

PLANNING, PUBLIC WORKS AND TRANSPORTATION COMMITTEE AGENDA

Meeting #: PPT-2019-0009
Date: Tuesday, June 25, 2019, 3:00 p.m.
Location: Halton Hills Town Hall, Council Chambers
1 Halton Hills Drive
Members: Mayor R. Bonnette, (Ex-Officio), Councillor C. Somerville, Chair,
Councillor J. Fogal, Councillor M. Albano, Councillor B. Lewis,
Councillor M. Johnson, Councillor B. Inglis

Pages

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

a. Gary McMahon, Resident of Barber Drive

Presentation to Committee regarding Residents of Barber Drive Park Petition.

(Refer to Item No. 4.a of this Agenda, Memorandum No. TPW-2019-0016)

4. REPORTS & MEMORANDUMS FROM OFFICIALS

Vet Reports to be considered by the Planning, Public Works and Transportation Committee.

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

a. MEMORANDUM NO. TPW-2019-0016 (AUTOMATIC HOLD)

TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2019-0016 dated June 12, 2019 regarding Barber Drive (East) – Road Safety Petition.

b.	<u>REPORT NO. PLS-2019-0041</u>	14
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0041 dated May 29, 2019 regarding Intensification Opportunities Study Update – Status Report.	
c.	<u>REPORT NO. PLS-2019-0042</u>	33
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0042 dated June 14, 2019 regarding Final Recommendation Report for Cannabis Cultivation and Processing in Halton Hills (Official Plan Amendment No. 35; Amendments to Comprehensive Zoning By-law 2010-0050, 401 Corridor Zoning By-law 2000-0138, and Site Plan Control By-law 2013-0070).	
d.	<u>REPORT NO. PLS-2019-0046</u>	62
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0046 dated June 12, 2019 regarding Recommendation Report for proposed Official Plan and Zoning By-law Amendments to allow for the development of 16 bungalow townhouses at 284 Queen Street East (Acton).	
e.	<u>REPORT NO. PLS-2019-0047</u>	88
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0047 dated May 29, 2019 regarding 2019 Community Sustainability Investment Fund.	
f.	<u>REPORT NO. PLS-2019-0048</u>	102
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0048 dated June 4, 2019 regarding Dedication of Reserves Blocks 239 – 243, inclusive, Plan 20M-1196 Halton Hills South Property Corp. – HHVHI 16 Ph 6 (20M-1208).	
g.	<u>REPORT NO. PLS-2019-0049</u>	106
	PLANNING AND SUSTAINABILITY REPORT NO. PLS-2019-0049 dated June 12, 2019 regarding Conditional water allocation for 284 Queen Street East (13 SDE from the Acton residential pool).	
h.	<u>REPORT NO. TPW 2019-0021</u>	110
	TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW 2019-0021 dated June 25, 2019 regarding Pre-approval for the Award of Tender T-052-19 for the Acton Total Phosphorus Offset Program.	
i.	<u>MEMORANDUM NO. ADMIN-2019-0011</u>	146
	OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2019-0011 dated June 17, 2019 regarding Climate Change Emergency Workshop.	
j.	<u>MEMORANDUM NO. TPW-2019-0015</u>	148
	TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2019-0015 dated June 13, 2019 regarding Transportation Update.	

5. CLOSED SESSION

Committee to Convene into Closed Session if necessary.

6. RECONVENE INTO OPEN SESSION

Motion to approve items pertaining to Closed Session.

7. ADJOURNMENT

MEMORANDUM

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

FROM: Matt Roj, Traffic Coordinator

DATE: June 12, 2019

MEMORANDUM NO.: MEM-TPW-2019-0016

RE: Barber Drive (East) – Road Safety Petition

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to advise the Planning, Public Works and Transportation Committee on the petition received regarding road safety issues on Barber Drive (East) from Mountainview Road South to Argyll Road.

BACKGROUND:

On June 4, 2019, the Clerk and Director of Legislative Services received a request from a resident to appear as a delegation before Council on road safety concerns on Barber Drive, east of Mountainview Road South to Argyll Road. The resident followed up with a petition requesting action to be taken in regard to speeding concerns and function of Barber Drive and in particular, near the vicinity of Barber Drive Park. The petition is included as Attachment 1.

Once the petition was received, staff reached out to the resident to discuss the process.

COMMENTS:

To address the speeding concerns identified in the petition, staff will follow the neighbourhood traffic calming approach included in the Traffic Calming Implementation Protocol. The neighbourhood traffic calming approach includes the following six (6) step process:

- 1) Identify Speeding Issue(s)
- 2) Initialize Speeding Verification and Education
- 3) Complete Screening Process
- 4) Rank and Prioritize Neighbourhoods
- 5) Develop Traffic Calming Plan (TCP)
- 6) Implement Traffic Calming Plan through the Capital Program

As part of step 2, staff will deploy a radar message board to Barber Drive (East) during the week of July 8, 2019. The need for further review will be determined after the speeding verification and education step is completed in the fall.

Our existing 2019 Traffic Engineering Work Plan does not include this project. Staff will determine if any time is available within the year to complete any additional data collection and analysis. Phase 3, 4, 5, and 6 of the Traffic Calming Protocol will be prioritized as part of the development of the 2020 Traffic Engineering Work Plan that will be presented to the Planning, Public Works and Transportation Committee.

CONCLUSION:

Staff will complete the initial review in accordance with the Traffic Calming Implementation Protocol and comment on our findings back to the Planning, Public Works and Transportation Committee as part of the 2020 Traffic Engineering Work Plan.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read "Maureen Van Ravens".

Maureen Van Ravens, Manager of Transportation

A handwritten signature in black ink, appearing to read "C. Mills".

Chris Mills, Commissioner of Transportation and Public Works

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

Brent Marshall, Chief Administrative Officer

Attachment 1

Petition summary and background:

My Name is Gary Mc Mahon of 278 Barber Dr, Georgetown. I am a Helicopter Pilot for the Ontario Air Ambulance System (Ornge). I continuously attend accidents that are preventable. The worst are when our innocent children get hurt, just when they are trying to cross the street to the park to play.

Action petitioned for:

We, the undersigned, are concerned citizens who urge our leaders to act now to initiate / take action on Barber Drive to ensure safety for its residents, particularly in the vicinity of Barber Drive Park. This is a petition to control the speed driven (40 Km/h zone) and discontinue its use as a "Feeder Road", between Argyll Rd and Mountainview Road South. The distance between using Barber Drive is a mere 50 meters.

Barber Drive Park is a busy park, in-particularly in the Spring / Summer and Fall seasons. Soccer League games are often scheduled, and Dog-walkers are also affected and are daily put in harms way of being hurt or even killed by vehicles that continuously disobey the speed limit, and even ignore the Neighborhood Culture the residents have tried to embrace. Additionally, it is also on the School Bus Route, with St. Catharine of Alexandria elementary school on the same road. This in turn further exposes more danger to Children, their parents and pedestrians.

Barber Drive is often used as a short-cut (aka "Feeder Road") between Mountainview Drive and Argyll Drive. Residents on Barber, Mc Kinnon and Donaghedy Drives are continuously being tail-gated and sped upon merely just turning into, or out of their own driveways or streets. Since the construction of the residences east of Argyll Drive, the traffic has since increased exponentially, as such, so has the danger. We do notice the occasional Police presence, which is appreciated, but it is obvious the matter has not been effectively addressed

As a Helicopter Pilot for the Ornge Air Ambulance, I unfortunately see accidents like this on a Daily basis...saddened mostly by the fact that most incidents like this are preventable. Unfortunately, my experience and exposure has taught me that it is but only a matter of time before someone is hurt or killed. It is time to ensure no such thing happens in this great neighborhood of ours.

Eaton Drive was subject to a pilot project, whereby temporary speed bumps were installed, and subsequently removed during the winter months. The project was obviously a success as permanent speed bumps have now been constructed.

I, and the undersigned residents are making a plea to the Town of Halton Hills to recognize the importance of safeguarding our children and residents, before tragedy strikes. It is unfortunately only a matter of time.

Please take just a minute of your time to consider. This is a great town to live in, and we should care for the good people that live here. **S**afety should be a top priority, and I for one will be tragically saddened should I ever be called to attend an incident where one of our own children or adult has been unnecessarily harmed.

Please join me in Unity in this small step to make our beautiful suburb safer.

Best Regards



GARY MC MAHON

Disclaimer: I have advised, and let it be known that your Signature / Comments will be submitted to Council for review .

Diagrams / Maps:

Barber Dr / Mc Kinnon / Donaghedy / Emslie Roads



BARBER DRIVE - 550M

ARGYLL MOUNTAIN VIEW - 700M

Barber Drive – East of Argyll Road – MORE RESIDNCES = MORE TRAFFIC



With the increased residences and construction east of Argyll Drive, the Section of Barber Drive between Argyll Rd and Mountainview Rd South should no longer be classified as a “Feeder Road”.

Comments

Name	Location	Date	Comment
Gary Mc Mahon	Georgetown, Canada	2019-05-01	It is only a matter of time before Tragedy Strikes!
Liam McMahon	Poole, England, UK	2019-05-01	Having family that live on Barber Drive I know that it's a great place but have seen first hand some people putting others at risk.
Dean Boudreau	Georgetown, Canada	2019-05-01	I live in the area, and agree that this is a dangerous situation.
Carrie-Ann Ostrom	Cambridge, Canada	2019-05-01	United we stand!!! Divided we fall!!! Simple as that!!!
Cheryl Montana	Georgetown, ON, Canada, Canada	2019-05-01	100% required!! Agree!!
Joanna Borges	Canada	2019-05-01	Safety should be our number 1 priority.
Amanda McMahon Luscombe	Guelph, Canada	2019-05-01	It's an absolute necessity. It's not a matter of "if" it's a simple matter of "when" these speed bumps are 100% required.
Iorraine falzon dimech	Halton Hills, Canada	2019-05-02	This letter should not be nessecary. Speed bumps are over due on this road.
Anne LeBlanc	Georgetown, Canada	2019-05-02	This has been needed for years. I took my kids to this park all the time and many times there was close calls with cars going too fast on Barber Dr.
Gary Mc Mahon	Georgetown, Canada	2019-05-09	Barber Drive is not a Short-Cut or Drag Strip, and tired of being intimidated and hooted at when going in and out of my driveway!

