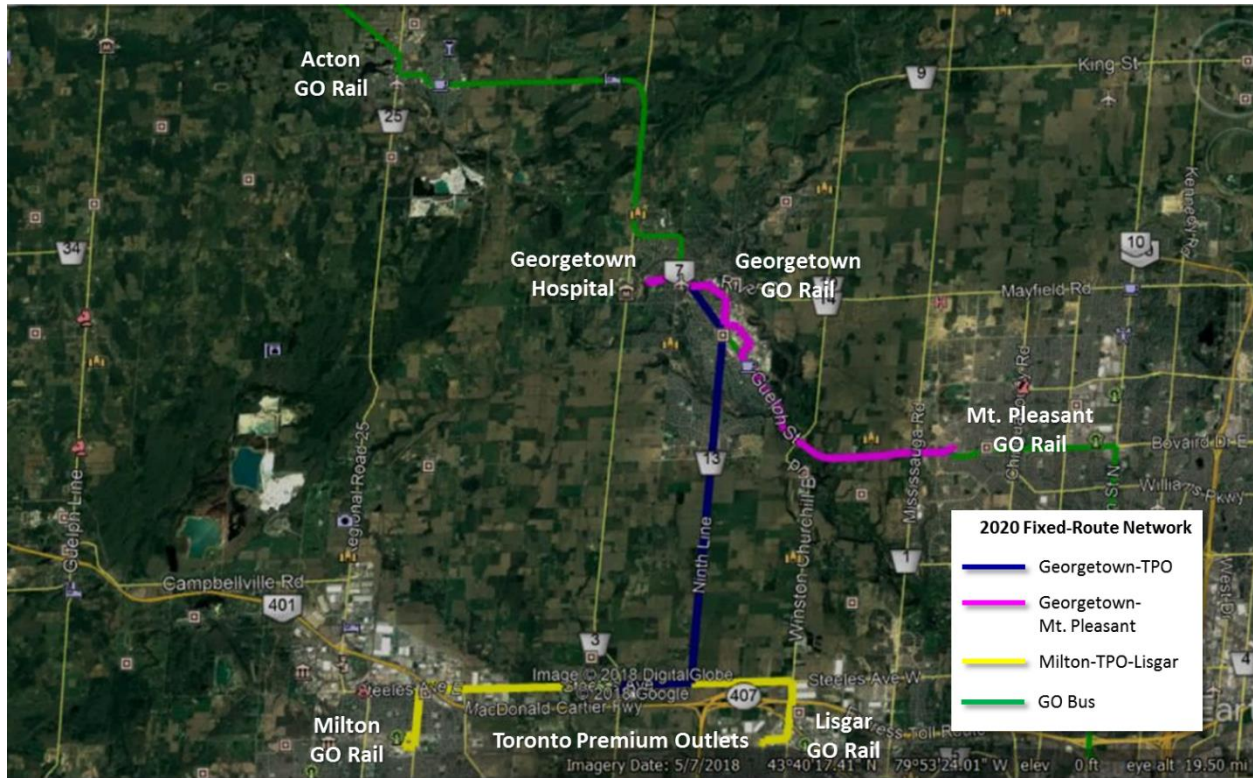


### LEVEL 3 - UNIVERSAL ACCESS SERVICE + LIMITED FIXED ROUTE

While Universal Access Service provides a balance between service level and cost when the demand is moderate, cost of operating such service could skyrocket when demand increases, as experienced in Innisfil. Halton Hills should consider implementing a limited fixed-route network connecting some of the most population destinations to alleviate the burden in providing costly curb-to-curb service to these destinations. The Plan proposes an initial limited fixed-route network including three (3) routes, connecting Georgetown, Mt. Pleasant GO, Toronto Premium Outlets, and Milton GO. Figure below shows the proposed fixed-route network.







The 2020 network would provide Universal Access Service for trips that begin or end more than 500 meters away from a fixed route bus service. The Universal Access Service and Limited Fixed-Route network together would reduce ActiVan use by approximately 10,000 trips in 2020. Table below summarize the estimated annual operating cost of Universal Access Service with a limited fixed-route service in operation.

|   | 2020          | 2024      | 2028      |
|---|---------------|-----------|-----------|
| Universal Service Trips                 | 44,000        | 55,000    | 65,000    |
| Cost Per Trip                           | \$10 per trip |           |           |
| Annual Universal Service Operating Cost | \$450,000     | \$550,000 | \$650,000 |

## TECHNOLOGY

Additional software and hardware are needed to operate fixed-route services. These include:

- CCTV's on buses, both internally and externally facing cameras (security and insurance claim prevention)
- Fare System (Automatic Fare Collection)
- Fare Integration (integration of Fare system with Core software)
- CAD/AVL dispatch console and software;
- Automatic Passenger Counters
- Covert Alarm System

## TOWN OF HALTON HILLS TRANSIT SERVICE STRATEGY

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- Cellular or wireless local area networks (LANs) for communicating data to/from buses in real-time or when in the garage;
- Web-based portals (with firewalls) for the public (real-time bus arrivals and Transit App and Website);
- Web-based portals (with firewalls) for disseminating information to third party users (Bus / Taxi companies); and
- Scheduling software to include (add) fixed route or a completely new system that will encompass all the ITS features required.

## VEHICLE REQUIREMENTS TO OPERATE THE LIMITED FIXED-ROUTE NETWORK

|                                 | 2020       | 2024      | 2028      |
|---------------------------------|------------|-----------|-----------|
| Milton-TPO-Lisgar**             | N/A        | N/A       | N/A       |
| Georgetown-Mt. Pleasant         | 1          |           |           |
| Georgetown-TPO via Mountainview | 1          |           |           |
| Spares                          | 1          |           |           |
| ActiVan Service                 |            | 1         | 1         |
| Total Required in Year          | 3          | 1         | 1         |
| Estimated Cost Per Vehicle      | \$200,000* |           |           |
| Vehicle Capital Expenditure     | \$ 600,000 | \$200,000 | \$200,000 |

\* Based on 8-metre low floor cut-away style bus recommended to supply service.

\*\* Vehicles supplied by Milton Transit

## STAFFING

| REQUIRED STAFF    | NUMBER   | ANNUAL COST      |
|-------------------|----------|------------------|
| FTE Staff         | 5        | \$423,000        |
| PT Staff          | Multiple | \$242,000        |
| <b>Total Cost</b> |          | <b>\$665,000</b> |

**COST SUMMARY – UNIVERSAL ACCESS SERVICE + LIMITED FIXED-ROUTE**

| ANNUAL OPERATING COSTS                                       | 2020                  | 2024                    | 2028                  |
|--|-----------------------|-------------------------|-----------------------|
| Universal Service  | \$450,000             | \$550,000               | \$650,000             |
| ActiVan Specialized Service<br>(existing service and budget) | (\$950,000 - \$1 mil) | (\$900,000 - \$1.1 mil) | (\$850,000 - \$1 mil) |
| Milton-TPO-Lisgar (Net Cost)                                 | \$400,000             | \$400,000               | \$590,000             |
| Limited Fixed-Route Service                                  | \$1 mil               | \$1 mil                 | \$1.5 mil             |
| Additional Staffing  | \$525,000             | \$644,300               | \$665,000             |
| Scheduling-Dispatch Software                                 | \$50,000              | \$50,000                | \$50,000              |
| Bus Stop Signs-Shelters,<br>Maintenance                      | \$50,000              | \$50,000                | \$50,000              |
| <b>Total Operating Cost</b>                                  | <b>\$2.5 mil</b>      | <b>\$2.7 mil</b>        | <b>\$3.5 mil</b>      |
|  |                       |                         |                       |
| Universal Service Revenue                                    | \$0                   | \$0                     | \$0                   |
| ActiVan Revenue  | \$200,000             | \$200,000               | \$150,000             |
| Limited Fixed-Route Revenue                                  | \$360,000             | \$360,000               | \$520,000             |
| <b>Total Net Operating Cost</b>                              | <b>\$1.9 mil***</b>   | <b>\$2.1 mil***</b>     | <b>\$2.8 mil***</b>   |



# TOWN OF HALTON HILLS TRANSIT SERVICE STRATEGY

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| CAPITAL EXPENDITURES IN<br>YEAR OF INVESTMENT | 2020             | 2024              | 2028             |
|---|------------------|-------------------|------------------|
| Vehicles for ActiVan Service                  | \$0              | \$200,000         | \$200,000        |
| Vehicles for Universal Service                | \$0              | \$0               | \$0              |
| Vehicles for Limited Fixed-Route              | \$600,000        | \$0               | \$0              |
| Computer Equipment and Software               | \$700,000        | \$250,000         | \$250,000        |
| Bus Stop Sign & Shelter Parts                 | \$100,000        | \$25,000          | \$25,000         |
| Vehicle Storage and Maintenance Facility      | \$1.8 mil*       | \$10 mil**        |                  |
| <b>Total</b>                                  | <b>\$3.2 mil</b> | <b>\$10.5 mil</b> | <b>\$475,000</b> |

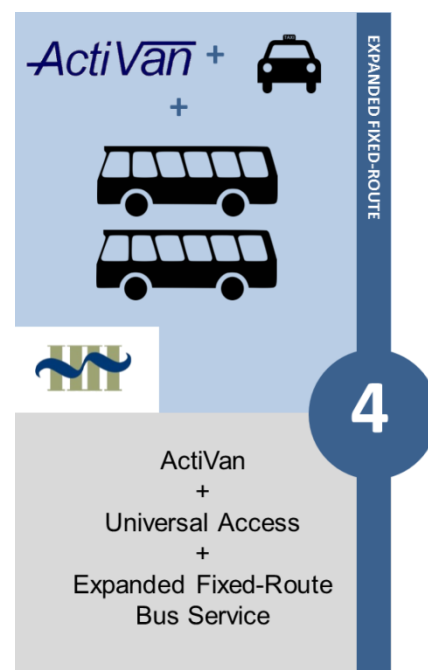
\*Environmental clearance and design fees, 2020 – 2022

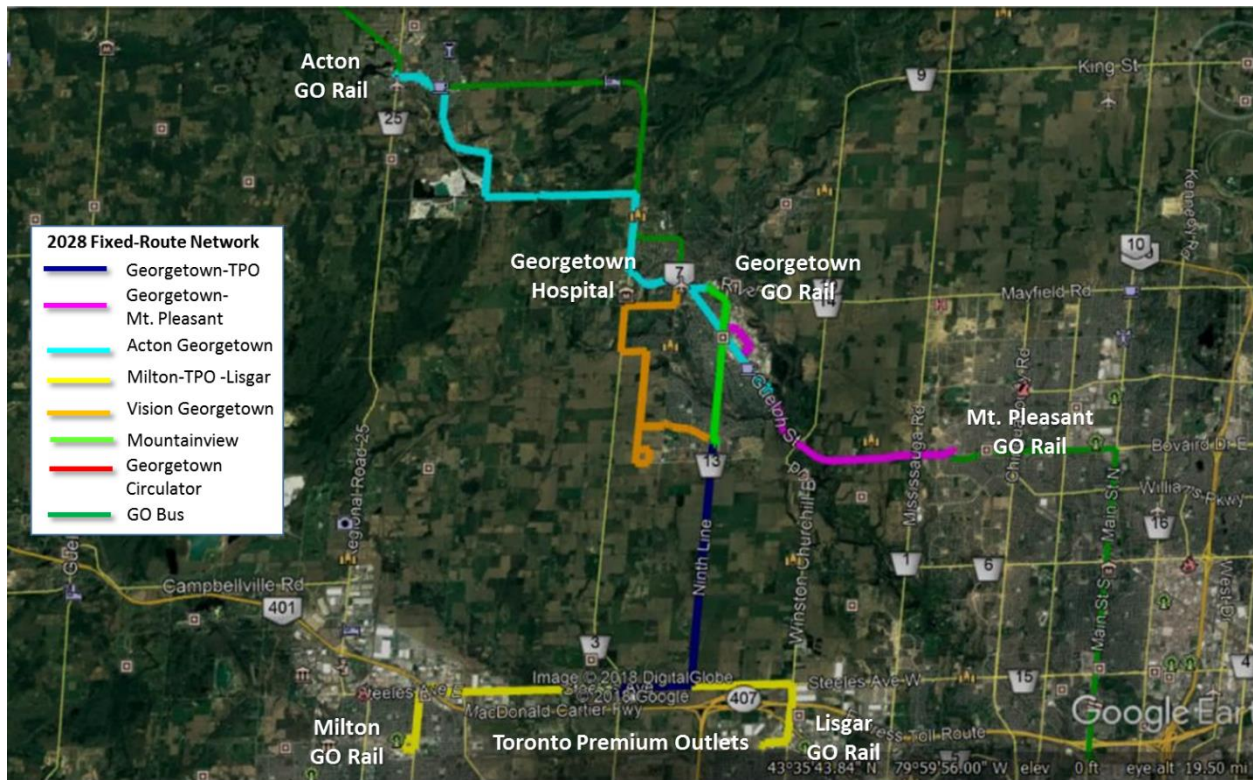
\*\* Land acquisition, construction, construction management, 2023-2024

\*\*\*Additional Gas Tax and other subsidies are not included

## LEVEL 4 - UNIVERSAL ACCESS SERVICE + EXPANDED FIXED ROUTE

As the demand in transit grows, Halton Hills should consider expanding the fixed-route transit service to cover more destinations, in and around the Town. At this level, the Plan proposes an expanded fixed-route that provides a secondary connection to Acton and introduces fixed-route service to the Vision Georgetown area and other areas within Halton Hills. The map on the next page shows the proposed expanded fixed-route network.