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Petition Support: Barber Drive Safety and Speed Control

Name	Signature	Barber	Donaghy	Mc Kinnon	Emslie	Comment	Date
GARY Mc NEE	<i>[Signature]</i>	278					21 May 2019
Gina Maxwell	<i>[Signature]</i>		62			Please drink for safety	21 May 2019
Bonnie Farwell	<i>[Signature]</i>	243				arrange for safety reasons	21 May 2019
Hilke B. van	<i>[Signature]</i>	25				Supply, London	21/05/2019
Elizabeth McNamee	<i>[Signature]</i>						21.05.2019
Elmer Lawrence	<i>[Signature]</i>			73			21.05.2019
LAREN LEONARD	<i>[Signature]</i>					33 WILKINS FOR MARKED	21.05.2019
ARON KOSINSKI	<i>[Signature]</i>		41				21.05.2019
MICHAEL PSON	<i>[Signature]</i>	222				PLEASE IMPLEMENT	21/05/2019
Bill Wilson	<i>[Signature]</i>						21/05/2019
MAURICE BOSTON	<i>[Signature]</i>			57			21/05/2019
MAURICE BOSTON	<i>[Signature]</i>			57		Please reduce speed	21/05/2019
BOB FLEMING	<i>[Signature]</i>	274					21/05/2019
PAUL DICKINSON	<i>[Signature]</i>	257				Long Time Pleasure	21/05/2019
PAUL DICKINSON	<i>[Signature]</i>	257					21/05/2019
SHARON BAYD	<i>[Signature]</i>	256					21/05/2019
SHARON BAYD	<i>[Signature]</i>						21/05/2019
SHARON BAYD	<i>[Signature]</i>	258					21/05/2019
SHARON BAYD	<i>[Signature]</i>						21/05/2019
SHARON BAYD	<i>[Signature]</i>	240					21/05/2019
SHARON BAYD	<i>[Signature]</i>	268				Slow Down	21/05/2019
SHARON BAYD	<i>[Signature]</i>	267				REQUIRES ATTENTION	21/05/2019
SHARON BAYD	<i>[Signature]</i>			74		Speed	21/05/2019
SHARON BAYD	<i>[Signature]</i>			47		Speed / parking	21/05/2019
SHARON BAYD	<i>[Signature]</i>	285				Safety Speed	21/05/2019
SHARON BAYD	<i>[Signature]</i>					Safety Speed	21/05/2019
SHARON BAYD	<i>[Signature]</i>					"	21/05/2019
SHARON BAYD	<i>[Signature]</i>					"	21/05/2019

I used Disclaimer: I have advised, and let it be known that your Signature / Comments will be submitted to

12 OFF - 500 Council for review .

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REPORT

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

REPORT FROM: Melissa Ricci, Senior Policy Planner

DATE: May 29, 2019

REPORT NO.: PLS-2019-0041

RE: Intensification Opportunities Study Update – Status Report

RECOMMENDATION:

THAT Report No. PLS-2019-0035, dated May 29, 2019, reporting on the status of the Intensification Opportunities Study Update be received for information;

AND FURTHER THAT staff report back to Council on the results of the planned public consultation activities and the technical background studies when completed in the fall.

BACKGROUND:

The Town is undertaking a review of the 2010 Intensification Opportunities Study to develop and update policies and guidelines for intensification/ infill development in the built up urban areas of Georgetown and Acton to the end of the 2041 planning horizon. Through this Study, the Town will be better positioned to manage expected residential growth within built urban areas and provide input to the Regional Official Plan Review, which is currently underway.

In 2017, staff advised Council through report PLS-2017-0021 that SVN Architects + Planners Inc., joined by Dillon and Hemson Consulting, was awarded the contract to lead the Study. Considering the current Provincial and Regional direction regarding intensification, the Consulting team would review servicing and transportation capacity, and real estate market interest to help assess how much intensification can be appropriately accommodated in the Town. In addition, the team would prepare Infill Design Guidelines highlighting aspects of urban design that should be considered when reviewing applications for infill developments within Mature Neighbourhoods, Contemporary Neighbourhoods, and Nodes and Corridors throughout Georgetown and Acton.

COMMENTS:

The purpose of this report is to provide an update regarding the status of the Intensification Opportunities Study Update and inform on the next steps planned in order to finalize the Study by fall 2019. To date, a number of draft technical documents have been prepared including the Policy Review and Directions Report, the Infill Design Guidelines, the draft Infrastructure Assessment Report and a draft Market Assessment Report. These documents examine the potential to accommodate new development within key nodes and corridors, and the various forms of intensification that are possible within the Urban Areas of Acton and Georgetown.

As part of this Study, staff will present an updated Intensification Inventory, reflecting approved and recently completed development projects, as well as the feedback received during consultation from both the public and Members of Council. The physical potential and existing constraints of individual sites (e.g. site configuration and topography, existing uses, adjacent uses, setbacks, heritage considerations etc.) are all considered within the inventory assessment. Work on the inventory is ongoing; however, it will not be finalized until the inventory assumptions are confirmed based on the results of the Infrastructure and Market Assessments.

A Steering Committee, comprised of Members of Council, industry leaders and interested residents as well as a representative from the Region has been established primarily to provide comments during the study process, including reviewing the background work and technical documents associated with the study. In addition, a Technical Advisory Committee consisting of Town staff from key departments was established to provide feedback during the study process, assist with issue identification and resolution and provide data input. Two meetings have been held with the Steering Committee and the Technical Advisory Committee on April 23, 2018 and February 7, 2019. During these meetings, staff and the Consulting team introduced the Study, discussed the concepts of intensification and infill development and presented the preliminary findings of the draft technical assessments.

Public Engagement

A number of consultation activities have been established for this Study including regular meetings with the Steering Committee, two Public Open Houses, and additional online and in-person interactive engagement activities.

A Public Open House was held on May 15, 2019 at the Hillview Active Living Centre in Georgetown from 6:30 to 8 pm to introduce the project to the public and provide an opportunity to gather their feedback. Display boards summarizing information on the Study (see Attachment A) were presented and staff together with the Consulting team were available to answer questions. A Survey Form to gather input from participants and hear about their vision for accommodating intensification in the community was distributed at the Open House and is available on the Let's Talk Halton Hills webpage (see Attachment B).

A project webpage, which includes the background reports and information on new opportunities for engagement is being updated throughout the Study phases. In addition, a Let's Talk Halton Hills page has been created providing an opportunity for interested residents to share their input through a brief survey and ask questions. Staff will continue to leverage Let's Talk Halton Hills by providing opportunities for the public to provide their feedback through other interactive online activities.

An Educational Guide, for public distribution, has been prepared and is available online on the project website and at the Planning and Sustainability Department front counter (see Attachment C). The purpose of the Guide is to clearly explain what intensification is and to provide information on how intensification projects can be sensitively designed and integrated into existing neighbourhoods within the Town.

Upcoming Consultation

As of the date of writing this report, a Steering Committee Meeting is scheduled to take place on June 12, 2019. At this meeting, staff and the consulting team will deliver a brief presentation summarizing the updates to the Infill Design Guidelines and the Infrastructure and Market Assessments. In addition, staff will gather input from the Committee prior to presenting the information to the public. A Second Public Open House will then be scheduled for the fall.

Planning staff will work with Recreation and Parks staff to deliver interactive workshops with youth and seniors groups over the summer months. During these workshops, participants will place LEGO pieces on maps highlighting potential intensification areas in Acton and Georgetown to demonstrate the amount and form of intensification they envision in the community. Each coloured LEGO piece represents a different density/unit type i.e., red pieces are equal to three storey apartments (30 residential units) while orange pieces are equal to one row of townhomes (6 residential units).

The goal of these sessions is to engage both young people and seniors within our community through the process, by asking them to identify the best manner to accommodate development within the provincially identified built boundaries of the Town.

A Second interactive workshop will also be planned with the general public in the fall. The input from these LEGO workshops will be considered and used to fine-tune the intensification inventory (the estimated number of intensification units that can be accommodated in the urban areas of Acton and Georgetown), and will ultimately incorporated into the draft Official Plan Amendment.

Next Steps

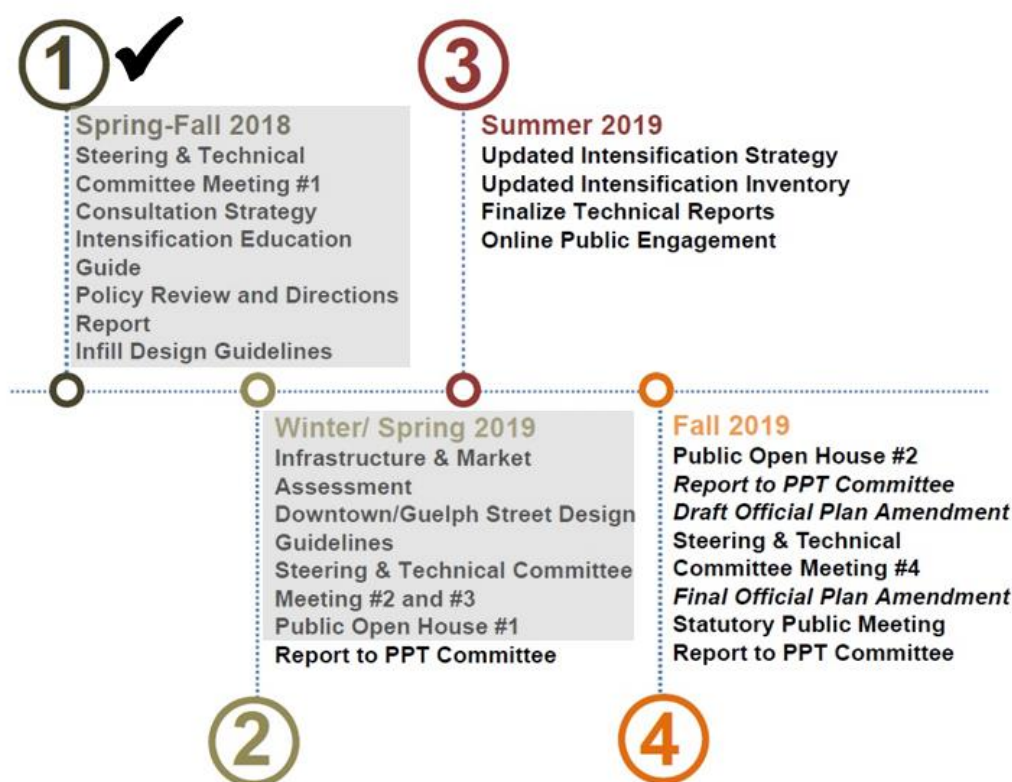
Town staff will work through the spring and summer to finalize the technical reports and facilitate interactive workshops with the Acton and Georgetown youth and seniors

groups. For this activity Planning staff will coordinate with Recreation and Parks staff who regularly organize activities with these groups at recreational and seniors centres.

Following the interactive sessions with the youth and seniors groups, staff will conduct a broader public consultation event/interactive workshop in the fall, and will provide an update to Council summarizing the results of the public consultation activities and the preliminary findings of the technical reports and updated inventory.

Figure 1 below provides a description of the updated project phases anticipated for this Study (the grayed out tasks have been completed).

Figure 1- Project Phases



RELATIONSHIP TO STRATEGIC PLAN:

This report directly aligns with Priority #3 of Council's 2014-2018 Strategic Action Plan, which is 'Planning for Growth'. Specifically this project advances the objective of 'preserving stable neighbourhood character by focusing development in intensification areas, and utilizing 'best practices' in urban design for infill development.'

The subject of this report also directly relates to Strategic Direction G: Achieve Sustainable Growth, specifically the following Objectives:

- G7 - To ensure that the character and stability of existing residential neighbourhoods is maintained when accommodating growth.
- G10 - To promote intensification and affordable housing in appropriate locations within the Town.
- G11 - To ensure the efficient use of urban land and infrastructure in existing communities and new growth areas.

FINANCIAL IMPACT:

The Region of Halton has advised that they will be providing the Town with \$75,000 to undertake the Intensification Opportunities Study Update. Council had previously approved \$75,000 for completion of this project. Upon receipt of funding from the Region of Halton, the funds approved by Council can be returned to the appropriate reserves as was recommended in Report P&I-2017-0036.

CONSULTATION:

Throughout the Study phases, Planning Policy staff has and will continue to consult with the Town's Development Review, Zoning and Building, Transportation and Development Engineering staff. In addition, consultation with Regional staff has been ongoing.

PUBLIC ENGAGEMENT:

Public consultation has been conducted with residents and other interested key-stakeholders via Steering Committee Meetings, a Public Open House and online engagement. The Study follows the Mayor's Public Engagement Charter which is built on three pillars; Transparency, Notification, and Participation.

SUSTAINABILITY IMPLICATIONS:

The recommendation outlined in this report advances the Strategy's implementation. Updating the Intensification Opportunities Study and completion of supporting studies (infrastructure assessment and urban design guidelines) will ensure that intensification is being directed to areas where infrastructure can accommodate the growth and that the scale of intensification is appropriate in specific areas. This directly relates to the Land Use goals in Imagine Halton Hills under the Environmental Health pillar.

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

COMMUNICATIONS:

The development of the Terms of Reference and the Public Consultation Plan included a comprehensive communications component to ensure that the community is kept informed and aware of the various opportunities to share their thoughts.

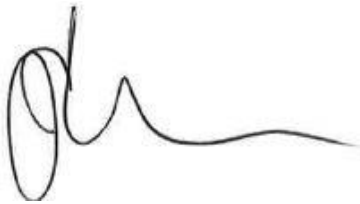
CONCLUSION:

Staff will be working through the summer and fall to finalize the technical reports, updated inventory and deliver the public consultation activities. The Study is intended to culminate in late-fall 2019. As the Region undertakes their Official Plan Review, it is important that the Town of Halton Hills updates the 2010 Intensification Study to advise the Region of the ratio of intensification that can be accommodated in Halton Hills to the year 2041, considering the available infrastructure and market demand and without compromising stable residential neighbourhoods.

Reviewed and Approved by,

A handwritten signature in cursive script that reads "Bronwyn Parker".

Bronwyn Parker, Manager of Planning Policy

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

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in cursive script that reads "Brent Marshall".

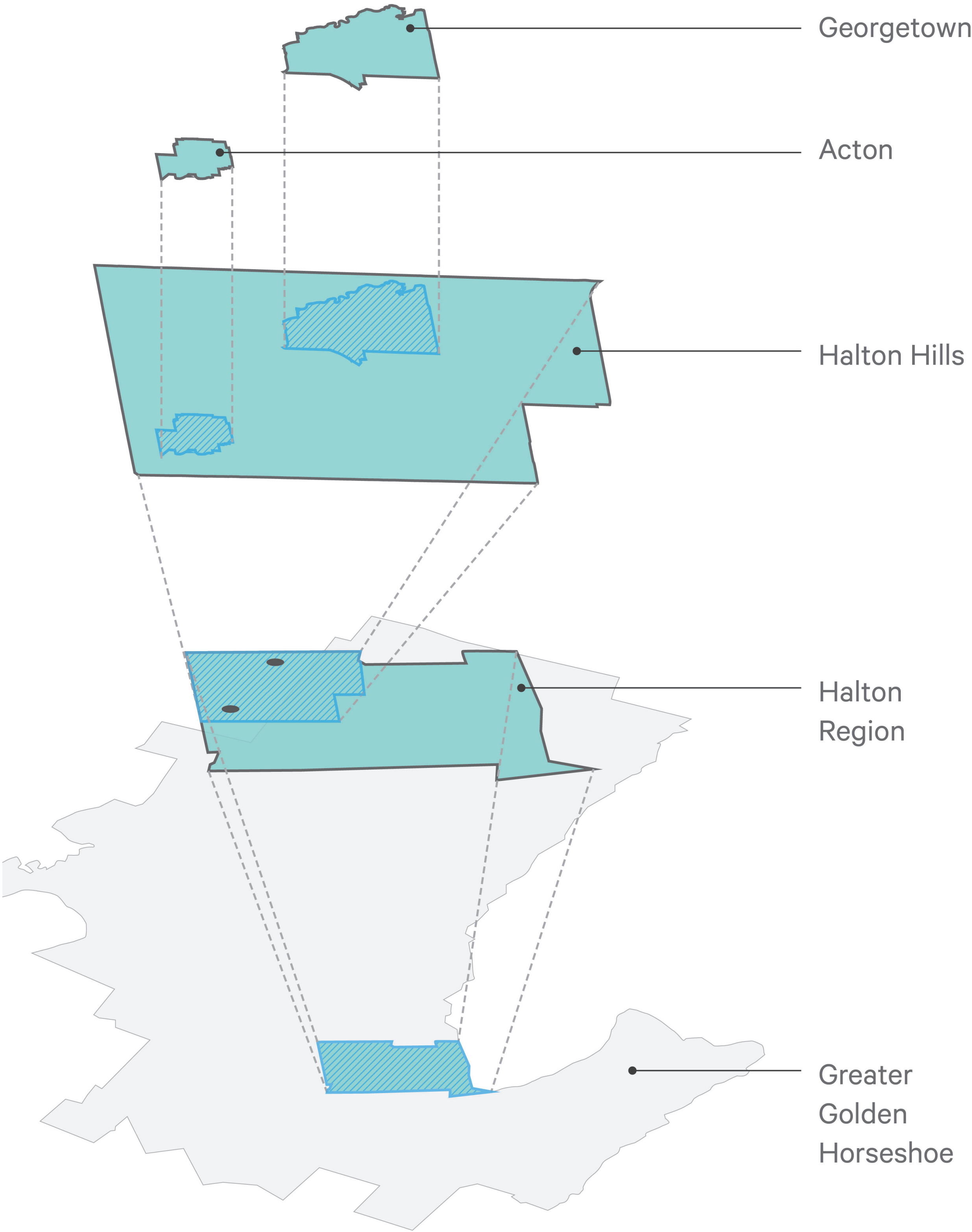
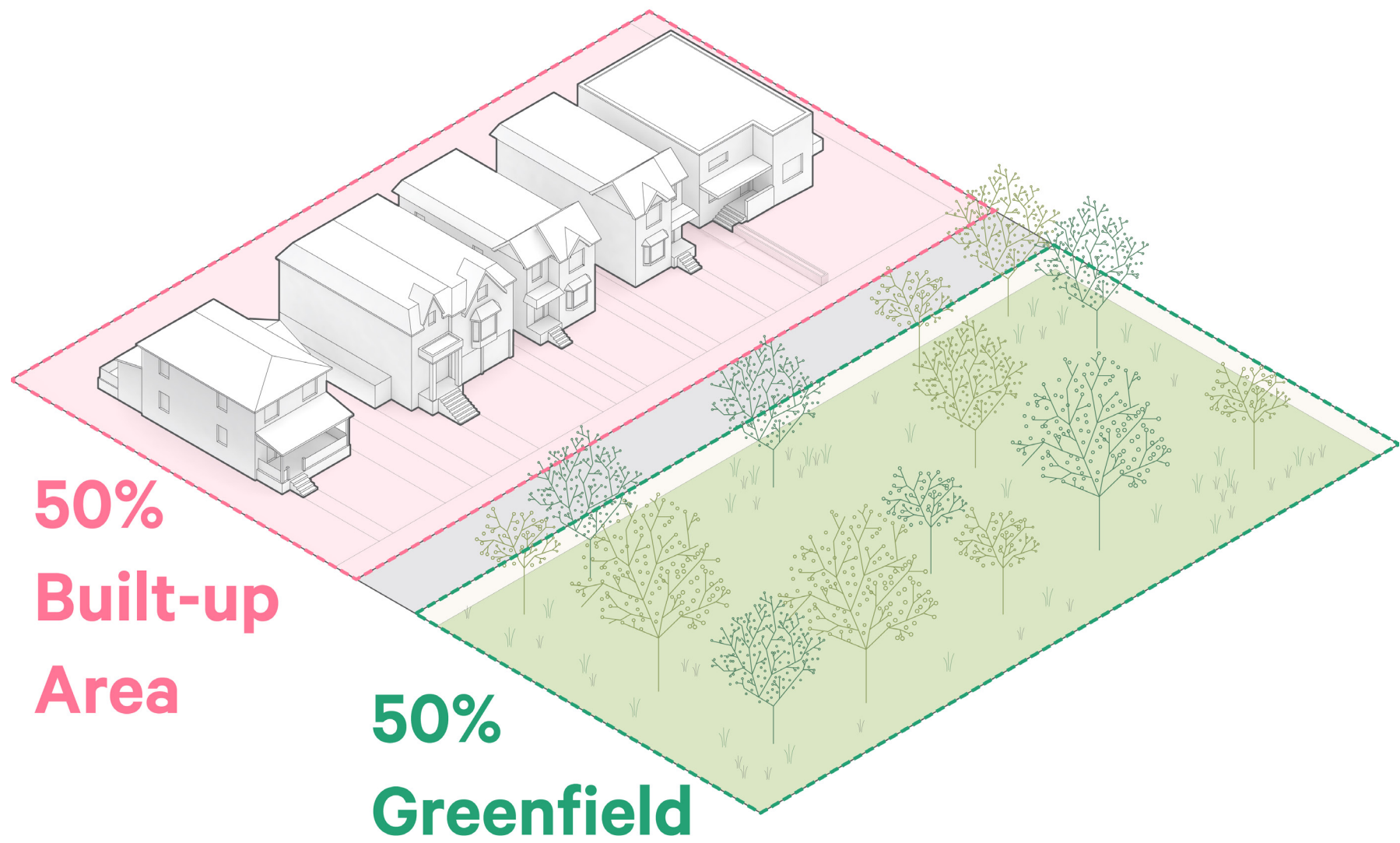
Brent Marshall, Chief Administrative Officer

Purpose of the Project

The Town of Halton Hills is preparing an update to the 2010 Intensification Opportunities Study. The purpose of the study is to understand the ability of the Town to accommodate residential intensification within the Built-Up Areas of Georgetown and Acton to the end of the 2041 planning horizon. This work will provide input to the Region of Halton Official Plan Review currently underway.

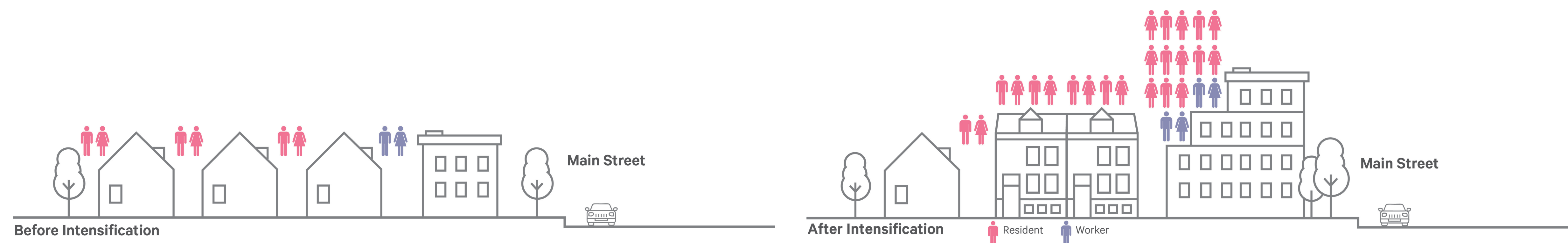
Why is Halton Hills Intensifying?

The Province has a plan for the Greater Golden Horseshoe (GGH) that makes sure growth is spread equitably. Each Region in the GGH is assigned different amounts of growth out to the year 2041. Each Region then assigns different amounts of growth to the various towns and cities within its boundaries. The Province’s plan also sets an intensification target. This target says that by 2041, 50% of growth must occur in Built-Up Areas (areas that are already developed) and 50% can occur in greenfields (areas that are not yet developed).



What is Intensification?

Intensification is all about using land more efficiently. This happens through an increase in the total number of people and jobs within a specific area - around a main street, for example. It is efficient because it provides more homes and businesses without needing to expand the amount of developed land.



What Does Intensification Look Like?

Intensification comes in many different forms. It can happen through the redevelopment of a property with a new building that has more units in it than what was there before. It can also happen through renovating or re-using an existing building to add more units to what is already there. Intensification can also feature a mix of uses within the same building, or within multiple buildings on the same property. This frequently takes the form of retail uses on the ground floor with residential uses above. **In all cases, intensification represents an increase in density (number of units per given area of land),** e.g. from low density to medium density.