Universal Access Service and the Expanded Fixed-Route Network will further reduce demand for ActiVan Specialized Transit. Representing a further expansion of service beyond the last level, as fixed route service coverage improves, the population living beyond transit access will shrink, and demand for Universal Access Service will decrease. The table below shows the estimated annual operating cost of Universal Access Service, with an expanded fixed-route network.

|   | 2020          | 2024      | 2028      |
|---|---------------|-----------|-----------|
| Universal Service Trips                 | 44,000        | 24,000    | 26,000    |
| Cost Per Trip                           | \$10 per trip |           |           |
| Annual Universal Service Operating Cost | \$450,000     | \$250,000 | \$300,000 |

## TECHNOLOGY

Additional software and hardware are needed to operate fixed-route services. These include:

- CCTV on buses, both internally and externally facing cameras (security and insurance claim prevention)
- Fare System (Automatic Fare Collection)
- Fare Integration (integration of Fare system with Core software)
- CAD/AVL dispatch console and software;
- Automatic Passenger Counters
- Covert Alarm System

## TOWN OF HALTON HILLS TRANSIT SERVICE STRATEGY

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- Cellular or wireless local area networks (LANs) for communicating data to/from buses in real-time or when in the garage;
- Web-based portals (with firewalls) for the public (real-time bus arrivals and Transit App and Website);
- Web-based portals (with firewalls) for disseminating information to third party users (Bus / Taxi companies); and
- Scheduling software to include (add) fixed route or a complete new system that will encompass all the ITS features required.

## VEHICLE REQUIREMENTS TO OPERATE THE EXPANDED FIXED-ROUTE NETWORK

|                                 | 2020              | 2024             | 2028             |
|---------------------------------|-------------------|------------------|------------------|
| Milton-TPO-Lisgar**             | N/A               | N/A              | N/A              |
| Georgetown-Mt. Pleasant         | 1                 |                  |                  |
| Georgetown-TPO via Mountainview | 1                 |                  |                  |
| Acton Connector                 |                   | 1                | 1                |
| Georgetown Circulator           |                   | 2                |                  |
| Vision Georgetown               |                   | 2                |                  |
| Georgetown Mountainview         |                   | 2                |                  |
| Spares                          | 1                 |                  | 2                |
| ActiVan Service                 |                   | 1                | 1                |
| Total Required in Year          | <b>3</b>          | <b>8</b>         | <b>4</b>         |
| Estimated Cost Per Vehicle      | \$200,000*        |                  |                  |
| Vehicle Capital Expenditure     | <b>\$ 600,000</b> | <b>\$1.6 mil</b> | <b>\$800,000</b> |

\* Based on 8-metre low floor cut-away style bus recommended to supply service.

\*\* Vehicles supplied by Milton Transit

**STAFFING**

| REQUIRED STAFF    | NUMBER   | ANNUAL COST       |
|-------------------|----------|-------------------|
| FTE Staff         | 13       | \$1,378,000       |
| PT Staff          | Multiple | \$272,000         |
| <b>Total Cost</b> |          | <b>\$1.65 mil</b> |

**COST SUMMARY**

| ANNUAL OPERATING COSTS                                       | 2020                    | 2024                    | 2028                    |
|--|-------------------------|-------------------------|-------------------------|
| Universal Service  | \$450,000               | \$250,000               | \$300,000               |
| ActiVan Specialized Service<br>(existing service and budget) | (\$750,000 - \$900,000) | (\$700,000 - \$850,000) | (\$700,000 - \$850,000) |
| Milton-TPO-Lisgar (Net Cost)                                 | \$400,000               | \$400,000               | \$590,000               |
| Expanded Fixed-Route Service                                 | \$3.4 mil               | \$3.4 mil               | \$5.3 mil               |
| Additional Staffing  | \$1.2 mil               | \$1.4 mil               | \$1.65 mil              |
| Scheduling-Dispatch Software                                 | \$100,000               | \$100,000               | \$100,000               |
| Bus Stop Signs-Shelters,<br>Maintenance                      | \$100,000               | \$100,000               | \$100,000               |
| <b>Total Operating Cost</b>                                  | <b>\$5.65 mil</b>       | <b>\$5.65 mil</b>       | <b>\$8 mil</b>          |
|  |                         |                         |                         |
| Universal Service Revenue                                    | \$0                     | \$0                     | \$0                     |
| ActiVan Revenue  | \$150,000               | \$150,000               | \$150,000               |
| Expanded Fixed-Route Revenue                                 | \$1.2 mil               | \$1.2 mil               | \$1.8 mil               |
| <b>Total Net Operating Cost</b>                              | <b>\$4.3 mil***</b>     | <b>\$4.3 mil***</b>     | <b>\$6 mil***</b>       |

## TOWN OF HALTON HILLS TRANSIT SERVICE STRATEGY

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| CAPITAL EXPENDITURES IN<br>YEAR OF INVESTMENT | 2020             | 2024              | 2028             |
|---|------------------|-------------------|------------------|
| Vehicles for ActiVan Service                  | \$0              | \$200,000         | \$200,000        |
| Vehicles for Universal Service                | \$0              | \$0               | \$0              |
| Vehicles for Expanded Fixed-Route             | \$600,000        | \$1.4 mil         | \$600,000        |
| Computer Equipment and Software               | \$700,000        | \$250,000         | \$250,000        |
| Bus Stop Sign & Shelter Parts                 | \$200,000        | \$50,000          | \$50,000         |
| Vehicle Storage and Maintenance Facility      | \$1.8 mil*       | \$10 mil**        |                  |
| <b>Total</b>                                  | <b>\$3.3 mil</b> | <b>\$11.9 mil</b> | <b>\$1.1 mil</b> |

*\*Environmental clearance and design fees, 2020 – 2022*

*\*\* Land acquisition, construction, construction management, 2023-2024*

*\*\*\*Additional Gas Tax and other subsidies are not included*

## ALTERNATIVE FUEL OPTIONS

Many Canadian and US transit agencies are using alternative fuel vehicles to reduce energy consumption, pollution and greenhouse gas emissions. However, no alternative fuel option currently available costs less than conventional diesel-or gasoline-powered vehicles, when accounting for vehicle, fuel, and infrastructure costs. Battery electric vehicles are being evaluated by many transit operators, and likely will be the industry standard in the future. However, battery-electrics are the most expensive type of bus, approximately three times the price of diesel vehicles and require infrastructure that could add thousands of dollars to the cost of each vehicle. At the present state of battery technology, they have a shorter and more variable range than diesel buses, which can increase operating costs and lead to the need for expensive on-route chargers placed at transit centres and other bus layover points. Halton Hills should monitor the progress of bus technology and re-evaluate the potential for alternative fuel vehicles as the cost and performance gap narrows between diesel and alternative fuels vehicles.

## RECOMMENDATIONS

- The Town should initiate the planning and budgeting processes for the introduction of the Universal Access Service;
- The Town should enter negotiations with the Town of Milton to plan and allocate costs for the Steeles Avenue fixed-route bus service between Milton GO Station, Toronto Premium Outlets and Lisgar GO Station. Introduce the Steeles Avenue bus service as the initial step in adding fixed-route service;
- Monitor transit ridership annually - when to introduce fixed-additional route services, and which services;
- Monitor the progress of bus technology;
- Re-evaluate the potential for alternative fuel vehicles as the cost and performance gap narrows between diesel and alternative fuel vehicles;
- Initiate planning for a mobility hub in the vicinity of Steeles Avenue and Trafalgar Road/Ninth Line;
- Establish guidelines for population + employment density on which to base provision of fixed route service;
- Initiate a process for defining transit stop locations and infrastructure;
- Initiate discussions with Metrolinx regarding the potential use of PRESTO when fixed-route service is introduced;
- Incorporate transportation demand management measures when fixed-route services are to be introduced;
- Update the Development Charges By-law to incorporate transit charges;
- Develop and implement a communications & marketing strategy.

## Attachment 2

### Transit Service Strategy Consultation

| Date          | Event Title                            | Location                     | Audience                                       | Attendance | Outcome  |
|---------------|--|------------------------------|--|------------|--|
| Nov.29 - 2017 | Visioning Workshop                     | Acton Arena                  | Staff and Councillors                          | 32         | The scope and goals of the Transit Service Strategy and the development of the visioning statement.                              |
| Jan.9 - 2018  | Halton Region Older Advisory Committee | Halton Region                | Halton Region Older Advisory Committee members | Various    | Opportunity to speak to the Older Advisory Committee on transit initiatives and the Transit Service Strategy within Halton Hills |
| Feb.15 - 2018 | Technical Agency Meeting #1            | Georgetown library           | Internal and External stakeholders             | 20         | Define service elements and define relationship to the Town's visioning statement.   |
| Feb.15 - 2018 | Stakeholders Meeting #1                | Georgetown library           | External stakeholders                          | 35         | Define service elements and define relationship to the Town's visioning statement.   |
| Feb.21 - 2018 | Public Consultation #1                 | Town Hall                    | Public   | 49         | Goals and objectives of the project in relation to the approved visioning statement.   |
| Mar.19 - 2018 | Focus Group                            | Town Hall                    | Internal staff and municipal partners          | 7          | Overview of service delivery types, funding opportunities and experience in implementation                                       |
| Mar.26 - 2018 | Council workshop                       | Council Chambers – Town Hall | Internal staff and Council members             | 23         | WSP presentation to Council on service delivery alternatives   |
| May.14 - 2018 | Technical Agency Meeting #2            | Gellert Centre               | Internal and External stakeholders             | 20         | Define service delivery options and alternatives   |
| May.14 - 2018 | Stakeholders Meeting #2                | Gellert Centre               | External stakeholders                          | 18         | Define service delivery options and alternatives   |
| May.17 - 2018 | Public Consultation #2                 | Town Hall                    | Public   | 10         | WSP presentation of service delivery alternatives  |

| Date             | Event Title  | Location   | Audience  | Attendance | Outcome  |
|------------------|--|--|---|------------|--|
| May.24 – 2018    | Youth engagement                                     | Town Hall  | Internal staff and Acton district high school student | 5          | Student presentation on potential service delivery alternatives in Halton Hills  |
| May.25-30 – 2018 | Youth engagement                                     | Christ the King Secondary School and Georgetown District High School | Public  | 540        | Youth outreach on service delivery. Workshops and activities held for youth input and recommendations on service delivery. |
| Sept.4 – 2018    | Hillsview Active Living Centre                       | Hillsview Acton  | Public  | Various    | Presentation on service delivery and project timeline.   |
| Sept.12 – 2018   | Halton Hills Library Board presentation              | Georgetown library   | Internal staff and Georgetown library Board members   | Various    | Presentation to board members on service delivery alternatives and project timeline  |
| Feb.7 – 2019     | Hillsview Active Living Centre                       | Hillsview Georgetown   | Public  | Various    | Presentation on service delivery and project timeline.   |
| Feb.11 – 2019    | Council workshop                                     | Council Chambers – Town Hall   | Internal staff and Council members                    | 23         | Presentation of service options, evaluation of cost summary and requirements for implementation                            |
| Mar.27 – 2019    | Transit Service Strategy Technical Agency Meeting #3 | Acton Arena  | Internal and External stakeholders                    | 20         | Presentation of service options, evaluation of cost summary and requirements for implementation                            |
| Mar.27 – 2019    | Transit Service Strategy Stakeholders Meeting #3     | Acton Arena  | External stakeholders                                 | 20         | Presentation of service options, evaluation of cost summary and requirements for implementation                            |
| Mar.27 – 2019    | Transit Service Strategy Public Consultation #3      | Town Hall  | Public  | 40         | Presentation of service options, evaluation of cost summary and requirements for implementation                            |
| May.8 – 2019     | Hillsview Active Living Centre                       | Hillsview Georgetown   | Public  | 30         | Presentation on service delivery and project timeline and requirements for implementation                                  |
| May.14 – 2019    | Hillsview Active Living Centre                       | Hillsview Acton  | Public  | 6          | Presentation on service delivery and project timeline and requirements for implementation                                  |



## **REPORT**

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

**REPORT FROM:** Cassandra Baccardax, Economic Development Officer

**DATE:** May June 6, 2019

**REPORT NO.:** RPT-ADMIN-2019-0025

**RE:** Updated Board of Management at the Acton Business Improvement Area (BIA)

### **RECOMMENDATION:**

THAT Report No. ADMIN-2019-0025, dated June 6, 2019, regarding an updated Board of Management for the Acton Business Improvement Area, be received;

AND FURTHER THAT Council appoint persons to the Acton Business Improvement Area Board of Management, as listed in confidential Appendix 1 to this report;

AND FURTHER THAT Town staff bring forward the necessary By-law to have the members of the Acton Business Improvement Area Board of Management appointed;

AND FURTHER THAT the Mayor and Town Clerk be authorized to amend the By-law, as necessary, in order to respond to any future changes in Board membership and as new members are interested in joining the Board.