	Low Density	Medium Density	High Density
Units / Net Hectare	Up to 20	21 to 50	51 to 100
Maximum Height	3 Storeys	4 storeys	8 storeys

Values in table above are approximate and may vary per area

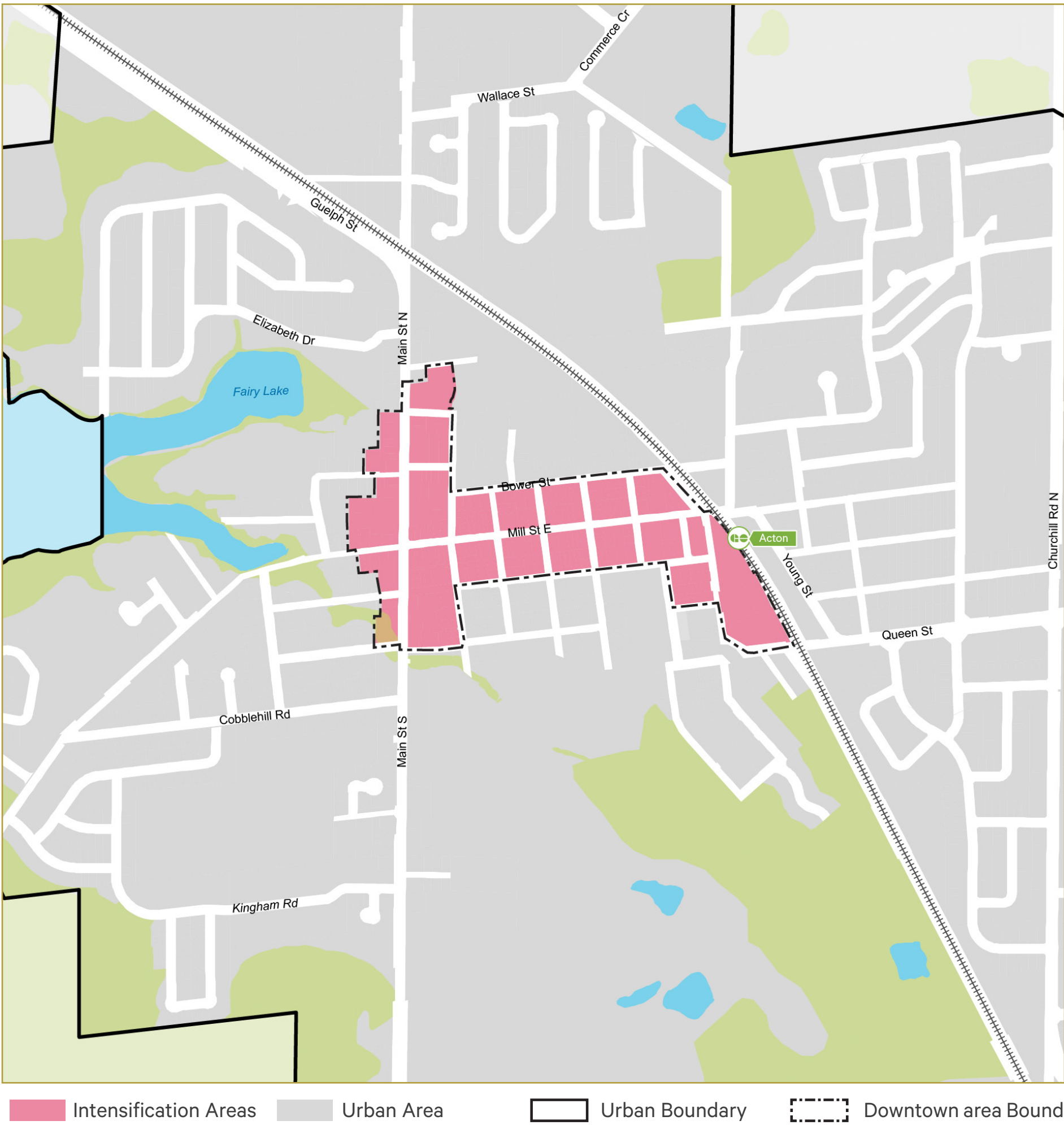
Where are we Planning for Intensification?

The Town of Halton Hills has a plan to make sure intensification happens in areas of our community where it will best fit in, and in a way that will maximize the benefits it can bring. The Town of Halton Hills Official Plan identifies Intensification Areas within the Built-Up Areas of Acton and Georgetown that are to be the focus for the majority of intensification to occur between 2015 and 2031. These areas are suitable for intensification for a number of reasons, including:

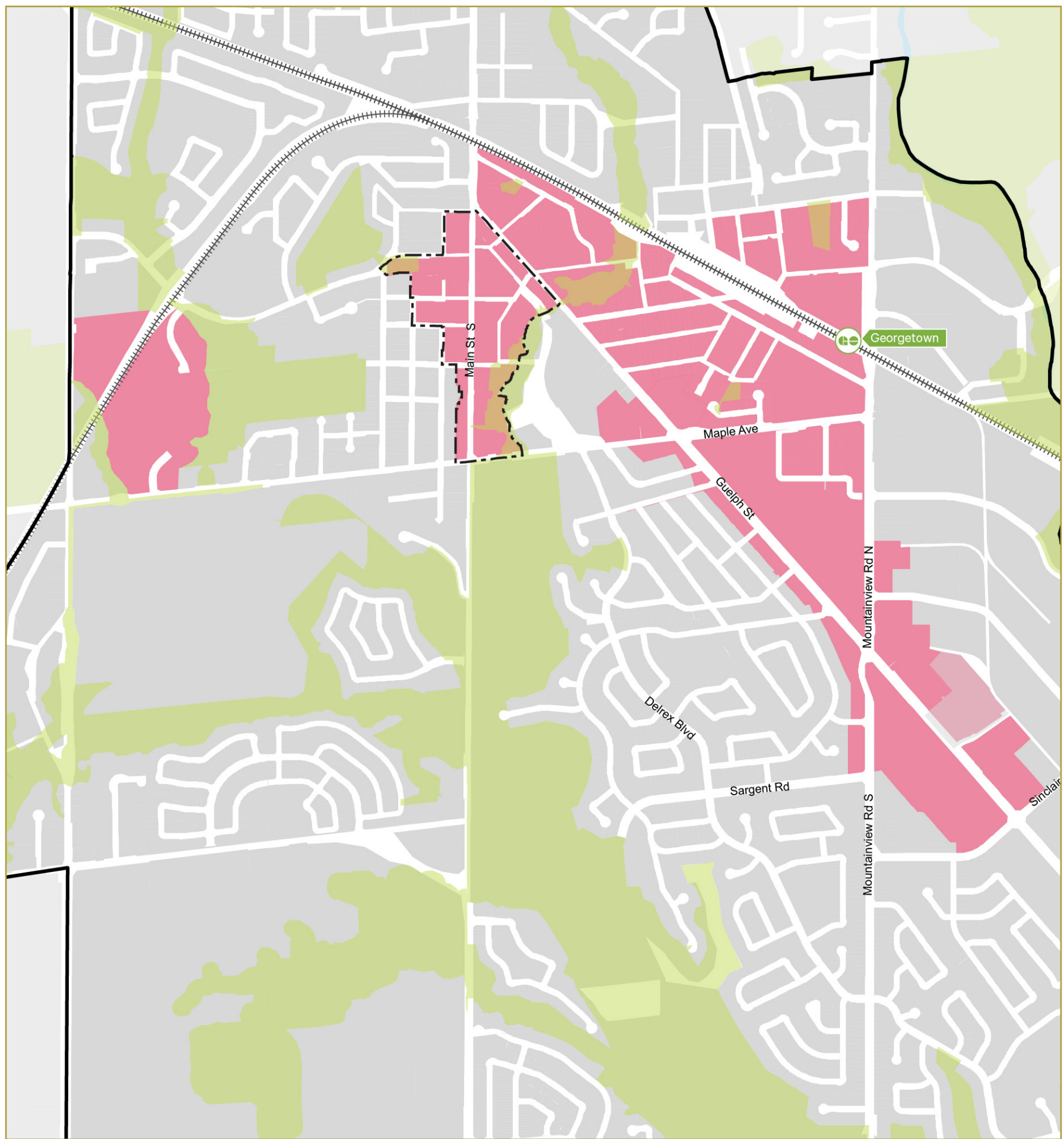
- They are already centres of activity and have a network of streets that makes it easy to walk
- They already feature or are planned to have a mix of uses
- They are close to the GO Transit stations
- They have properties that are large enough to accommodate intensification
- They have properties that are underutilized

This Study we will explore additional opportunities for intensification within the Urban Areas of Acton and Georgetown out to the year 2041.

Acton Existing Intensification Areas



Georgetown Existing Intensification Areas



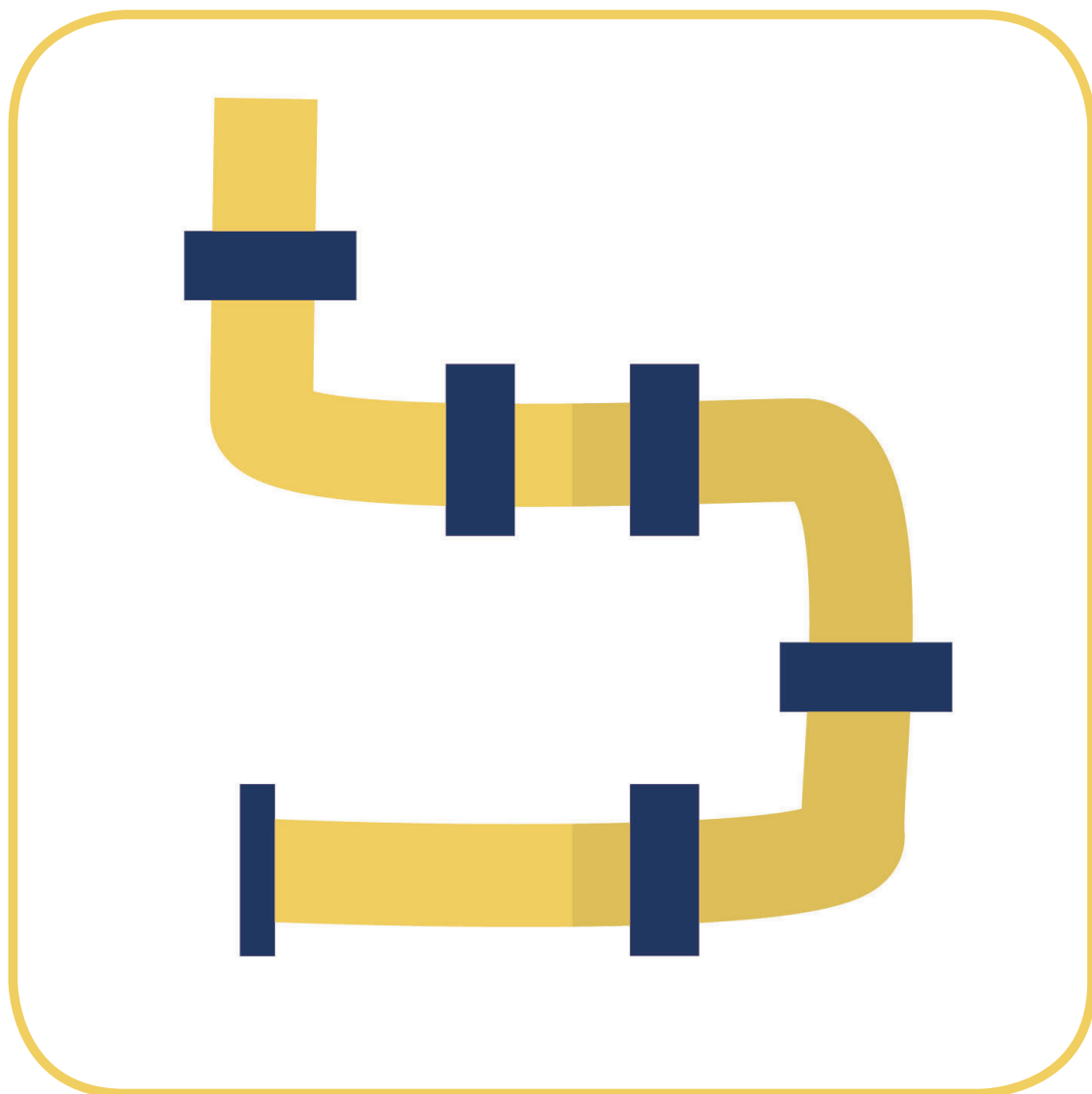
Why should we Plan for Intensification?