### **BACKGROUND:**

The Acton Business Improvement Area (“ABIA”) is a sub-committee of the Council of the Town of Halton Hills, established more than 40 years ago. The ABIA operates as a not-for-profit organization and represents approximately 120 businesses and property owners (the “membership” or “members”) in Downtown Acton. The role of the BIA is to foster economic growth in the downtown Acton urban area.

The Acton BIA operates under the direction of a volunteer Board of Management (the “Board”). Under its By-Laws, the Board is elected by its membership on an annual basis at its Annual General Meeting (“AGM”). The Term of Office aligns with municipal Council office terms. Board members may resign at any time. Board size is minimum seven (7) members and a maximum of 11 members.

Under the *Ontario Municipal Act*, Council has the role of appointing members of the BIA Board as elected by the BIA membership.

#### **COMMENTS:**

The ABIA conducted its 2019 Annual General Meeting on May 21, 2019. As part of this meeting, the Board held its elections for Board members. Minutes of the AGM were not available at the time of writing this report.

All of the existing Board members (6) expressed their intent to continue on the Board and put their names forward for re-election. Nominations for new Board members were then taken from the floor. The total number (existing and new) of persons that put their names forward for election were seven (7). This meets the required minimum Board size. As the maximum number of Board members that can be on the Board is eleven (11), all seven nominees were acclaimed. The newly constituted Board will take affect once this report and the subsequent By-law is passed.

Since the Board membership meets the required minimum, no additional members need to be appointed by the Town at this time. Should the BIA receive additional interest from potential Board members during the current term, Town staff will amend the By-law, as necessary and per the Recommendation of this report.

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

The efficient and effective operation of the Acton BIA is important to the delivery of the Town's economic development priorities.

#### **FINANCIAL IMPACT:**

There is no financial impact from this report.

#### **CONSULTATION:**

This report was prepared in consultation with the Town's Clerk and CAO. Board membership is based on the outcomes of the Acton BIA's AGM.

#### **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

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

This report supports the *Economic* pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Excellent.

**COMMUNICATIONS:**

The BIA Manager and Board Chair will be informed of Council's decision on this report.

**CONCLUSION:**

This report seeks Council's approval of Acton BIA Board of Management membership.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Damian Szybalski". The signature is written in a cursive, slightly slanted style.

**Damian Szybalski, Director of Economic Development, Innovation & Culture**

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive, slightly slanted style.

**Brent Marshall, Chief Administrative Officer**

## REPORT

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

**REPORT FROM:** Ruth Conard, Planner – Development Review

**DATE:** May 15, 2019

**REPORT NO.:** PLS-2019-0031

**RE:** Part Lot Control Exemption for Block 233, Registered Plan 20M-1196 (Georgetown)

### RECOMMENDATION:

THAT Report No.: PLS-2019-0031, dated May 15, 2019, regarding “Part Lot Control Exemption for Block 233, Registered Plan 20M-1196 (Georgetown)”, be received;

AND FURTHER THAT the request to adopt a Part Lot Control By-law for the lands legally described as Block 233, Registered Plan 20M-1196, Town of Halton Hills, Region of Halton, as generally set out in SCHEDULE 2 of this report, be approved;

AND FURTHER THAT Council enact the necessary By-law to exempt the lands legally described as Block 233, Registered Plan 20M-1196, Town of Halton Hills, Region of Halton, from Section 50 of the Planning Act, R.S.O. 1990, as amended.

### BACKGROUND:

Phase 5 of the Halton Hills Village Homes Inc. (HHVHI) plan of subdivision was registered on October 26, 2017, as Plan 20M-1196. The subdivision contains 240 dwelling units, consisting of 232 single detached dwellings and 8 street townhouse dwellings. The 8 townhouse dwellings are situated on Block 233, as identified on **SCHEDULE 1 – LOCATION MAP.**

Final site plan approval for the townhouse block was granted on November 12, 2018, and construction of the townhouses is nearing completion.

The applicant is now proposing to legally create the 8 separate townhouse lots for Block 233, Registered Plan 20 M-1196, through a Part Lot Control Exemption By-law. The adoption of the Part Lot Control Exemption By-law will complete the approval process for Phase 5 of the HHVHI subdivision.

**COMMENTS:**

The Part Lot Control Exemption application was circulated to all applicable internal departments and external agencies for review and comment. No objections were raised by any of the circulated departments or agencies.

**RELATIONSHIP TO STRATEGIC PLAN:**

The subject application for Part Lot Control Exemption is administrative as per the Planning Act and has no relation to the Strategic Plan.

**FINANCIAL IMPACT:**

This is an operational matter and as such the subject application for Part Lot Control Exemption does not have any financial impact on Town budgets.

**CONSULTATION:**

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

**PUBLIC ENGAGEMENT:**

The Planning Act does not require any public notification or engagement for Part Lot Control Exemption applications.

**SUSTAINABILITY IMPLICATIONS:**

Since the recommendations of this report are not related to a major project, policy or initiative, sustainability implications are not triggered and hence there are no direct sustainability implications associated with this report.

**COMMUNICATIONS:**

There are no communications impacts associated with this application.

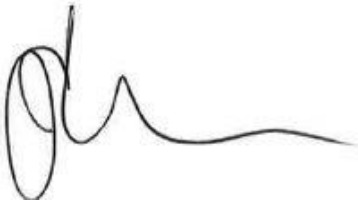
**CONCLUSION:**

It is opinion of Planning staff that the application for Part Lot Control Exemption for the lands legally described as Block 233, Registered Plan 20M-1196 is appropriate, and therefore should be approved.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jeff Markowiak".

**Jeff Markowiak, Manager of Development Review**

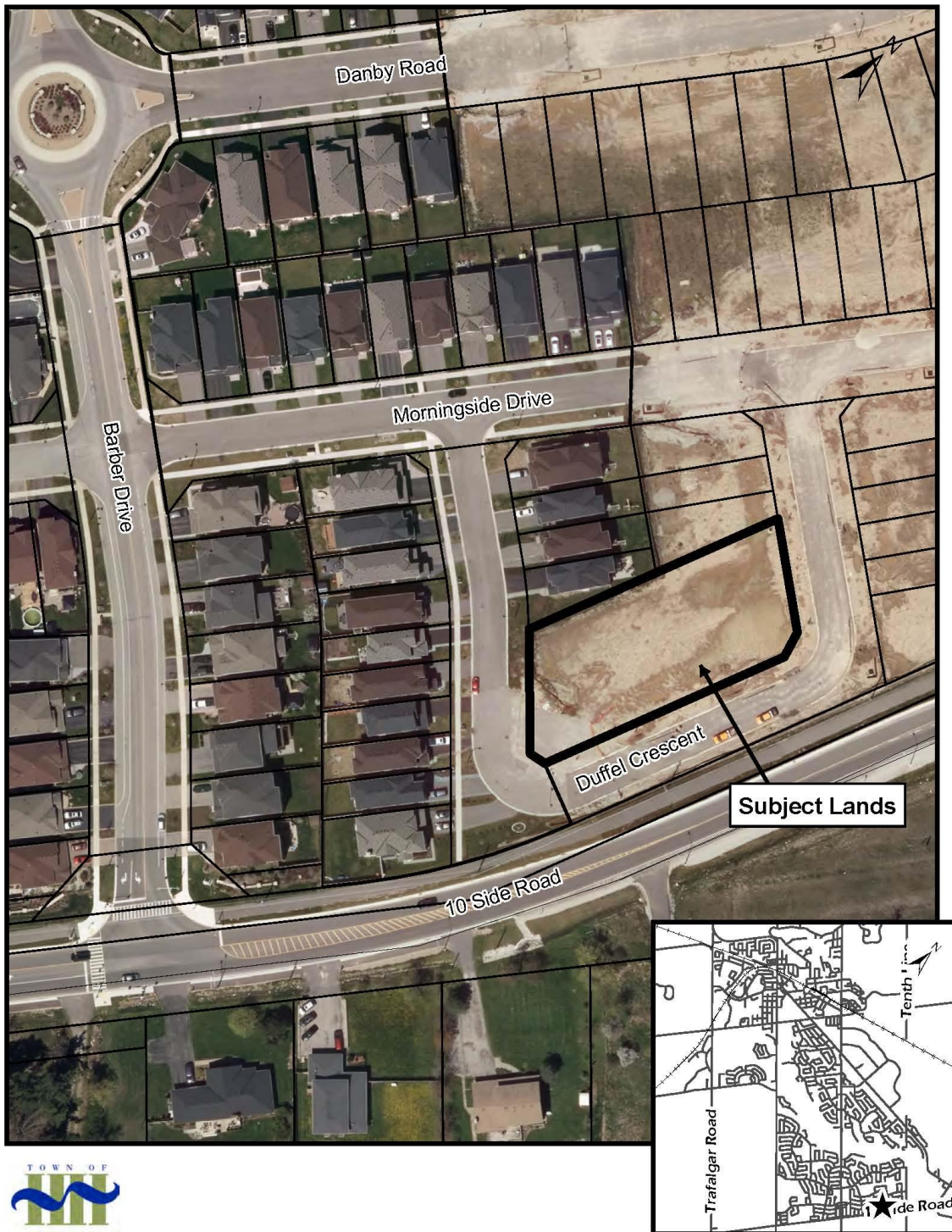
A handwritten signature in black ink, appearing to read "John Linhardt".

**John Linhardt, Commissioner of Planning and Sustainability**

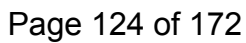
A handwritten signature in black ink, appearing to read "Brent Marshall".

**Brent Marshall, Chief Administrative Officer**

## SCHEDULE 1 – LOCATION MAP



## Block 233, Registered Plan 20M-1196





## REPORT

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

**REPORT FROM:** A. Brent Marshall, Chief Administrative Officer

**DATE:** June 11, 2019

**REPORT NO.:** ADMIN-2019-0020

**RE:** CEAA Panel Review of the Proposed CN Milton Logistics Hub

### RECOMMENDATION:

THAT Report No. ADMIN-2019-0020 dated June 11, 2019 regarding CEAA Panel Review of the Proposed CN Milton Logistics Hub be received;

AND FURTHER THAT the Town of Halton Hills supports the May 29, 2019 submissions of the Halton Municipalities to the review panel established under the *Canadian Environmental Assessment Act, 2012* ("CEAA") including, in particular, the findings that the Proposed CN Milton Logistics Hub Project is likely to cause significant adverse environmental effects, as further outlined in Report No. ADMIN-2019-0020 "CEAA Panel Review of the Proposed CN Milton Logistics Hub";

AND FURTHER THAT the Town of Halton Hills supports the May 29, 2019 submissions for setting out the "interests of the localities" relevant to CEAA and section 98 of the *Canada Transportation Act* ("CTA"), as further outlined in Report No. ADMIN-2019-0020 "CEAA Panel Review of the Proposed CN Milton Logistics Hub";

AND FURTHER THAT the Town of Halton Hills supports the future submission to the Canadian Environmental Assessment Review Panel for the Proposed CN Milton Logistics Hub by the Halton Municipalities of such further information, including oral and written presentations and remarks, as advances the May 29, 2019 submissions and matters relevant to the CEAA and section 98 of the CTA, as further outlined in Report No. ADMIN-2019-0020 "CEAA Panel Review of the Proposed CN Milton Logistics Hub";

AND FURTHER THAT the Town Clerk forwards a copy of Report No. ADMIN-2019-0020 to the Canadian Environmental Assessment Review Panel for the Proposed CN Milton Logistics Hub prior to the start of the Panel's public hearing, June 19, 2019;

AND FURTHER THAT the Town Clerk forwards a copy of Report No. ADMIN-2019-0020 to the Region of Halton, the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville and Conservation Halton, Halton's MPs and MPPs, the Federation of Canadian Municipalities, and the Ontario Ministry of Municipal Affairs and Housing for their information.

## **BACKGROUND:**

Further to Region of Halton Report” LPS69-19 re: “Proposed CN Milton Logistics Hub”, this report provides an update on the work done by staff and the expert team to respond to the Federal Environmental Assessment Review Panel (the “Panel”) request for information.

The Panel’s mandate is set by the Canadian Environmental Assessment Act, 2012 (“CEAA”) and because of Canadian National Railway’s (“CN”) need for railway line approval is also set by the Canada Transportation Act (“CTA”). The central question to be addressed by the panel is whether, taking mitigation and cumulative effects into account, the proposed CN Milton Logistics Hub (“Project”) is likely to cause significant adverse environmental effects.

## **COMMENTS:**

The CEAA provides a specific definition for “environmental effects” which has a narrow meaning. However, because the Project requires federal regulatory approval, the meaning of environmental effects must include all effects relevant to the regulatory approval. This is important to the Project because the regulatory approval under section 98 of the CTA provides that the relevant considerations include the “interests of the localities” that are affected. Accordingly, the interests of the Halton Municipalities are relevant to both the CEAA and the CTA processes and ultimate decisions.

As noted in LPS69-19, the Panel wrote to the Halton Municipalities and made two specific requests. The first request acknowledged the expertise and mandate of the Halton Municipalities and sought input on “municipal interests and standards in water, natural heritage, transportation, agricultural and employment matters”. This request affirms the Panel’s interest in assessing compliance with all standards (not just federal standards) when assessing the Project.

The second request sought the Halton Municipalities’ technical input on the potential environmental effects of the Project. The Panel specifically referenced criteria that assess the magnitude, geographic extent, frequency, duration, reversibility, and ecological and social context of the Project’s adverse environmental effects. The Panel also sought technical input on the predicted effectiveness of the proposed mitigation measures.

On May 29, 2019 the Halton Municipalities responded to these Panel requests by providing the Panel with a detailed submission that also addressed the central question of the Panel’s mandate on significant effects. This submission is titled “Halton Municipalities’ Brief of SAEEs” (the “SAEE Brief”) and can be found on the Review Panel’s website at <https://www.ceaa-acee.gc.ca/050/evaluations/document/130149?culture=en-CA>.

The SAEE Brief is organized around Valued Components (“VC”) of the environment identified by the Canadian Environmental Assessment Agency in guidance to the Panel. For each Valued Component, the SAEE Brief contains a technical review of the Project’s effects on the VC, focusing on relevant standards and criteria. These VC reviews are attached to Halton Region Report [LPS78-19](#) as Appendix 1A through 1CC.

In response to the Panel’s request for technical input on mitigation, the SAEE Brief assesses whether the proposed mitigation is effective, and also whether it is federally enforceable. This latter assessment is consistent with the CN position that the Project has constitutional immunity and exemption from any provincial or municipal regulation. It also responds to CEAA requirements.

Based on detailed assessment of enforceable mitigation, applicable standards and likely effects, the Brief finds that the Project is likely to cause significant adverse environmental effects on eleven of eighteen biophysical VCs and seven of eight socio-economic VCs, namely:

- Topography and soil
- Drainage basins
- Surface water bodies
- Surface water quality
- Ambient air quality
- Ambient noise levels on residences
- Ambient night-time light levels
- Migratory bird species
- Migratory bird use of area
- Species at risk (terrestrial)
- Habitat for species at risk (terrestrial)
- Human health conditions
- Human safety conditions (effects from derailments, intermodal transfer mishaps, spills of hazardous materials, and fires)
- Rural settings
  - Urban settings (and valued sub-components on transportation and movement on roadways, municipal water and wastewater infrastructure, and municipal infrastructure financing)
- Residential land use
- Industrial Commercial and Institutional land use
- Physical and cultural heritage

As required by the CEAA, the SAEE Brief also provides the Panel with assessments of cumulative effects, not just Project effects. For two important topics – road safety and road usage – the Region relies on its own haul route analysis and traffic modeling to assess impacts of the Project on the Regional road network. Based on this modeling, Project-related trucks are not likely to cause a significant adverse environmental effect on road safety, but are likely to cause increased traffic congestion amounting to a significant adverse environmental effect. Further, if Project container throughput increases, roadway safety will also likely become a significant adverse environmental effect.

For other effects, the SAEE Brief uses a list of other physical activities identified by CN to assess whether the Project, in combination with these other activities, is likely to cause cumulative significant adverse environmental effects. It identifies twelve cumulative significant adverse environmental effects - seven on biophysical VCs and five on socio-economic VCs, including human health, residential land use, and industrial land use.

Additionally, reflecting the Panel's specific request for municipal input regarding standards related to the Regional Official Plan ("ROP"), the SAEE Brief identifies several VCs where the Project does not conform to ROP standards and will affect other properties, lands and/or future developments. These cumulative effects are related to the Region's natural heritage system, rural countryside, employment land use, and municipal infrastructure planning and financing.

### **Other May 29th Filings with the Panel**

The May 29, 2019 filing from the Halton Municipalities also included planning opinions from the Region's Chief Planning Official, Curt Benson, and the Town of Milton's Planning Commissioner, Barb Koopmans that provided the Panel with details on the land use planning framework applicable to Regional and Town decisions.

The SAEE Brief also addresses Halton Municipalities' interest in the ultimate throughput that could be carried out on the site. Prior to May 29, 2019, CN had refused to engage the Halton Municipalities on this "ultimate" capacity question. As noted in LPS69-19, the Halton Municipalities filed a report with the Panel from international expert John Vickerman outlining that the anticipated annual throughput could double within the current footprint proposed by CN. On May 29, 2019 CN filed a new report on this topic. The Halton Municipalities will address their interest in this issue and the recent CN report through future written and oral presentations provided to the panel during the hearing process.

The Halton Municipalities' May 29, 2019 filings also included a transportation issues report from Lisa De Angelis, the Region's Director of Infrastructure Planning & Policy that attaches the modeling reports described above and additional reports on haul route issues, information related to CN's Brampton intermodal facility, facility design and capacity assumptions of John Vickerman, and the Region's Britannia Road Class Environmental Assessment study.

Lastly, the May 29, 2019 filings include a portfolio of GIS maps prepared by the Region to provide the Panel with detailed information on the Region's natural heritage system at and around the Project site, sensitive land uses in the site vicinity, and other important topics relevant to future presentations to the Panel.

The Panel's public hearing is scheduled to be held from June 19, 2019 through July 17, 2019. The detailed schedule can be found on the Panel's website. Prior to the start of the public hearing, any presentation material must be submitted to the Panel by June 16, 2019.

**RELATIONSHIP TO STRATEGIC PLAN:**

Not applicable.

**FINANCIAL IMPACT:**

There is no financial impact to the Town of Halton Hills..

**CONSULTATION:**

Not applicable.

**PUBLIC ENGAGEMENT:**

Not applicable.

**SUSTAINABILITY IMPLICATIONS:**

The recommendation outlined in this report is not applicable.

**COMMUNICATIONS:**

Through the area CAO's ongoing discussion on the CN Milton Logistics Hub.

**CONCLUSION:**

That Council for the Town of Halton Hills support the May 29, 2019 submissions of the Halton Municipalities to the review panel established under the *Canadian Environmental Assessment Act, 2012* ("CEAA") including, in particular, the findings that the Proposed CN Milton Logistics Hub Project is likely to cause significant adverse environmental effects.

Reviewed and Approved by,

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

**Brent Marshall, Chief Administrative Officer**

## **MEMORANDUM**

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

**FROM:** Deanna Locey, Transit Supervisor

**DATE:** June 2, 2019

**MEMORANDUM NO.:** MEM-TPW-2019-0014

**RE:** Provincial Dedicated Gas Tax

### **PURPOSE OF THE MEMORANDUM:**

The purpose of this memorandum is to inform Council on the recent decision by the Government of Ontario to cancel the planned increase of dedicated Gas Tax for Public Transportation to municipalities and the impacts on the ActiVan program, and all future transit initiatives within Halton Hills. A motion will be before Council on June 17, 2019 requesting the Province of Ontario to preserve the existing Dedicated Gas Tax for public transportation of two cents per litre and the commitment to increase it to four cents per litre by 2021-2022.

### **BACKGROUND:**

The Province of Ontario operates a program whereby two cents per litre of its gasoline tax revenues are distributed to municipalities operating transit to be used for both operating and capital expenditures related to transit. The amount of Provincial gas tax funding municipalities receive is based on a formula which includes total ridership and population. Allocation of gas tax funds to municipalities was set to increase by the equivalent of two cents per litre in 2018, to four cents per litre by 2021-2022.

On April 11, 2019 the Ontario government announced in the provincial budget that it would not be moving ahead with the planned two cent increase to the municipal share of existing gas tax. It also announced that over the next few months, the government will consult with municipalities to review the program parameters and identify opportunities for improvement.

### **COMMENTS:**

Since its inception in 2004, the Gas Tax Program has become an irreplaceable, flexible source of operational and capital funding that Ontario transit systems of all sizes count on to serve their communities. This program has delivered on its objectives and demonstrably led to ridership increases for transit, year over year.

The Gas Tax program is critically important for the ActiVan program which currently supports funding of approximately 66% of the programs operating costs annually. In addition, any planned initiatives of conventional transit identified through the Town's Strategic Action Plan and the Town's Transit Service Strategy would also be negatively impacted if changes to the existing two cent per litre transfer decreases or is eliminated.

**CONCLUSION:**

The continuation of dedicated Gas Tax for the existing ActiVan Program along with future transit initiatives is vital to the Town of Halton Hills. The proposed increase to four cents per litre would assist all transit agencies with operating and capital costs. A motion will be before Council on June 17, 2019 requesting the Province of Ontario to preserve the existing Dedicated Gas Tax of two cents per litre for public transportation and to continue with the additional increase to four cents per litre.

Reviewed and approved by,



**Maureen Van Ravens, Manager of Transportation**



**Chris Mills, Commissioner of Transportation and Public Works**



**Brent Marshall, Chief Administrative Officer**





**REPORT OF THE  
COMMUNITY AND CORPORATE AFFAIRS COMMITTEE  
Minutes No. CCA-08-2019**

Minutes of the Community and Corporate Affairs Committee meeting held on Monday June 3, 2019 at 3:00 p.m., in the Council Chambers, Halton Hills Town Hall.

Members Present: Councillor J. Fogal, Chair, Councillor T. Brown, Councillor J. Hurst, Councillor A. Lawlor  
Regrets: Mayor R. Bonnette, (ex-Officio)  
Staff Present: A.B. Marshall, Chief Administrative Officer  
C. Mills, Commissioner of Transportation & Public Works,  
J. Linhardt, Commissioner of Planning & Sustainability,  
H. Olivieri, Chief and Commissioner of Fire Services,  
J. Diamanti, Commissioner of Corporate Services,  
M.J. Leighton, Manager of Accounting and Town Treasurer,  
G. Cannon, Chief Librarian,  
K. Okimi, Manager of Parks & Open Space,  
S. Jones, Clerk & Director of Legislative Services,  
V. Petryniak, Deputy Clerk  
Others Present: Councillors B. Inglis, B. Lewis

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**1. CALL TO ORDER**

Councillor J. Fogal called the meeting to order at 3:01 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

There were no disclosures of pecuniary/conflict of interest.

**3. COMMITTEE DELEGATIONS/PRESENTATIONS**

There were no committee delegations/presentations.

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| <b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – SEVEN (7) ITEMS FOR RECOMMENDATION</b> |
|---|

- a. **OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0008 dated May 17, 2019 regarding State of Economy Snapshot: January-May 2019. (Recommendation No. CCA-2019-0043)**

THAT OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0008 dated May 17, 2019 regarding State of Economy Snapshot: January-May 2019 be received for information.

**CARRIED**

- b. **LIBRARY SERVICES MEMORANDUM NO. LIB-2019-0002 dated April 25, 2019 regarding LGBTQ+ Library Services. (Recommendation No. CCA-2019-0044)**

THAT LIBRARY SERVICES MEMORANDUM NO. LIB-2019-0002 dated April 25, 2019 regarding LGBTQ+ Library Services be received for information.

**CARRIED**

- c. **OFFICE OF THE CAO REPORT NO. ADMIN-2019-0022 dated May 15, 2019, regarding the appointment of non-employees of the Town as Private Parking Enforcement Officers, for the purpose of enforcing the off-street parking by-law on private property. (Recommendation No. CCA-2019-0045)**

THAT Report ADMIN-2019-0022 dated May 15, 2019, regarding the appointment of non-employees of the Town as Private Parking Enforcement Officers, for the purpose of enforcing the off-street parking by-law on private property, be received;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute a by-law to authorize Andrew LEWIS, Carrie IBBOTSON, and Jim ROSE as Private Parking Enforcement Officers for the purpose of enforcing the Town of Halton Hills Off-street parking by-law.

**CARRIED**

- d. **OFFICE OF THE CAO REPORT NO. ADMIN-2019-0023 dated May 15, 2019 regarding Request from Nicolas Beaver for a variance to the Fence By-law 2002-0060, as amended at 44 Cotswold Court, (Georgetown) Town of Halton Hills. (Recommendation No. CCA-2019-0046)**

THAT Report No. ADMIN-2019-0023 regarding a request from Nicolas Beaver for a variance to the Fence By-law 2002-0060, as amended at 44 Cotswold Court, Town of Halton Hills be received;

AND FURTHER THAT the fence variance contained in Report No. 2002-0060 be granted to Nicolas Beaver, 44 Cotswold Court, as requested.

**CARRIED**

- e. **OFFICE OF THE CAO REPORT NO. ADMIN-2019-0024 dated May 22, 2019 regarding Request from Jacqueline Thomas for a variance to the Fence By-law 2002-0060, as amended at 12 Market Street, (Georgetown) Town of Halton Hills. (Recommendation No. CCA-2019-0047)**

THAT Report No. ADMIN-2019-0024 regarding a request from Jacqueline Thomas for a variance to the Fence By-law 2002-0060, as amended at 12 Market Street, Town of Halton Hills be received;

AND FURTHER THAT the fence variance contained in Report No. ADMIN-2019-0024 be granted to Jacqueline Thomas, 12 Market Street, as requested.

**CARRIED**

- f. **CORPORATE SERVICES REPORT NO. CORPSERV-2019-0021 dated May 17, 2019, regarding the Annual Purchasing Policy Reporting – By-law No. 2017-0061. (Recommendation No. CCA-2019-0048)**

THAT Report CORPSERV-2019-0021, dated May 17, 2019, regarding the Annual Purchasing Policy Reporting – By-law No. 2017-0061 be received for information.