There are two reasons why it is important to plan for intensification. First, planning for intensification allows us to make sure that it happens in areas of our communities where it will best fit in. These areas are identified in the Town of Halton Hills Official Plan as **Intensification Areas**. Second, planning for intensification allows us to maximize the benefits that it can bring. These benefits include:



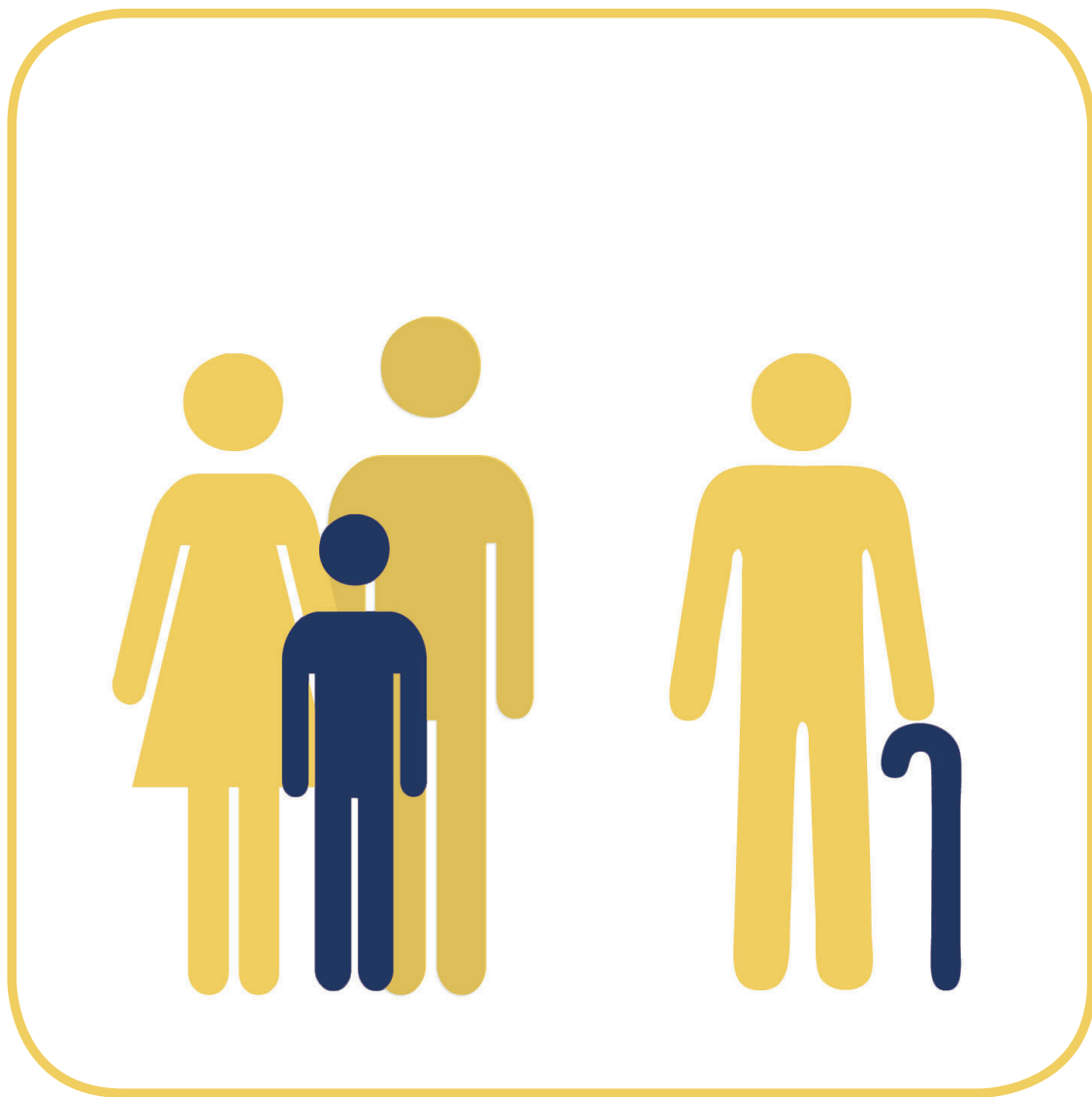
Using Land Efficiently

More people and jobs in the same area reduces the need to expand the amount of developed land. This reduces pressure on developing farmland and natural areas.



Using Tax Dollars Efficiently

More people and jobs in the same area optimizes the use of existing infrastructure, when feasible, and reduces the need to build new, costly infrastructure.



Providing Housing Options

Intensification provides for many different types of homes, allowing people to stay in the community as their housing needs change over time.



Promoting Community Health and Sustainability

A greater mix of uses encourages walking and reduces the need to drive. This provides both public health and environmental benefits.

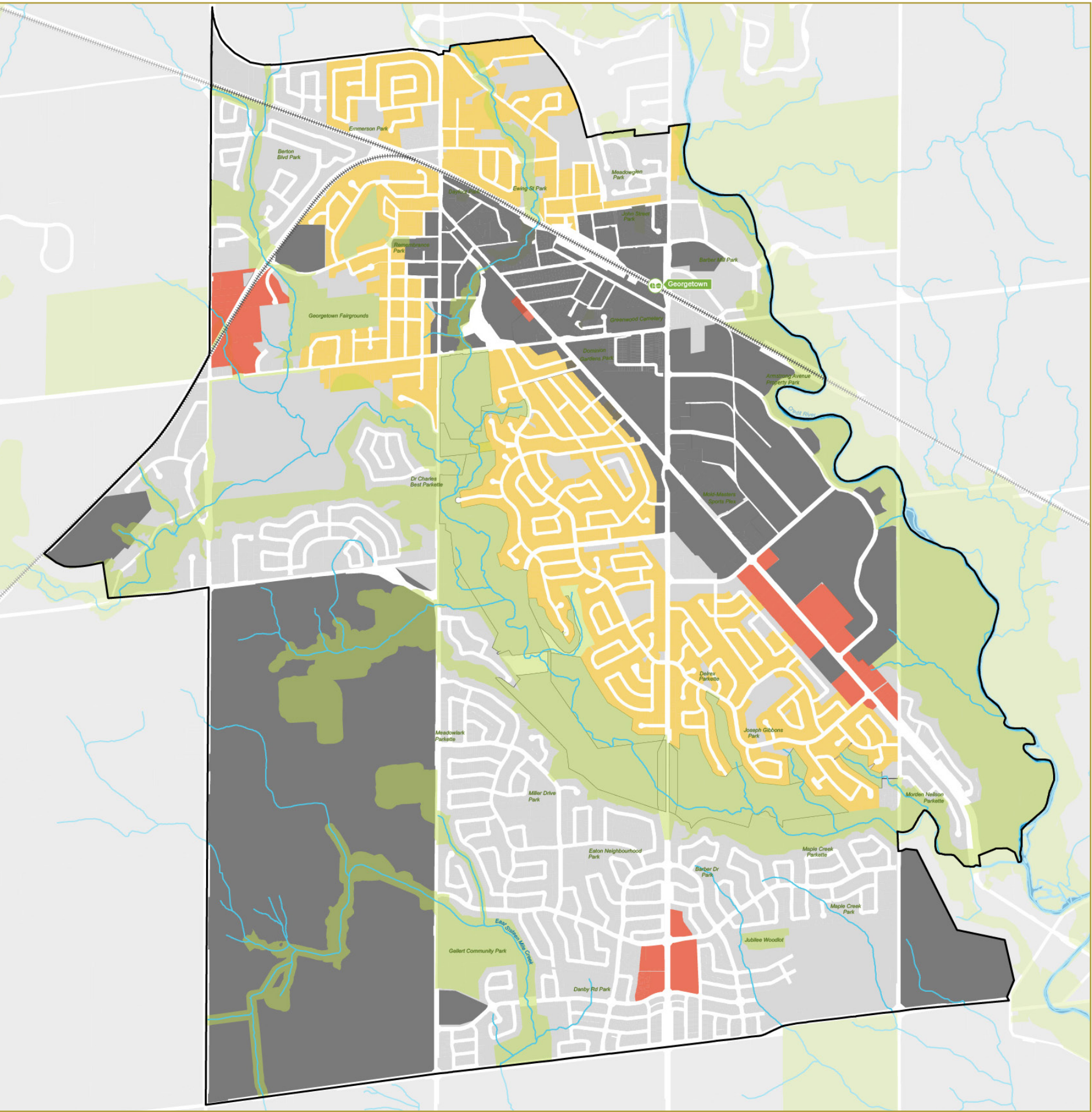
Infill Design Guidelines

Infill development is one of several forms of intensification. New Urban Design Guidelines for Infill development have been prepared as part of the Intensification Opportunities Study.

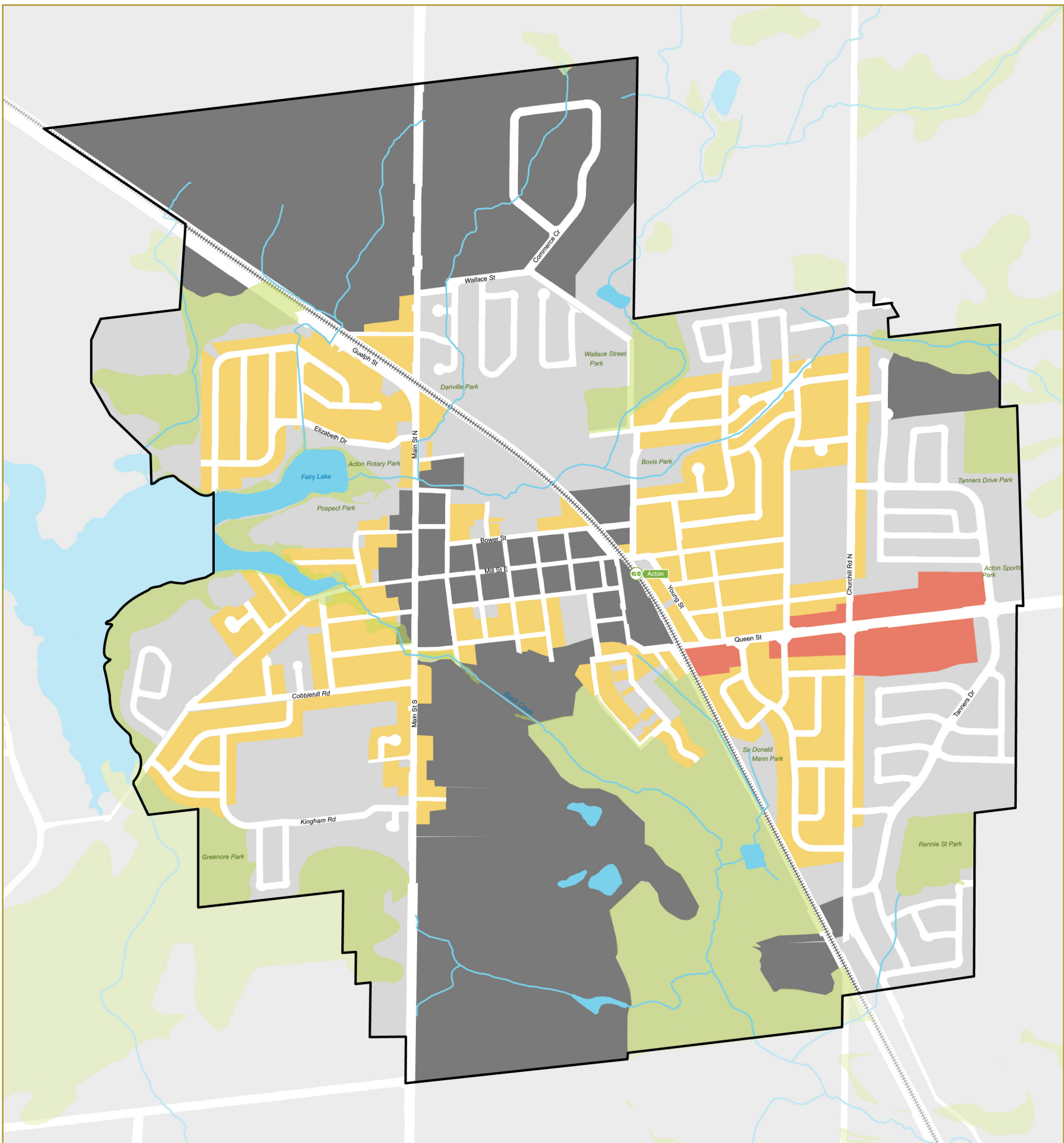
The purpose of these Guidelines is to inform the design of future development within **Mature Neighbourhoods, Contemporary Neighbourhoods and Nodes and Corridors** throughout Georgetown and Acton.