**CARRIED**

- g. CORPORATE SERVICES REPORT NO. CORPSERV-2019-0023 dated May 21, 2019 regarding Semi-annual Single Source 2019 Awards. (Recommendation No. CCA-2019-0049)**

THAT Report No. CORPSERV-2019-0023 dated May 21, 2019 regarding Semi-annual Single Source 2019 Awards be received;

AND FURTHER THAT the Semi-annual Single Source 2019 requests be awarded as per the list of suppliers in the body of this report and attached as Appendix A.

**CARRIED**

**5. CLOSED SESSION**

Recommendation No. CCA-2019-0050

THAT the Community and Corporate Affairs Committee hereby convene into Closed Session for the following purposes:

- a. RECREATION AND PARKS REPORT NO. RP-2019-0022 dated May 21, 2019 regarding personal matters about an identifiable individual including municipal or local board employees. (Park Naming Request)

Committee moved into Closed Session at 3:23 p.m.

**6. RECONVENE INTO OPEN SESSION**

Recommendation No. CCA-2019-0051

THAT the Community and Corporate Affairs Committee hereby reconvene into Open Session.

Committee reconvened into Open Session at 3:35 p.m.

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| <b>CONFIDENTIAL REPORTS &amp; MEMORANDUMS FROM OFFICIALS – ONE<br/>(1) ITEM FOR RECOMMENDATION</b> |
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**RECREATION AND PARKS REPORT NO. RP-2019-0022 dated May 21, 2019 regarding personal matters about an identifiable individual, including municipal or local board employees. (Recommendation No. CCA-2019-0052)**

THAT REPORT NO. RP-2019-0022 dated May 21, 2019 regarding personal matters about an identifiable individual, including municipal or local board employees be received;

AND FURTHER THAT staff follow the recommendations as set out in the Confidential Minutes of the Community and Corporate Affairs Committee meeting dated May 21, 2019.

**CARRIED**

**7. ADJOURNMENT**

The meeting adjourned at 3:36 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-08-2019**

Minutes of the Planning, Public Works and Transportation Committee meeting held on Tuesday, June 4, 2019 at 3:00 p.m., in the Council Chambers Halton Hills Town Hall.

**MEMBERS PRESENT:** Mayor R. Bonnette, (Ex-Officio), Councillor C. Somerville, Chair, Councillor J. Fogal, Councillor B. Lewis, Councillor M. Johnson, Councillor B. Inglis

**REGRETS:** Councillor M. Albano

**STAFF PRESENT:** B. Marshall, CAO;  
S. Jones, Clerk and Director of Legislative Services;  
C. Mills, Commissioner of Transportation and Public Works;  
J. Linhardt, Commissioner of Planning and Sustainability;  
K. Okimi, Acting Commissioner of Recreation and Parks;  
J. Diamanti, Commissioner of Corporate Services;  
H. Olivieri, Chief & Commissioner of Fire Services;  
M.J. Leighton, Manager of Accounting and Town Treasurer;  
G. Cannon, Chief Librarian; R. Brown, Deputy Clerk

**OTHERS PRESENT:** Councillor T. Brown

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**1. CALL TO ORDER**

C. Somerville, Chair called the meeting to order at 3:00 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

**2.a Councillor J. Fogal**

Councillor J. Fogal declared a conflict or pecuniary interest with respect to Item No. 4b of the Agenda (Report No. PLS-2019-0038 dated May 23, 2019 regarding Conditional Water Allocation for 15 Mountainview Rd North) as her brother is the project manager for the building.

**3. COMMITTEE DELEGATIONS/PRESENTATIONS**

NIL

|  |
|--|
| <b>4. REPORTS &amp; MEMORANDUMS FROM OFFICIALS – FOUR (4) ITEMS FOR RECOMMENDATION</b> |
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- 4.a PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0035 dated May 14, 2019 regarding the Town's final assumption of the public services and street(s) installed in the subdivision registered as Plan 20M-1093, in the Town of Halton Hills. (Recommendation No. PPT-2019-0039)**

THAT Report PLS-2019-0035 dated May 14, 2019 regarding the Town's final assumption of the public services and street(s) installed in the subdivision registered as Plan 20M-1093, in the Town of Halton Hills, be received;

AND FURTHER THAT staff be authorized to bring forward a by-law to assume the public services and street(s) installed in the subdivision registered as Plan 20M-1093.

CARRIED

- 4.b PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0038 dated May 23, 2019, regarding Conditional water allocation for 15 Mountainview Road North (10 SDE from the Georgetown non-residential pool) and the transfer of 20 SDE from the Georgetown residential infill pool to the non-residential pool. (Recommendation No. PPT- 2019-0040)**

THAT Report No. PLS-2019-0038, dated May 23, 2019, regarding "Conditional water allocation for 15 Mountainview Road North (10 SDE from the Georgetown non-residential pool) and the transfer of 20 SDE from the Georgetown residential infill pool to the non-residential pool" be received;

AND FURTHER THAT 10 single detached equivalents (SDE) of water system capacity be allocated from the Georgetown non-residential pool to 15 Mountainview Road North (Site Plan D11SPA18.009) conditional upon the issuance of building permits within 12 months of the date of Council approval of this report, failing which, Council may, at its discretion, withdraw the respective water allocation;

AND FURTHER THAT 20 single detached equivalents (SDE) of water system capacity be transferred from the Georgetown residential infill pool to the Georgetown non-residential pool.

CARRIED

**4.c TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2019-0022 dated May 1, 2019 regarding the Award of Tender 19-027 for Surface Treatment Contract. (Recommendation No. PPT-2019-0041)**

THAT Report No. TPW-2019-0022, dated May 1, 2019 regarding the Award of Tender 19-027 for Surface Treatment Contract, be received;

AND FURTHER THAT MSO Construction Limited, 175 Bethridge Road, Etobicoke, Ontario, M9W 1N4 be awarded the tender for surface treatment in the amount of \$263,968.00, including HST, for a one year contract plus the option to renew for two additional one-year terms, subject to price and service delivery;

AND FURTHER THAT the Manager of Purchasing be authorized to execute the purchase order to MSO Construction Limited in the amount of \$263,968.00 including HST plus the additional optional renewal years if exercised.

CARRIED

**4.d TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2019-0023 dated May 22, 2019, regarding the Norval Transportation Update. (Recommendation No. PPT-2019-0042)**

THAT Report No. TPW-2018-0023, dated May 22, 2019, regarding the Norval Transportation Update, be received;

AND FURTHER THAT the Report TPW-2019-0023, Norval Transportation Update, be forwarded to staff at Halton Region and the Protect Our Interest in Norval for Tomorrow (P.O.I.N.T.).

CARRIED



**5. CLOSED SESSION**

NIL

**6. RECONVENE INTO OPEN SESSION**

NIL

**7. ADJOURNMENT**

The meeting adjourned at 3:24 p.m.

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Rick Bonnette, MAYOR

---

Suzanne Jones, CLERK

**BOARD OF MANAGEMENT MEETING**  
**Monday January 14th, 2019**  
*Meeting Minutes*

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

**Call to Order at 6:36pm**

**Attended:** Linda Olson (Chair), Trish Somerville (Treasurer), Nancy Wilkes, Patricia Daleman, Brad Fitzsimmons, Monica Galway, Tyler King (Manager & Secretary), Mike Albano

**Guests:** Josephine and Pat Acri

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

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

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

i. **Declaration of Quorum** - Yes.

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

Motion to approve DABIA January 14th, 2019 Agenda

\* *Mike mentioned he was approached by several residents describing their disappointment in the cancellation of the Winter Carnival. Board maintains their decision to suspend it.*

Moved: Trish Somerville

Seconded: Nancy Wilkes

**Motion Carried**

**3. Adoption of Last Meeting Minutes**

Motion to adopt DABIA December 19th, 2018 Minutes

Moved: Nancy Wilkes

Seconded: Brad Fitzsimmons

**Motion Carried**

**4. Treasurer's Report - Presented by Trish Somerville**

i. Closing bank balance for November is \$12,500.30 with outstanding payments still to be collected from several businesses on the Leathertown Festival and the new downtown Christmas trees.

ii. Trish proposes BIA defer payment of the Town's winter snow removal bill until the next

installment of the levy comes in as there will not be enough funds to make it through to February 1st, 2019 even with the Winter Carnival cancelled. BIA still has to cover wages, source deductions and rent.

*\*Mike recommends to Board to cut spending further until the Summer.*

Motion to adopt Treasurer's Report and defer payment

Moved: Patricia Daleman

Seconded: Nancy Wilkes

**Motion Carried**

**5. Discussion From Guests - none.**

**6. Manager's Report - Presented by Tyler King**

i. **Recap: Celebrate Ontario Grant** - Over the holidays myself and Kim Duncanson have been working to carve out the changes I have proposed for Leathertown Festival. A part of this process has been to explore grant funding access for Celebrate Ontario, and opportunity that the BIA has not approached before. Approximately 60 hours or more has gone into the preparations and pre-consultations for Leathertown to enable us to address this grant. Unfortunately due to the BIA's lack of capturing historical demographic data and the 2018 event not targeting key grant measures we were unable to answer some of the questions asked of us in the application. We were 98% there however, which is a big step forward in preparing us in 2019 and moving forward. This process of 'over-articulating' the festival and truly understanding it is a big undertaking and has soaked up over 60 hours of planning and consultations. But that is ground that does not need to happen again. And now we have confirmation what areas the BIA needs to focus on moving forward should we approach this again next year.

*\*Monica expresses disapproval of Manager's 'inability' to file grant application before the deadline. Manager corrects her and reminds her that this has all been done voluntarily and over family holiday time.*

ii. **Update: 2019 Event Submissions** - All of the 2019 Event Applications were due to the Town shortly after the break. They have been submitted.

*\*Given Josephine and Pat's appearance, the Manager attempts to describe the changes being driven for Leathertown Festival this year as indicated on the event submissions, as well as the changes for the other events occurring over 2019 as described on the event submissions, and how these changes will positively affect the revenue stream potential for the BIA as well as how they play into the revitalization project as well. This update did not proceed as planned and stopped as the Board lost focus.*

**7. Infrastructure Grant/Downtown Rebranding - Presented by Tyler King**

i. **Bump-out Gardens** - Manager reminds Board of upcoming infrastructure grant and

that planning is due to commence. Also reminds the Board that the most successful 2018 initiative was the Downtown Christmas Trees. Upon researching, manager proposes this money be used to create greenspace downtown in the form of raised garden beds along the bump-out locations across Mill Street East. A raised garden would be multifunctional in that it provides greenspace in a downtown core that has none and encourages congregation spaces which people enjoy. They would provide seating opportunities as well as make it safer for pedestrians and capital infrastructure (i.e., curbs that are damaged by vehicles which get too close). They also serve as seasonal and central decorative spaces.

*\* Monica opposes.*

*\* Tyler recommends Board offer suggestions for the spend if opposed to the bump-out gardens, given that they were aware that this needed to be addressed for the past three months. Some Board members express their disapproval that this request was not included in the minutes.*

*\* Monica proposes instead, repainting the mural at the parkette.*

*\* Nancy proposes instead, large planters*

## **8. Motions to Bring Forward - Presented by Linda Olson and Tyler King.**

i. **Relocation of DABIA Office to Town Hall Centre** - Linda asks Board to vote on the draft version of the contract proposed for the Town Hall Centre.

*\* Mike mentions that the clerk advises BIA Manager not be involved on a mixed payroll set-up. If the Town Hall Centre wants to use the Manager's time, then they will need to pay for that independent of the BIA. The role of the BIA Manager is sponsored by the Town, and needs to conform the current and approved By-laws.*

*\* Mike mentions that Jon Hurst's volunteerism needs to be accounted for. Also, reminds Board that the Youth Centre will be moving into the Town Hall Centre later in the year which will create two vacancies in Jon's property, which would not look good for the Downtown.*

*\* Mike recommends deferring this item, engaging in further discussion with the Town Hall Centre and giving Jon more notice.*

ii. **Web Management** - Manager advises Board that Andrea from Adwebcom has expressed a deadline for response on the web management item. Manager proposes for a second time that web management be transferred to him and move web management line items in the budget into his salary to compensate for the labour (which he will inevitably have to do anyways) as he is unable to successfully develop the online presence of the BIA. The BIA website remains unfinished and is setting the BIA up for failure.

*\* Mike, Monica and Nancy opposed and suggest follow up with Adwebcom.*

*\* Manager reminds Board that Adwebcom had publicly launched the website back in*

June or earlier with support of the BIA at that time. That was implied consent and for all reasonable arguments, this project was completed.

\* Mike proposes manager coordinate meeting with Adwebcom to discuss further.

iii. **Fred Penner Contract** - Fred Penner's Agency needs to be sent a deposit for this year in order to officially book him as a headliner for Leathertown Festival. Manager asks Board to okay him to issue a cheque to move this item forward.

Motion to approve Fred Penner payment

Moved: Trish Somerville

Seconded: Patricia Daleman

**Motion: Carried**

**9. Other Business** - deferred.

i. **DABIA Logos/Branding** - deferred.

ii. **Incoming/Outgoing Businesses** - deferred.

iii. **175th Anniversary & Community Gala** - deferred.

iv. **2019 Board Meetings** - Re-established for 3rd Tuesdays of the month at 6:30pm.

Next Dates: February 19, March 19, April 16, May 21, June 18

Motion to approve new Board Meeting times

Moved: Nancy Wilkes

Seconded: Patricia Daleman

**Motion: Carried**

Motion to Adjourn Meeting

Moved: Patricia Daleman

Seconded: Trish Somerville

**Motion: Carried**

**Meeting Adjourned at 9:23pm**



**BOARD OF MANAGEMENT MEETING**  
**Monday February 19th, 2019**  
*Meeting Minutes*

**Location: Downtown Acton BIA Office, 45 Mill Street East**  
**Call to Order at 6:37pm**

**Attended:** Linda Olson (Chair), Trish Somerville (Treasurer), Nancy Wilkes, Patricia Daleman, Brad Fitzsimmons, Monica Galway, Tyler King (Manager & Secretary), Mike Albano

**Guests:** None

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

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

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

i. **Declaration of Quorum** - Yes.

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

Motion to approve DABIA March 19th, 2019 Agenda

\*Nancy mentioned where the deferred items from January's meetings were presented. They were deferred again and will be added for the March meeting.

\*Add new item: Board needs to vote on 2019 Budget as it has not officially made it into the minutes.

Moved: Mike Albano

Seconded: Nancy Wilkes

**Motion Carried**

**3. Adoption of Last Meeting Minutes**

Motion to adopt DABIA January 14th, 2019 Minutes

\*Nancy added missing item: Recommendation from Board for Tyler to follow-up with Mark Taylor, Senior Landscape Architect for the Town.

\*Patricia also added missing item exchanged via email but not followed up: Manager to request insurance coverage for the BIA from the Town.

Moved: Monica Galway

Seconded: Trish Somerville

**Motion Carried**

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

i. Closing bank balance for January is \$30,826.18. With \$23,969.92 recorded as of this day.

ii. The Red Harp has been awarded a \$50.00 gift card from our Christmas Light sponsor, Acton Home Hardware. This was for winning the 2018 Christmas Tree Challenge.

*\* Nancy and Monica were not happy that this was a gift card purchased from a non-BIA business. They suggest next time to select a member business instead.*

Motion to adopt Treasurer's Report and 2019 BIA Budget

Moved: Patricia Daleman

Seconded: Monica Galway

**Motion Carried**

#### **5. Discussion From Guests - none.**

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

i. **Update: Leathertown Festival 2019** - This month I had began publicizing the vendor intake for this year's Leathertown Festival. I have created an Early Bird deadline this year scheduled for March 31st, 2019 to incentivize early payment collection. Entertainment and other expenses will need to be prepared for as well. So far, the past couple of weeks have not bore fruit, but I intend on canvassing the Downtown businesses once I am caught up.

ii. **Update: Christmas Decorations** - The street lights, contrary to what we were promised, are seemingly defective. Many of the light poles are now failing to display like they did over the Christmas Season. As well, it is time for the Christmas decorations to be taken down as well shortly and the Christmas trees removed.

#### **7. Infrastructure Grant/Downtown Rebranding - Presented by Tyler King**

i. **Updates:** New logo samples are not yet ready as my attention has been shifted elsewhere. As far as infrastructure, I have been trying to reach out for months now to connect with the landscape architect from the Town. No luck thus far.

*\*Mike will follow up on his end.*

#### **8. Motions to Bring Forward - Presented by Linda Olson and Tyler King.**

i. **Relocation of DABIA Office to Town Hall Centre** - Linda requests Board vote on the revised lease agreement from the Town Hall Centre. This item keeps getting deferred and it is not fair to Jon Hurst, our subtenant or Heritage Acton. We attempted an e-vote last week but were advised by the Clerk to hold this for an official meeting instead.

*\* Nancy has concerns with the Town Hall Centre losing potential revenue without the manager.*

*\*Mike requests to see the subtenant agreement. Contact expired in 2016.*

*\*Linda: Lucky (subtenant) and Jon Hurst legally only need one month notice. An April 1st*

move-our would give them more than 30 days.

\*Nancy: BIA needs to consider Jon's volunteering, the fact that this was executed very poorly back in November/December, and the vacancy that will remain here at this address.

\*Monica: Without Jon's regular assistance, our activities will cost us a lot of money.

\*Brad: Mentions that the vote to move has already taken place and that the Board is back peddling and need to move to the second part of the vote - the vote on the lease agreement. Today is a vote on the agreement. You have all voted on the move, now we need to determine the specific arrangement (Part 2).

\*Mike: Asks whether a lawyer has reviewed this.

\*Linda: A lawyer is the next step. We need to decide a moving date and be okay with the general arrangement. Getting legal review will not take a long time.

\*Brad: Asks if there are no pressing concerns, perhaps we move ahead and have this item subject to a legal review. The lawyer will surely identify and recommend some changes.

Motion to approve Lease barring legal review and to set moving date for April 1, 2019

Moved: Trish Somerville

Seconded: Brad Fitzsimmons

**Motion: Not Carried. Split vote.**

\*Patricia requesting Jon Hurst receive a 60 days notice instead. Request motion for a May 1st, 2019 date.

\*Linda will prepare notice letters for Jon Hurst and Lucky Deamer for next month and have the Board sign them.

Motion to approve Lease barring legal review and to set moving date for May 1, 2019

Moved: Trish Somerville

Seconded: Patricia Daleman

**Motion: Carried**

**ii. Conferences:** There are two upcoming conferences that we have slated for 2019: the Festival and Events Ontario (FEO) Conference and the Ontario Association of Business Improvement Areas (OBIAA). These are several-day conferences and will require hotel accommodation given that they are out of town. Also, the Board will need to determine what a per diem will be for these dates. The FEO Conference runs next week and we have missed the Early Bird Rates for this conference. The OBIAA Conference is slated for May and will be located in Ottawa.

\*Patricia lets Board know that these conferences will cost more than what was budgeted for the 2019 Budget and we would have to know where to pull from.

\*Mike will follow up with Town on what the per diem rate of the town is.

\*Brad asks which conference is the most valuable. Tyler says, OBIAA.

\*Tyler mentions that compromises will need to happen this year and these conferences



are not big priorities especially with all of the work being slated for this year. Dropping the FEO Conference will allow us to save on the BIA budget. The education and networking is important but he has been to several before and feels that we would be okay to skip out on this in 2019.

Motion to drop FEO Conference and to book the OBIAA Conference with hotel and per diem (to be researched by Mike)

Moved: Nancy Wilkes

Seconded: Monica Galway

**Motion: Carried**

## **9. Other Business - Presented by Tyler King**

i. **175th Anniversary & Community Gala** - deferred.

ii. **Incoming/Outgoing Business** - A new hearing clinic (Old CIBC) has opened. The old clinic across the street has left. A new carpet/flooring business has replaced the pop-up shop beside Ditto's Boutique. The Cooperators have relocated from Mill Street West into the Giant Tiger plaza.

- Press releases have been published by the Town regarding the Acton Downtown Revitalization. As well, I was interviewed by the local TV station and Independent Free Press as follow-ups to that release. All around, great publicity for Acton again.

- Linda: Also, Sarah Brophy from Royal LePage Escarpment Realty has put myself, Trish and Tyler in contact with representatives of Royal Enfield motorcycles. The company is looking to list Acton as one of it's select communities to host a bike demonstration event. These events are very well attended and we would anticipate a few thousand bikers coming into the downtown for a couple of days. This event would be set for May-July, 2019. We will be meeting with their company reps shortly to discuss their plans.

- Brad: Pitches a ABC Dragon's Den idea which would connect at-home businesses with the downtown business and property owners. This program would help to combat vacancies and promote entrepreneurship in Acton. If the Board supports this project, he is happy to write out a more detailed proposal.

iii. **Facade Improvement Program** - Board will need to motion an application deadline date for this year's Facade Program. Preferably towards the end of the Spring which will enable businesses to explore construction throughout the Summer season. This program would anticipate receipt collection from applicants in December at which time we can request for the town rebate. As well, we will need some Board members to set as a subcommittee for the Facade Program - essentially to monitor projects and applications and review compliance.

- Mike and Monica volunteer to start.

Motion to approve May 31st, 2019 Application Deadline for the FIP Program

Moved: Patricia Daleman

Seconded: Nancy Wilkes

**Motion: Carried**

Motion to Adjourn Meeting

Moved: Patricia Daleman

Seconded: Trish Somerville

**Motion: Carried**

**Meeting Adjourned at 8:29pm**

**BOARD OF MANAGEMENT MEETING**  
**Tuesday March 19th, 2019**  
*Meeting Minutes*

**Location: Downtown Acton BIA Office, 45 Mill Street East**  
**Call to Order at 6:37pm**

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

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

i. **Declaration of Quorum** - Yes.

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

Motion to approve DABIA this day's Agenda

Moved: Trish Somerville

Seconded: Nancy Wilkes

**Motion Carried**

**3. Adoption of Last Meeting Minutes**

Motion to adopt DABIA February 19th, 2018 Minutes

\* Nancy requests motion to amend an error in the minutes (Item 8.1)

Moved: Monica Galway

Seconded: Trish Somerville

**Motion (as Amended) Carried**

**4. Treasurer's Report - Presented by Trish Somerville and Patricia Daleman**

- i. **Emergency Finance Meeting** - A meeting was held between Mike, Cindy, Patricia, Trish and Linda this past weekend addressing the BIA's anticipated cashflow issues. There are some large oversights in how the 2019 Budget is structured and there will not be enough cashflow to float our programming.
- Tyler has recently been auditing our books as well as Cindy and KMPG and has verified the same findings.

- HST has not been redeemed by the BIA in several years and accounts for a lot of past years' anticipated revenue. HST has been sitting on the balance sheet and has not been claimed. Approximately \$24,260 is left unclaimed.
- Issue has to do with not having a process followed whereby changing Board members hand down Canada Revenue Agency access.
- While the HST issue is sorted, we will be dependant on the release of Levy funds. Mike and Tyler will confirm Levy dates for 2019.
- Confusion over who is accountable for this type of oversight.
- Tyler is in the process of collecting early payment for Leathertown Festival sponsors and vendors and sees no emergency scenario. He agrees that the HST is a standing issue but the bigger issue is that the BIA is counting in their budget core revenue coming from event vendors and sponsors - and that this is fundamentally wrong given that these are unknown variables and should not be considered as guaranteed sources of revenue by which to base the remaining BIA programming and operations around. He expresses that in order to match last years' programming, which the community will be anticipating, and that we should given this is the 175th Anniversary year, that the Board step up to secure more revenue.

*\* [Board pauses to discuss and adjust the 2019 Budget]*

*\* Trish to submit this budgetary amendment to the Town*

Motion to adopt Treasurer's Report and approve 2019 Budget (as amended)

Moved: Patricia Daleman

Seconded: Trish Somerville

**Motion Carried**

Motion to spend \$30 on HST Rebate Claim

Moved: Trish Somerville

Seconded: Nancy Wilkes

**Motion Carried**

## **5. Discussion From Guests** - none.

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

- i. **Recap: Outstanding Payments** - There are several people to collect from for the Christmas Tree program, and two from last year's Leathertown Festival. These people will be followed up on again to relieve financial strain on the BIA.
- ii. **Update: Downtown Farmers' Market** - Recent news has come to light that the current market manager is considering stepping down. I have long been exploring the prospect of the market returning to the downtown and was not anticipating it for 2019. I would like the Board's initial thoughts on the market being transferred back into our

portfolio. It would be an excellent source of revenue, but will likely come with a hump to cross over while a transition takes place. The current manager is proposing a full transfer of ownership. There are vendors already interested and it would likely run itself. The Town is fully supportive of my proposal for Willow Street North in front of the Town Hall Centre.

*\* The Board is majority opposed with concerns of time management costs and personality conflicts.*

iii. **Commission Structure for Sponsorship Team** - Although there has been a lot of work go into restructuring the Leathertown Festival this year, it goes without saying that I continue to lack enough manpower. I do not think that the Board or the community realize how fragile this event or any other event is that the BIA operates is. There is no true budget for the festival, which leaves this particular high-cost event banking on the hope of collecting enough sponsorship and vendor fees. A lot of money needs to come into the system this year, as proven earlier in the meeting with the program slashing. I fear that the few people who are helping secure sponsorship will fall off, leaving this entire event at risk. I propose adding a commission incentive for community people stepping up to save the BIA's programming.

*\* The Board is majority opposed stating that that is why volunteers volunteer - that there should not be a financial incentive.*

*\* Tyler reminds those opposed that this is money coming into the system that none of the Board is currently working towards obtaining - and money that the BIA would not have otherwise. Our events do not run on the Levy. This incentivizes those volunteers who are actually doing work to fix this BIA's historical issues of not structuring itself effectively enough. Hence our current situation.*

*\* Board view remains unchanged.*

## **7. Motions to Bring Forward - none**

## **8. Other Business - Presented by Linda Olson**

i. McKenzie Chapman Hilliard was asked to review our lease agreement for the Acton Town Hall Centre. We are good to proceed to the next steps. This meeting will have put a conflict in place that we either need to continue to provide Jon Hurst and Lucky Deamer the Board-agreed-upon 60-days notice or provide less notice to ensure the May 1st move-in date. The legal review took longer than anticipated.