These Guidelines build upon relevant policies of the Town of Halton Hills Official Plan, as they pertain to lands designated Low, Medium and High Density Residential Areas, as well as Corridor Commercial Areas, Secondary Node Areas, and Civic Centre Areas.

Georgetown Boundaries



Acton Boundaries



- Legend**
- Nodes and Corridors
 - Mature Neighbourhoods
 - Areas Excluded from these Guidelines
 - Contemporary Neighbourhoods
 - Green Spaces
 - Waterbody
 - Urban Boundary

Infill Design Guidelines

The Infill Design Guidelines ensure that new development within Mature Neighbourhoods, Contemporary Neighbourhoods and Nodes and Corridors will fit within its existing and planned context by providing design guidance on: **Site Design** (e.g. lot area, lot dimensions, and lot coverage), **Building Design** (e.g. height, articulation and detailing), **Landscaping and Private Open Space Design** (e.g. street trees, outdoor amenity space), and **Access and Circulation** (e.g. service access, parking).



Articulation of a modern addition and an existing low-rise building with heritage features



Coordinated street trees and front yard landscaping



Planted bioswale in between parking space to mitigate stormwater runoff



Articulation of vertical bays and roof line



Street trees alternating with street furniture



Planted bioswale along street edge to mitigate stormwater runoff

Next Steps

The Intensification Opportunities Study also involves a number of technical assessments, including a **Transportation Assessment** (roads, transit, active transportation), **Servicing Assessment** (water, waste water, stormwater), and **Market Assessment** (demand/demographics). The draft results of these assessments will be shared at **Public Open House #2** and will be used to inform the Draft Official Plan Amendment.

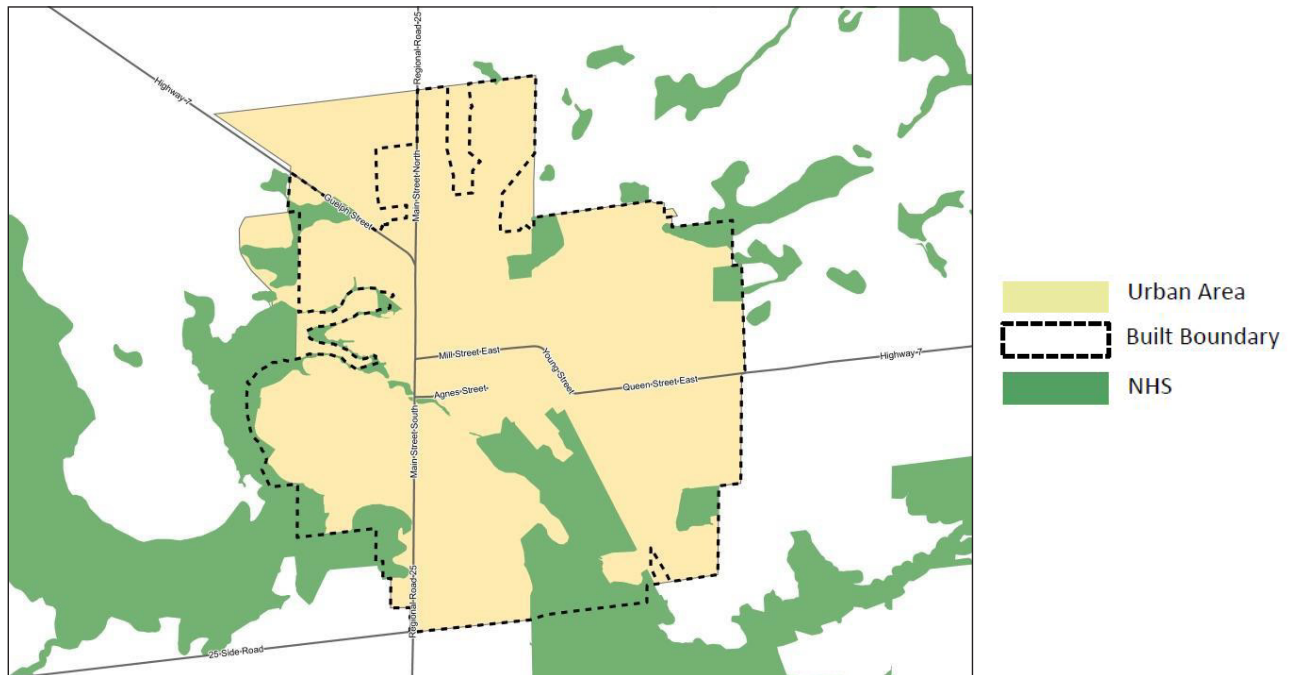


Join the conversation and share your thoughts on intensification at www.letstalkhaltonhills.ca/intensification

1) What factors do you think should be considered in determining where intensification could be located?

2) What do you think makes an area inappropriate for intensification?

3) If you are familiar with the Acton Urban Area (the yellow area on the map below), what type of new development do you think would fit well in this area?

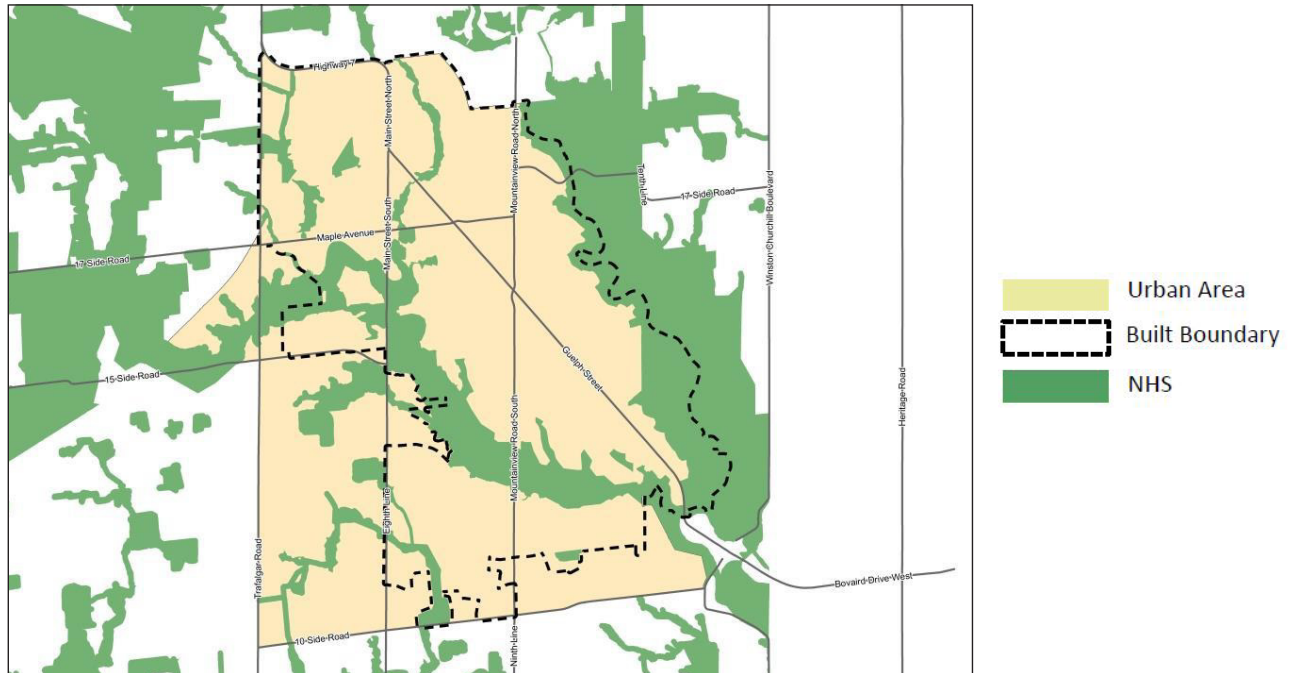


(Choose as many options as you think could apply)

- a) Detached/semi-detached houses
- b) Mixed used residential/commercial units
- c) Row/townhouses
- d) Apartment style (three storeys or below)
- e) Apartment style (three to six storeys)
- f) Other

Explain:

4) If you are familiar with the Georgetown Urban Area (the yellow area on the map below), what type of new development do you think would fit well in this area?



(Choose as many options as you think could apply)

- a) Detached/semi-detached houses
- b) Mixed used residential/commercial units
- c) Row/townhouses
- d) Apartment style (three storeys or below)
- e) Apartment style (three to six storeys)
- f) Other

Explain:

- 5) What do you think are the most important considerations when evaluating the design and suitability of a specific development proposal in the built urban boundary?

Thank you for sharing your thoughts and ideas! Your input will help us shape how intensification happens in our community.

You can send us your form via email to **mricci@haltonhills.ca**
or drop it off at the

**Planning and Sustainability Department located at
Town Hall, 1 Halton Hills Drive, Halton Hills ON L7G 5G2.**

The survey can also be submitted online at **<https://www.letstalkhaltonhills.ca/>**

Intensification Educational Guide

What does intensification look like?

Intensification comes in many different forms. It can happen through the redevelopment of a property with a new building that has more units in it than what was there before. It can also happen through renovating or re-using an existing building to add more units to what is already there. Intensification can also feature a mix of uses within the same building, or within multiple buildings on the same property. This most commonly takes the form of retail uses on the ground floor with residential uses above. In all cases, intensification represents an increase in density, e.g. from low density to medium density.

	Low Density	Medium Density	High Density
Units / Net Hectare	Up to 20	21 to 50	51 to 100
Maximum Height	3 Storeys	4 storeys	8 storeys



Get involved in discussions about intensification!

You can help us shape how intensification happens in Halton Hills. We will be hosting two public engagement sessions as part of the Intensification Opportunities Study Update.

This Study Update is looking at how many new residents Halton Hills can accommodate through intensification out to 2041. In determining how much intensification can occur, we will be looking at things like infrastructure capacity, real estate market interest and how to design new buildings so that they fit within our community.

We want to hear from you. Let's talk about intensification, visit:
www.letstalkhaltonhills.ca/intensification

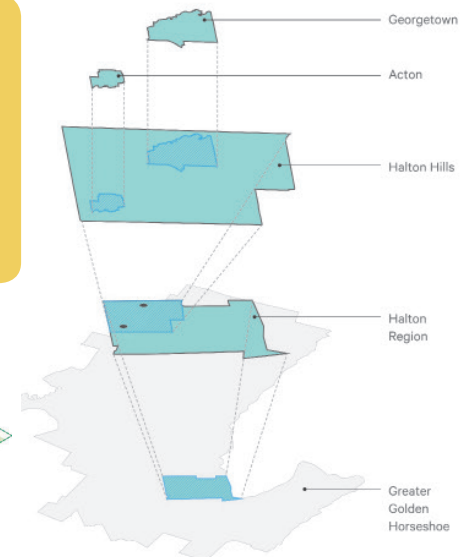
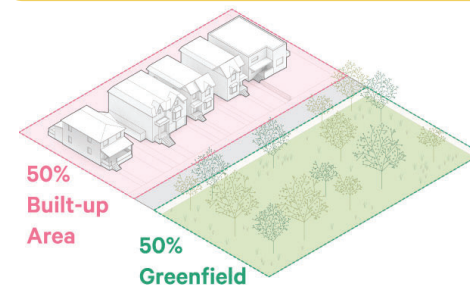
What is intensification?

Intensification is all about using land more efficiently. This happens through an increase in the total number of people and jobs within a specific area - around a main street, for example. It is efficient because it provides more homes and businesses without needing to expand the amount of developed land.



Why is Halton Hills Intensifying?

The Province has a plan for the Greater Golden Horseshoe (GGH) that makes sure growth is spread equitably. Each Region in the GGH is assigned different amounts of growth out to the year 2041. Each Region then assigns different amounts of growth to the various towns and cities within its boundaries. The Province's plan also sets an intensification target. This target says that by 2041, 50% of growth must occur in built-up areas (areas that are already developed) and 50% can occur in greenfields (areas that are not yet developed).

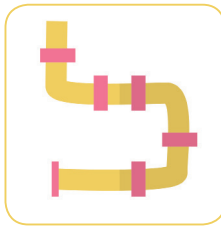


Why should we plan for intensification and how do we do it?

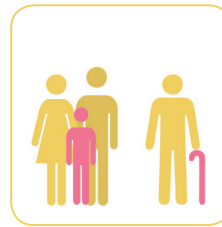
There are two reasons why it is important to plan for intensification. First, planning for intensification allows us to make sure that it happens in areas of our communities where it will best fit in. These areas are identified in the Town of Halton Hills Official Plan as Intensification Areas. More detail on these areas is provided below. Second, planning for intensification allows us to maximize the benefits that it can bring. These benefits include **(1) Using Land Efficiently**, **(2) Using Tax Dollars Efficiently**, **(3) Providing Housing Options**, and **(4) Promoting Community Health and Sustainability**.



Using Land Efficiently
More people and jobs in the same area reduces the need to expand the amount of developed land. This reduces pressure on developing farmland and natural areas.



Using Tax Dollars Efficiently
More people and jobs in the same area optimizes the use of existing infrastructure and reduces the need to build new, costly infrastructure.



Providing Housing Options
Intensification provides for many different types of homes, allowing people to stay in the community as their housing needs change over time.



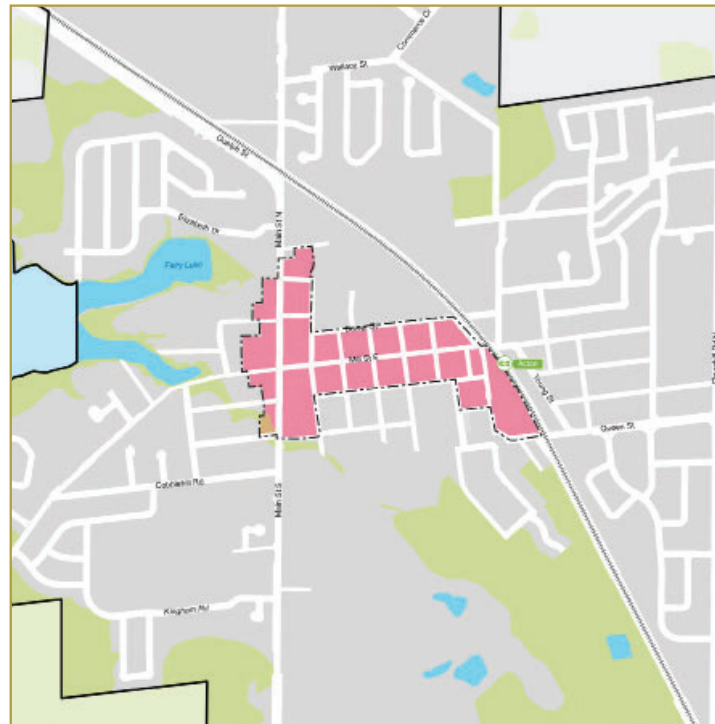
Promoting Community Health and Sustainability
A greater mix of uses encourages walking and reduces the need to drive. This provides both public health and environmental benefits.

The Town of Halton Hills has a plan to make sure intensification happens in areas of our community where it will best fit in, and in a way that will maximize the benefits it can bring. The Town of Halton Hills Official Plan identifies **Intensification Areas** within the Built-Up Areas of Acton and Georgetown that are to be the focus for the majority of intensification that is planned to occur in Halton Hills out to 2041. These areas are suitable for intensification for a number of reasons, including:

- They are already centres of activity and have a network of streets that makes it easy to walk
- They already feature or are planned to have a mix of uses
- They are close to the GO Transit stations
- They have properties that are large enough to accommodate intensification
- They have properties that are underutilized

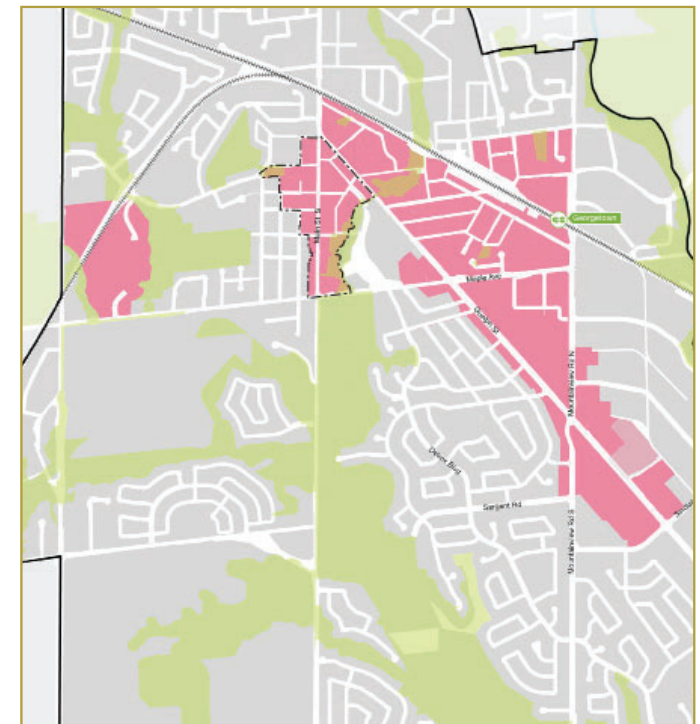
The areas outside of these Intensification Areas, which are identified as the **Urban Area**, generally consist of stable residential neighbourhoods and will be protected from incompatible intensification. However, limited intensification will be permitted in these areas through contextually appropriate infill development. Proposals for infill development, for example replacing detached houses with semi-detached houses or building townhouses on an unused property, must abide by specific Official Plan Policies and the proposed Infill Design Guidelines.

Acton Intensification Areas



■ Intensification Areas ■ Urban Area — Urban Boundary - - - Downtown area Bound-

Georgetown Intensification Areas



REPORT

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

REPORT FROM: Keith Hamilton, Planner - Policy

DATE: June 14, 2019

REPORT NO.: PLS-2019-0042

RE: Final Recommendation Report for Cannabis Cultivation and Processing in Halton Hills (Official Plan Amendment No. 35; Amendments to Comprehensive Zoning By-law 2010-0050, 401 Corridor Zoning By-law 2000-0138, and Site Plan Control By-law 2013-0070).

RECOMMENDATION:

THAT Report No. PLS-2019-0042, dated June 14, 2019, regarding the Final Recommendation Report for Cannabis Cultivation and Processing in Halton Hills (Official Plan Amendment No. 35; Amendments to Comprehensive Zoning By-law 2010-0050, 401 Corridor Zoning By-law 2000-138, and Site Plan Control By-law 2013-0070) be received;

AND FURTHER THAT Council adopt Official Plan Amendment No. 35, dated June 2019 (attached as SCHEDULE 1 to this report);

AND FURTHER THAT the municipally initiated Zoning By-law Amendment to Comprehensive Zoning By-law 2010-0050, as amended, as generally shown on SCHEDULE 2 to this report be approved;

AND FURTHER THAT the municipally initiated Zoning By-law Amendment to the 401 Corridor Zoning By-law 2000-138, as amended, as generally shown on SCHEDULE 3 to this report be approved;

AND FURTHER THAT the amendments to Site Plan Control By-law 2013-0070 as generally shown on SCHEDULE 4 to this report be approved;

AND FURTHER THAT in accordance with Section 34(17) of the Planning Act, no further notice is determined to be necessary.

BACKGROUND:

This report represents the final stage of the Town's land use study on cannabis cultivation and processing. The study was triggered by the emergence of medical

marijuana production facilities in Ontario and the federal Cannabis Act, which legalized the production of cannabis for recreational uses. It follows a statutory public meeting held on May 6th, 2019 on proposed Official Plan, Comprehensive Zoning By-law, 401 Corridor Zoning By-law, and By-law 2013-0070 amendments.

1. Study to Date

1.1 Initial Research and Background Report

In April of 2018 Town staff began researching cannabis production to better address medical marijuana growing facilities within Halton Hills. This research included a review of federal legislation on cannabis, past and present, as well as a policy scan of municipalities that had regulated cannabis production under the pre-Cannabis Act medical regulations. With recreational cannabis legalization on the horizon, a Town study on cannabis cultivation and processing was formalized with the goal of establishing local regulations for these activities in Halton Hills.

Meridian Planning Consultants were retained by the Town in June of 2018 to assist with the Town's study and to develop a background report on cultivation and processing. This report, taken to the Planning and Public Works Committee on September 10th, 2018, provided the following:

- A summary of federal regulations for cannabis and licences available under the Cannabis Act;
- An overview of potential regulatory considerations for Town policy, including odour concerns associated with production, and social considerations; and,
- A discussion on where the use(s) could be permitted within the Town and regulatory tools that could be applied;
- Specific options for regulating cannabis cultivation and processing in the Agricultural/Rural Area, and Prestige Industrial and Employment Areas, including:
 - Evaluating all proposals in the Employment Areas and Agricultural/Rural Areas on a case by case basis through a Zoning By-law Amendment application;
 - Permitting in the Employment Areas as-of-right in the Zoning By-law subject to setbacks from sensitive land uses; and,
 - Permitting in the Employment Areas and Agricultural/Rural Areas as-of-right in the Zoning By-law subject to setbacks from sensitive land uses.

Town Planning staff submitted a covering report to the background report (PLS-2018-0068). This report introduced the need for the study and background report, and outlined next steps for the project.

1.2 Interim Control By-law

On September 24th, 2018 the Town of Halton Hills passed an Interim Control By-law (2018-0062) prohibiting the use of land, buildings or structures for Cannabis Production Related Uses. The By-law is now in effect in all Agricultural, Protected Countryside, and Prestige Industrial and Gateway zones in Halton Hills for a one year period. This By-law was developed by Planning staff in consultation with the Town Solicitor and Meridian Planning Consultants. The By-law serves to provide Town staff adequate time to complete the ongoing study prior to any cannabis production-related uses establishing themselves within Halton Hills.