*\* Board says we must continue with what was voted on previously. May 1st move-in date and 60-days notice.*

*\* Linda reminds Board that this will mean that the BIA is doubling expenses on rent for the month of May.*

*\* Board view is unchanged.*

Motion to Adjourn Meeting

Moved: Patricia Daleman

Seconded: Trish Somerville

**Motion: Carried**

**Meeting Adjourned at 9:27pm**



## MINUTES

### HERITAGE HALTON HILLS COMMITTEE

Minutes of the Heritage Halton Hills Committee held on Wednesday May 15, 2019, at 6:30 p.m. in the Esquering Room at Town Hall.

#### Members Present

D. Brock; Councillor T. Brown (Chair); B. Cosper; R. Denny; C. Donaldson; A. Douglas; S. Frick; G. Miller; J.M. Rowe; L. Quinlan; A. Walker

#### Staff Present

S. Burke, Manager of Strategic Research and Project Coordination; A. Mancuso, Information Governance & Records Management Specialist; D. Szybalski, Manager of Economic Development, Innovation and Culture (left at 6:36 p.m.)

#### General

- 1A Disclosure of Conflict or Pecuniary Interest  
None was declared.
- 1B Receipt of Heritage Halton Hills Committee Meeting Minutes dated April 17, 2019, including Syndicate Housing Heritage Conservation District Committee Meeting Minutes

#### **Recommendation No. HERITAGE-2019-0009**

THAT the Minutes of the Heritage Halton Hills Committee meeting held on April 17, 2019, including Syndicate Housing Heritage Conservation District Committee Meeting Minutes, be received for information.

**CARRIED**

#### Programs & Properties (Designated, Listed, Other)

- 2A Signage Program

J.M. Rowe received a request for 88 Main Street South, Acton, and offered to lead members through the process with the hope that others will assist in the future. R. Denny, A. Douglas, B. Cosper, A. Walker and Councillor T. Brown expressed interest in learning more. J.M. Rowe will schedule a session at the library.

J.M. Rowe met with Sheena Switzer of the Georgetown BIA who requested approximately ten program signs for downtown business properties. J.M. Rowe noted that with more members learning about the program and helping with

research the request for ten signs is workable. Members discussed whether to apply a discount to the current fee of \$125.00 per sign due to the number of signs requested.

**Recommendation No. HERITAGE-2019-0010**

THAT Heritage Halton Hills charge the Georgetown BIA \$95.00 per Signage Program sign conditional on the purchase of ten (10) or more signs for downtown business properties.

**CARRIED**

**2B Designation Plaques**

J.M. Rowe followed up with Cambridge Metalsmiths who delivered four samples for the meeting. The cast metal is not as heavy as the bronze and members were impressed by the overall look of the signs and plaques. Staff will bring the budget to the June meeting for committee discussion to replace five Syndicate Housing designation plaques.

**Glen Williams Schoolhouse Designation Plaque Wording**

J.M. Rowe distributed the draft wording for the Glen Williams Schoolhouse (15 Prince Street) designation plaque. Members reviewed the draft and provided changes.

**Andrew Laidlaw Farmhouse Designation Plaque Wording**

J.M. Rowe distributed the draft wording for the Andrew Laidlaw Farmhouse (9111 Third Line) designation plaque. Members reviewed the draft and provided changes.

**Recommendation No. HERITAGE-2019-0011**

THAT Heritage Halton Hills Committee engage the services of Cambridge Metalsmiths to purchase two new designation plaques.

**CARRIED**

**2C Destination Downtown**

S. Burke noted the May 6 public meeting was well attended and comments received during the open house were quite positive. Members have until May 24 to forward their comments to S. Burke.

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

S. Burke noted the sub-committee was set up to address Demolition Clearance Forms submitted for Listed properties. In 2017, the newly created Heritage Planner position responded to Demolition Clearance Forms submitted for Listed properties in consultation with Heritage Halton Hills which expedited the process even further. It has been suggested that, in the absence of a Heritage Planner, the sub-committee should be reinstated to work with S. Burke.



**Recommendation No. HERITAGE-2019-0012**

THAT Heritage Halton Hills re-establish the Heritage Listed Properties Site Visits Sub-Committee;

AND FURTHER THAT Heritage Halton Hills confirm the sub-committee's Terms of Reference, subject to minor revisions by staff as required;

AND FURTHER THAT the sub-committee serve for the remainder of the 2018-2022 Heritage Halton Hills term;

AND FURTHER THAT S. Frick, L. Quinlan, R. Denny, C. Donaldson and A. Walker serve on the sub-committee with C. Donaldson as Chair.

**CARRIED**

2E Proposed Heritage Orientation

Councillor Brown supports the proposal for a heritage orientation and noted the previous committee did not receive any orientation when it first met in 2015 which would have been helpful. S. Burke offered to present an orientation session at the June meeting.

S. Burke, D. Szybalski and Councillor T. Brown recently discussed the setting of priorities for Heritage Halton Hills for this term and what Economic Development staff could do to assist. One idea is to prepare an annual State of Heritage report for Council which will serve to raise the profile of heritage and identify the committee's current priorities. Committee members could be involved in its development and assist in presenting the report to Council. Staff suggested a brainstorming session with the committee to establish the priorities for this term be held at the June meeting. The Committee supports these suggestions.

2F 2019 Summer Student

The deadline for applications is Tuesday May 28. A. Douglas and B. Cosper will interview applicants on Thursday June 6.

**Proposed Designation and Listed Properties**

3A Proposed Designation: Barrett Barn, 98 Confederation, Glen Williams  
J.M. Rowe reviewed the designation report with members.

**Recommendation No. HERITAGE-2019-0013**

THAT Heritage Halton Hills receive the Barrett Barn Designation Report 2019, authored by J.M. Rowe;

AND FURTHER THAT Heritage Halton Hills supports the designation of Barrett Barn, located at 98 Confederation, Glen Williams, as presented;

AND FURTHER THAT staff prepare a cover report to advise Council of the committee's recommendation to designate Barrett Barn, located at 98 Confederation, Glen Williams, under Part IV of the Ontario Heritage Act.

**CARRIED**

- 3B Proposed Listed: 169 Churchill Road North, Acton
- J.M. Rowe and R. Denny met with the property owner of 169 Churchill Road North, Acton, to propose the property be added to the Heritage Register. The owner contacted staff and would like to learn more about what it means to be Listed. A. Mancuso emailed the upcoming meetings schedule so that the owner can attend and meet with members to discuss further.

### **Information, Announcements & Upcoming Events**

- 4A 2019 Ontario Heritage Conference (May 30 – June 1) Bluewater/Goderich ON
- D. Brock, A. Douglas, J.M. Rowe and A. Walker are registered to attend the full conference.
- 4B The Mayor's Heritage Golf Tournament is scheduled for Thursday June 13, 2019.
- 4C Due to the province's deadline of June 1, staff plan to submit a report to the May 27 Council meeting to address Bill 108.

### **Closed Meeting**

#### **Recommendation No. HERITAGE-2019-0014**

THAT Heritage Halton Hills meet in closed session in order to address the following matters:

- 5A 2019 Heritage Property Grant Program – Personal matters about an identifiable individual, including municipal or local board employees
- 5B Condition of Listed Property – A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

**CARRIED**

Heritage Halton Hills Committee convened into Closed Session at 7:40 p.m.

### **Reconvene into Open Session**

#### **Recommendation No. HERITAGE-2019-0015**

THAT Heritage Halton Hills reconvene this meeting in open session.

**CARRIED**

Heritage Halton Hills Committee reconvened into Open Session at 8:04 p.m.

- 5A Committee recommendation regarding the 2019 Heritage Property Grant Program application:

**Recommendation No. HERITAGE-2019-0016**

THAT Heritage Halton Hills receive the 2019 Heritage Property Grant Program application for Craiglea House, located at 9722 Third Line, Esquesing;

AND FURTHER THAT Heritage Halton Hills approve the request for a full matching grant for the project based on the estimate provided;

AND FURTHER THAT staff advise the Heritage Foundation of Halton Hills of the Committee's request for funding for the 2019 program subject to available funding.

**CARRIED**

- 5B Committee recommendation regarding condition of Listed Property

**Recommendation No. HERITAGE-2019-0017**

THAT staff follow the recommendation(s) as set out in the Confidential Minutes of the Heritage Halton Hills Committee meeting dated May 15, 2019.

**CARRIED**

**Adjournment**

The meeting adjourned at 8:21 p.m.

**Next Scheduled Meeting**

Wednesday June 19, 2019

6:30 p.m.

Esquesing Room, Town Hall, 1 Halton Hills Drive



## Site Alteration Committee

### MINUTES

Minutes of the Site Alteration Committee held on Thursday, May 16, 2019, at 3:00 p.m., in the Esqueusing Boardroom, Town Hall, Halton Hills.

**MEMBERS PRESENT:** Councillor Ted Brown (Chair)  
Andrew Stabins (Vice-Chair)  
Councillor Bryan Lewis  
Councillor Clark Somerville  
Ralph Padillo  
David McKeown  
Bill Allison

**REGRETS:** N/A

**STAFF PRESENT:** Bill Andrews, Director of Engineering  
Maureen Van Ravens, Manager of Transportation  
Steve Grace, Program Manager, Water Resources  
Jeff Jelsma, Manager of Development Engineering  
Steve Burt, Development Engineering Coordinator  
Nova Bonaldo (Recording Secretary)

**OTHERS PRESENT:** Michael Van Dongen, Van Dongen's Garden Centre, Landscaping, Nurseries (Agent)

#### 1. Disclosure of Pecuniary Interest

Nil.

#### 2. Delegation

- a) SA-18028, Delegation: Michael Van Dongen, Agent representing Agnes and Adrian Van Dongen, Property Owners – 9268 Fifth Line

On behalf of the Owners, the Agent is requesting an exception to the requirement for Environmental Impairment/Pollution Liability Insurance, as per the condition identified under Item 2.(h) of Schedule C of the Site Alteration By-law 2017-0040, to their previously conditionally approved application for a Large Scale/Commercial Site Alteration permit to import fill to the property's rear 8.4 hectares.

## **Facts**

The Agent met with the Site Alteration Committee on May 19, 2018 to discuss a Large Scale/Commercial Site Alteration application at the above noted address to import fill and hosted a site visit on July 10, 2018 at 9268 Fifth Line to further inform and demonstrate the location and need of the proposed works to the Site Alteration Committee Members.

The Agent appeared again before the Site Alteration Committee on July 19, 2018 to request that the application proceed by way of a simple form, "Alteration of a Site". The Site Alteration Committee agreed that the permit fees would be a hybrid of both the "Alteration of a Site" and the "Alteration of a Site - Large Scale/Commercial" and carried the following recommendation:

### Recommendation No. SA-2018-0004

THAT the Site Alteration Committee recommends the "Terms and Conditions of All Permits" listed in Schedule C of the Site Alteration By-law No. 2017-0040;

AND FURTHER THAT the Agent provides the administrative fee of \$1,419.00 plus \$50.00/ha (\$420.00), additional fees of \$5,760.00 ( $38,400\text{m}^3 \times \$0.15$ ), and refundable securities in the amount of \$10,000.00 as indicated in the Refundable Security Notice;

AND FURTHER THAT the Site Alteration Committee supports the proposed works, subject to the applicant meeting all conditions to the satisfaction of staff.

The Agent is requesting for an exception to the requirement for Environmental Impairment/Pollution Liability Insurance, as per the condition identified under Item 2.(h) of Schedule C of the Site Alteration By-law 2017-0040 and requesting that the Site Alteration Committee review By-law 2017-0040 to ensure it is fair and applicable to all site alteration permit applications.

## **Analysis & Discussion**

The Agent communicated the obstacles that have been encountered in acquiring Environmental Impairment/Pollution Liability Insurance in order to comply with Schedule C, Item 2.(h) of Site Alteration By-law 2017-0040. To acquire \$5,000,000.00 Environmental Impairment/Pollution Liability Insurance coverage would cost an unattainable amount as a farmer and as an applicant planning to move the soil themselves and not hire a contractor to do the works.

The Agent expressed appreciation for staff's assistance with the process and documents required to apply for the site alteration permit. The Agent also appreciates the importance of Site Alteration By-law 2017-0040 however would like to suggest that the by-law is reviewed and revised to better assist agricultural property owners who manage and own smaller farming operations.

The Site Alteration Committee members, staff, and the Agent discussed the importance of attaining Environmental Impairment/Pollution Liability Insurance for Large

Scale/Commercial site alterations to protect the applicant and the Town of Halton Hills in the event of soil contamination. There was discussion on whether the insurance coverage is occurrence based or claim based, the length of the term of coverage, and how the coverage will be applicable in the future after the site alteration works are complete and the permit is closed.