1.3 Public Consultation – Online Engagement

In December of 2018 the Town launched a ‘Let’s Talk Halton Hills’ webpage for the cannabis study. This page served as the platform for the online public survey on cannabis retail and production operations. Questions on production focused on the location of cultivation and processing operations, setbacks from sensitive land uses, and potential benefits and concerns associated with these operations in Halton Hills. The survey was open to the public from December 18th to January 16th, and a summary of the results was included in staff report PLS-2019-0022 (Directions Report). As stated in this report, key points taken from the survey results are:

- The majority (65 percent) of respondents felt cultivation is acceptable in both agricultural and industrial areas, with 24 percent supporting agricultural areas only, and the remaining 11 percent favouring industrial areas only;
- The majority (66 percent) of respondents felt processing is acceptable in both agricultural and industrial areas, with 18 percent supporting industrial areas only, and the remaining 16 percent favouring agricultural areas only;
- Respondents were more favourable (41 percent) to cultivation and processing operations being discreet and positioned further back from the road, with 19 percent being more in favour of clearly identifiable operations from the road. The remaining 40 percent of respondents had no opinion for this question;
- Where respondents were asked to select uses from which cultivation and processing should be set back the most common response was schools (382), with youth-oriented facilities (334) and daycare centres (330) close behind. Residences (231) and health facilities (158) were also common responses;
- The majority of respondents (70 percent) indicated they have no general concerns about the Town allowing operations in Halton Hills;
- Responses for the next question of the survey ranked (on average) ‘Potential for economic benefit’ as most important when considering cultivation and processing in Halton Hills. This was followed by ‘Impact on surrounding property values’, ‘Odour from growing and processing’, and ‘Threat to public safety’ as least important (on average); and,
- For the final question, the majority of respondents (64 percent) felt attracting commercial cannabis cultivation and processing should be part of the Town’s economic development efforts.

1.4 External Agency/Stakeholder Group Circulation

Two separate agency/stakeholder group consultations took place for the cannabis study, the first being a circulation of the background report in October of 2018. A list of agencies/groups contacted and a summary of comments received were included in staff report PLS-2019-0022 (Directions Report). Key comments coming out of this circulation included:

- The preference for case-by-case evaluation of proposals in any proposed regulations;
- Concern over the proximity of potential cannabis operations to sensitive land uses such as schools and daycares;
- A need for setbacks from sensitive land uses defined in proposed regulations;
- Consideration for the varying scale of building sizes and servicing requirements for cannabis operations;
- Concern over indoor cultivation operations developing on prime agricultural land;
- Concerns over the impacts of emitted odours on surrounding uses; and,
- Concern that as-of-right permission for any type of operation will hinder the ability to evaluate the potential impacts properly.

In April of this year Planning staff circulated the Directions Report (PLS-2019-0022) to selected agencies and stakeholder groups for comment. Groups consulted for this circulation included; Halton Region, Halton Catholic District School Board, Halton District School Board, Conservation Halton, Credit Valley Conservation, Niagara Escarpment Commission, Ontario Federation of Agriculture and Halton Hills Chamber of Commerce. This circulation sought comments on the Council-endorsed preferred policy approach outlined Directions Report (summarized in the next section).

Both Halton District and Halton Catholic District School Boards stated a preference for policy approach requiring rezoning for all proposals in the urban employment areas. Additionally they requested consideration for setbacks larger setbacks from sensitive land uses. These comments will be addressed in greater detail in the Comments section.

1.5 Directions Report

On April 9th, Planning staff brought a Directions Report (PLS-2019-0022) on cannabis cultivation and processing to the Planning, Public Works and Transportation Committee. The report presented three policy options for cultivation and processing and recommended Option B as the staff-preferred approach. Planning staff also gave a presentation and took questions from Councillors present.

For the Directions Report, Staff developed three policy options for consideration. The policy options are based on the following components:

- Site specific rezoning, where Official Plan policies would require a proposal to go through the Zoning By-law Amendment process, subject to public consultation and internal/external agency review and comment.
- Site Plan Approval, where proposals would require a Town-approved Site Plan, subject to internal/external agency review and comment.
- Setbacks, where a proposed operation would be required to situate a set distance from Town prescribed sensitive land uses.

These components were identified based on research and information provided in the Background Report prepared by Meridian Planning Consultants. They were then organized into three options summarized in the table below:

Option	Required Rezoning	Site Plan Approval	Setbacks Required
A	Yes	Yes	Yes
B	Ag/Rural Area Only	Yes	Yes
C	No	Yes	Yes

The Directions Report recommended Option B as the preferred approach for Town policy on cannabis cultivation and processing. This option would require site specific rezoning and Site Plan Approval for all proposals in the Agricultural/Rural Area with setbacks imposed. Cultivation and processing would be permitted in the Urban and Rural Employment Areas, and Prestige Industrial Areas of the Premier Gateway, subject to Site Plan Approval and setbacks.

Justification for the preferred option was provided in the Directions Report as follows:

- Requiring site-specific zoning in the Agricultural/Rural Area will help address Halton Region concerns over the size of facilities, their potential impacts on prime agricultural land, key features of the Natural Heritage System, and varying servicing requirements;
- Requiring, at minimum, Site Plan Approval for cannabis production operations (excluding outdoor cultivation) supports the view of Meridian Planning Consultants, Halton Region, and the School Boards that each proposal be evaluated on a case by case basis;
- That the majority of those surveyed viewed cannabis cultivation and processing as acceptable in agricultural and industrial areas;
- That the majority of those surveyed had no concerns over cannabis production in Halton Hills, with many also seeing the potential economic benefit as very important;
- That consideration for joint cultivation and processing proposals supports the Provincial Policy Statement principle of providing for a diversified economic base (section 1.3.1) in Employment Areas; while recognizing that processing activities can be considered agriculture-related (section 2.3.3).

Town Council endorsed the preferred policy option and authorized a Statutory Public Meeting on the matter through approval of the Directions Report on April 15th.

1.6 Statutory Public Meeting

On May 6th, Planning staff brought a Public Meeting Report (PLS-2019-0029) on cannabis cultivation and processing to Council, which was received in conjunction with a Statutory Public Meeting, held on the matter. This report included:

- A project timeline, including milestones achieved;
- A summary of the policy options presented in the Directions Report;
- An analysis of the public survey on cultivation and processing; and,
- The next steps for the project.

The Statutory Public Meeting on cannabis cultivation and process and proposed amendments to the Town's Official Plan, Comprehensive Zoning By-law, 401 Corridor Zoning By-law, and Site Plan Control By-law was held in Council on May 6th. At the meeting Planning staff presented a timeline of the project and detailed analysis of the results of the public survey. Meridian Planning Consultants then presented the policy options and rationale for the preferred option selected by staff. Public input from this meeting and staff responses will be discussed in the Comments section.

COMMENTS:

1. Planning Context

Policies that have been reviewed and considered by Planning staff over the course of this study include the Federal Cannabis Act, Provincial Policy Statement, Growth Plan for the Greater Golden Horseshoe, Greenbelt Plan and Halton Region Official Plan.

1.1 Federal Cannabis Act

The Cannabis Act and Regulation SOR-2018-144 came into effect in October of 2018 to legalize recreational cannabis production. The Act introduced six classes of licences related to the production of cannabis and related activities. These licences and their implications on land use are described in detail in the Background Report prepared for this study by Meridian Planning Consultants (Schedule One to PLS-2018-0068). While cannabis production is largely governed at the federal level, municipalities do have the ability to define and regulate cannabis production and related activities as they would with other land uses. The introduction of federal regulations for recreational cannabis production drove the need for clear Town policy on cannabis cultivation and processing operations.

1.2 Provincial Policy Statement, 2014 (PPS)

The Background Report for this study considered Section 1.2.6.1 of the PPS on land use compatibility. This section refers to the development of ‘major facilities’ and the need to mitigate adverse effects on sensitive land uses through appropriate separation. This section of the PPS was referenced in the early stages of the study given the potential for cannabis operations to develop in large industrial-type buildings. Based on this, setbacks for cannabis cultivation and processing operations from sensitive land uses became a key consideration.

Notwithstanding the above, the study has also considered Section 1.3 of the PPS which requires municipalities to promote economic development and provide for a range of employment uses. The preferred policy option put forward by the Town provides opportunity for the cannabis industry to develop locally by permitting as-of-right in Employment Areas, while also considering the potential impacts on sensitive land uses by requiring site specific zoning in the Agricultural/Rural Area. Staff and Meridian are satisfied that the recommended policy approach is consistent with the PPS.

1.3 Growth Plan for the Greater Golden Horseshoe

Section 2.2.5.1 of this Plan requires municipalities to promote economic development by making efficient use of existing employment areas and ensuring the availability of land in appropriate locations for a variety of employment. The Growth Plan also provides “Policies for Protecting What is Valuable”, including the Natural Heritage System and the Agricultural System. In considering these and other policies of the Growth Plan, staff and Meridian are satisfied that the recommended approach:

- Promotes economic development by providing clear policy on where cannabis cultivation and processing can locate and under which criteria;
- Is in keeping with the Agricultural System policies; and,
- Continues to protect key features of the natural heritage system through policy that will include development criteria and the requirement that proposals are evaluated on a case-by-case basis.

The preferred policy option identified in the Directions Report provides both a clear path to permitting and regulating operations and requirements to ensure environmental impacts are also considered.

1.4 Greenbelt Plan

The Greenbelt Plan identifies where urbanization should not occur in order to provide permanent protection to the agricultural land base and ecological and hydrological features, areas and functions occurring in the landscape. In a Halton Hills context, the Greenbelt Plan includes the Niagara Escarpment Plan and the Protected Countryside. The preferred policy option identified in the Directions Report permits indoor cannabis

cultivation and processing uses subject to criteria which will be evaluated through a site specific rezoning and Site Plan Approval. These approval processes would allow Town and external agency staff ample opportunity to assess the impacts a proposal would have on such resources. Staff and Meridian are satisfied that the recommended policy approach conforms to the Greenbelt Plan.

1.5 Halton Region Official Plan

Section 99 (7), under 'Agricultural System and Agricultural Area', states uses in these areas should "promote a diverse, innovative and economically strong agricultural industry in Halton by tailoring its products and marketing to meet local and regional needs and demands". Additionally, Section 72 (10) of the Regional Official Plan under 'Urban Area' states this designation should "provide for an appropriate range and balance of employment uses including industrial, office and retail and institutional uses to meet long-term needs". Further, Section 72 (10.1) advises "to direct where employment uses should be located to protect areas designated for such uses". The preferred policy option would direct cultivation and processing in the Urban Areas to employment lands which have been designated and preserved for similar uses.

Section 91 of the Regional Official Plan (ROP) states the goal of the Agricultural System is to maintain a viable agricultural industry while preserving the open-space character and landscape of non-urbanized areas. Additionally the ROP sets out multiple policies for protection of the Regional Natural Heritage system (NHS), starting in section 115. Given the presence of the NHS in the Town's Agricultural/Rural Area, the potential exists for cultivation and processing proposals to be situated on, or in close proximity to lands within this system. The preferred policy option requiring site specific zoning in the Agricultural/Rural Area would provide both the Town and Region opportunity to carefully evaluate such proposals, should they present themselves.

2. Public Comments and Issues

Proposed amendments to Town policies regarding cannabis cultivation were presented to the Public by way of Report No. PLS-2019-0029 and a Statutory Public Meeting on May 6th, 2019. There were approximately 5 (five) interested persons in attendance at the meeting with 1 (one) of those individuals coming forward with a written letter outlining their concerns.

Additionally, staff received 1 (one) email prior to the preparation of the Directions report and 5 (five) phone calls/counter inquiries