The Site Alteration Committee Members and staff discussed options for various solutions to assist the applicant in attaining the site alteration permit and begin the works as soon as possible, while keeping in consideration the importance of the Environmental Impairment/Pollution Liability Insurance coverage, the terms and conditions of all permits under Site Alteration By-law 2017-0040, and the value of time in the agricultural and farming community.

Schedule C, Item 2.(h) of Site Alteration By-law 2017-0040 was incorporated and recommended by the Town's Solicitor when By-law 20110-0119 was repealed. It was suggested that the Town's Solicitor be consulted on whether additional wording regarding application-based flexibility be incorporated into the by-law. Steve Grace indicated that this year, the Ministry of Environment will be changing its legislation regarding the amount of fill that can be placed or removed. Once issued, the Town will review the by-law in its entirety and align it and the Schedules with the new legislation and include any required amendments.

**\*Action Item:** Staff to consult with the Town's Solicitor regarding Site Alteration By-law 2017-0040, required insurance, and how to assist the applicant in the interim.

### **Conclusion**

Site Alteration Committee deferred making recommendations due to Schedule C, Item 2.(h) of Site Alteration By-law 2017-0040 condition not being met and will await legal advice. A Site Alteration Committee meeting will be held June 4, 2019 to discuss staff's findings and information that will be provided from the Town's Solicitors.

**\*Action Item:** Staff to schedule a Site Alteration Committee meeting for Tuesday, June 4, 2019 at 5:00pm in the Esquering Boardroom at Town Hall.

### **3. Terms of Reference – Approve Updates**

- **Item #5: Meeting Dates**
- **Item #12: Town Policies, Guidelines, and Procedures**

Motion to approve the updates to Item #5 and #12 of the Terms of Reference was carried.

### **4. Local Board and Committee Member Acknowledgement of Receipt and Understanding – Hand-out**

Site Alteration Committee Members signed and submitted the Local Board and Committee Member Acknowledgement of Receipt and Understanding of the Code of Conduct for

Local Boards and Committees and the Serving Persons with Disabilities Customer Service Brochure to the Recording Secretary. Signed documents will be submitted to the Clerk Department.

**5. Fill Operations – Update**

Staff provided verbal updates regarding on-going fill operations and responded to Site Alteration Committee questions and concerns.

**\*Action Item:** Staff to draft a letter addressed to the Chair of the Niagara Escarpment Committee (NEC) for Mayor Bonnette's signature requesting updates on on-going fill operations within the NEC area. Halton representatives on the NEC to be copied on the letter as well.

**6. Upcoming Items for the next Agenda**

Nova Bonaldo explained that going forward, "New Business" will be replace by "Upcoming Items for the next Agenda" as per the Clerk's direction.

a.) Litigation regarding dumping on 5 Side Road

**7. Next Meeting**

Tuesday, June 4, 2019 at 5:00p.m. in the Esquesing Boardroom, Town Hall.

**8. Adjournment**

The meeting adjourned at 4:35p.m.



## Halton Hills Accessibility Advisory Committee

### MINUTES

Minutes of the Halton Hills Accessibility Advisory Committee held on 29<sup>th</sup> day of May 2019, at 6:33 p.m., in the Esqueing Room Halton Hills Town Hall.

**MEMBERS PRESENT:** Councillor J. Hurst, Chair; Councillor W. Farrow-Reed, Vice Chair; J. Bray; J. Pearce; C. Licznerski; LD. McKenzie; C. MacKewan; D. Sebalj; M. Lowe

**REGRETS:** K. Heffernan;

**STAFF PRESENT:** K. Withers, Accessibility Coordinator  
M. Land, Manager of Branch Operations  
J. Gaboury, Landscape Architect  
J. Archibald, Facility Capital Projects Supervisor, Recreation and Parks  
J. De Abreau, Facility Coordinator

#### **OTHERS PRESENT:**

#### **1 General**

##### **A Disclosure of Conflicts of Interest**

Councillor J. Hurst called upon members of the Committee for any Disclosure of Conflicts of Interest they might have with items on the agenda.

None were declared.

- B** 6:35 p.m. – J. Gaboury, Landscape Architect and M. Land, Manager of Branch Operations Halton Hills Public Library addressed the committee regarding the funding of a push button door and accessible tables which will make the Acton Branch Library reading deck accessible.

Recommendation No. HHAAC-2019-0001

THAT the Halton Hills Accessibility Advisory Committee supports the funding of the



Accessible entrance to the new Acton Branch Library Reading Deck and three accessible tables;

AND FURTHER THAT funding be taken from the Halton Hills Accessibility Advisory Committee Capital Budget in the amount of \$5200.00.

CARRIED

- C 7:00 p.m. – J. Archibald, Facility Capital Projects Supervisor, Recreation and Parks and J. De Abreau, Maintenance Coordinator addressed the committee regarding funding being request to retrofit the accessible doors in the accessible doors in the Alcott mezzanine and seating area.

Recommendation No. HHAAC No. 2019-0002

THAT the Halton Hills Accessibility Advisory Committee supports the funding request to retrofit the doors in the Alcott mezzanine and seating area to make them accessible;

AND FURTHER THAT the funding be taken from the Halton Hills Accessibility Advisory Committee Capital Budget in the amount of \$20,881.95.

CARRIED

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

- A Robert Little Public School – Pathway to the new playground was discussed with the committee but was determined it was not part of the HHAAC mandate to fund the pathway for the school playground.
- B LD McKenzie advised that the handrails had been installed at the Kayak Launch at Fairy Lake for accessibility and ease of getting into the canoe or kayak.

**3 For Committee Review and Comment**

- A NIL

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

- A

- 5 The meeting adjourned at 7:42 p.m.

- 6 Next Scheduled Meeting – June 26, 2019



THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

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Moved by: \_\_\_\_\_ Date: June 17, 2019

Seconded by: \_\_\_\_\_ Resolution No.: \_\_\_\_\_

Item  
No. 15.1

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WHEREAS the Government of Ontario unilaterally cancelled a planned two cent per litre incremental increase to gas tax transfers to municipalities;

AND WHEREAS transit systems will not be able to meet the needs of Ontarian commuters if they do not have operational and capital funding to provide convenient, affordable, and reliable services;

AND WHEREAS the dedicated Gas Tax for Public Transportation Program has, since its inception in 2004, become an irreplaceable source of capital and operational funding that Ontario transit systems of all sizes count on to serve their communities;

AND WHEREAS transit systems have, since the program became permanent in 2014, experienced year over year ridership increases as a result of service level improvements;

AND WHEREAS the Town of Halton Hills specialized transit program currently relies heavily on dedicated Gas Tax to fund a portion of the programs operating costs;

AND WHEREAS transit initiatives within the Town of Halton Hills, including implementation of the Transit Service Strategy, would be negatively affected if changes to the dedicated Gas Tax are further reduced or eliminated;

THEREFORE BE IT RESOLVED this Council request that the Government of Ontario continue to support transit systems across the province, recognizing the economic, environmental, and social benefits of public transit investments;

AND FURTHER THAT this Council request that the Government of Ontario make evidence-based decisions when considering the effectiveness of current gas tax transfers to municipalities in growing transit ridership across Ontario;

AND FURTHER THAT this Council request that the Government of Ontario preserve and continue existing gas tax transfers to municipalities as a dedicated source of funding for public transit;

AND FURTHER THAT this motion be circulated to MPP Ted Arnott; Minister of Transportation, Jeff Yurek; and Ontario Public Transit Association CEO, Karen Cameron.

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Mayor Rick Bonnette



**BY-LAW NO. 2019-0025**

A By-law to provide that Section 50 of the Planning Act, R.S.O. 1990, does not apply to Block 233, Plan 20M-1196

**WHEREAS** Section 50 of the Planning Act, R.S.O 1990, Chapter P. 13, as amended, provides that no person shall convey part of any lot within a Plan of Subdivision;

**AND WHEREAS** Section 50 of the Planning Act, sets out that Council may by By-law, provide that Section 50 does not apply to land that is within such registered plan or plans of subdivision or part or parts thereof, as is or are designated in the By-law;

**AND WHEREAS** Council has deemed it advisable to exempt Block 233, Plan 20M-1196, for the purposes of creating eight (8) townhouse units, together with the respective reciprocal easements, from those provisions of the Planning Act dealing with part lot control;

**AND WHEREAS** on June 17, 2019, Council for the Town of Halton Hills adopted Report No. PLS-2019-0031 dated May 15, 2019, in which certain recommendations were made relating to the application for part lot control exemption to eight (8) townhouse units and reciprocal easements.

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

1. THAT Section 50 of the Planning Act does not apply to the lands described as Block 233, Plan 20M-1196, which are more particularly described in Schedule "A", attached hereto and forming part of this by-law.
2. THAT this by-law shall come into force and take effect on the day of passing.
3. THAT this by-law shall be deemed to expire on the 17<sup>th</sup> day of June, 2020 unless otherwise extended in accordance with Subsection 7.4 of Section 50 of the Planning Act, R.S.O. 1990.

**BY-LAW** read and passed by the Council for the Town of Halton Hills, this 17<sup>th</sup> day of June, 2019.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES

## **SCHEDULE “A” TO BY-LAW NO. 2019-0025**

PIN: 25050 – 2668 (LT)

Block 233, Plan 20M-1196; being Parts 1 to 19 (inclusive) on 20R-21417, Town of Halton Hills, Regional Municipality of Halton;

### **NOTES:**

Dwelling Units and new Easements to be created as follows:

1. Townhome Unit 1: Parts 1 & 19 (s/t ease Part 19 & t/w ease Part 18);
2. Townhome Unit 2: Parts 2 & 18 (s/t ease Part 18 & t/w ease Part 19);
3. Townhome Unit 3: Parts 3 & 17 (s/t ease Part 17 & t/w ease Part 16);
4. Townhome Unit 4: Parts 4 & 16 (s/t ease Part 16 & t/w ease Part 17);
5. Townhome Unit 5: Parts 5 & 15 (s/t ease Part 15 & t/w ease Part 14);
6. Townhome Unit 6: Parts 6, 9 & 14 (s/t ease Part 14 & t/w ease Part 15);
7. Townhome Unit 7: Parts 7, 10 & 13 (s/t ease Part 13 & t/w ease Part 12);
8. Townhome Unit 8: Parts 8, 11 & 12 (s/t ease Part 13 & t/w ease Part 13).



**BY-LAW NO. 2019-0026**

A By-law to assume the Public Services and Street, names, Foxtail Court, with Subdivision Plan 20M-1093

**WHEREAS** the subdivision development within Plan 20M-1093 meets the requirements of The Corporation of the Town of Halton Hills for final assumption of the public services and the streets installed therein.

**AND WHEREAS** on June 4, 2019, Council for the Town of Halton Hills approved Report No. PLS-2019-0035 dated May 14, 2019, in which certain recommendations were made relating to the assumption of Subdivision Plan 20M-1093.

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

1. THAT the public services installed in connection with Subdivision Plan 20M-1093, be and the same are hereby assumed by The Corporation of the Town of Halton Hills.
2. THAT the streets laid out on Subdivision Plan 20M-1093, be and the same are hereby assumed by The Corporation of the Town of Halton Hills.

**BY-LAW** read and passed by the Council for the Town of Halton Hills, this 17<sup>th</sup> day of June, 2019.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES



**BY-LAW NO. 2019-0027**

A By-law to provide for the appointment of Private Parking Enforcement Officers

**WHEREAS** Section 15 of the Police Services Act, R.S.O. 1990, Chapter P.15, authorizes Council to pass by-laws for appointing a municipal law enforcement officer;

**AND WHEREAS** Section 227 of the Municipal Act, S.O. 2001, Chapter 25, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of Council;

**AND WHEREAS** Mobile Support Services Security will be appointed Private Parking Enforcement Officers for the purpose of performing private parking within the Corporation of the Town of Halton Hills.

**AND WHEREAS** on June 17, 2019, Council for the Town of Halton Hills adopted Report No. ADMIN-2019-0022, dated May 15, 2019, in which certain recommendations were made relating to Appointment of Private Parking Officers.

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

1. That the following Private Parking Enforcement Officer be appointed for the following locations:

| Private Parking Enforcement Officer | Location of Appointment   | Date of Appointment |
|-------------------------------------|---|---------------------|
| Andrew LEWIS                        | 10-44 Holmesway – Acton ON<br>Halton Community Housing Corporation        | June 17, 2019       |
|                                     | 46 Holmesway Place – Acton ON<br>Halton Community Housing Corporation     | June 17, 2019       |
| Carrie IBBOTSON                     | 17 Elizabeth Drive – Acton ON<br>Halton Community Housing Corporation     | June 17, 2019       |
| Jim ROSE                            | 11 Sargent Road – Georgetown ON<br>Halton Community Housing Corporation   | June 17, 2019       |
|                                     | 3 Hyde Park Drive – Georgetown ON<br>Halton Community Housing Corporation | June 17, 2019       |
|                                     | 8 Durham Street – Georgetown ON<br>Halton Community Housing Corporation   | June 17, 2019       |
|                                     |   |                     |

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 17<sup>th</sup> day of June, 2019.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES



**BY-LAW NO. 2019-0028**

A By-law to adopt the proceedings of the Council Meeting held on the 17th day of June, 2019 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 17<sup>th</sup> day of June, 2019.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES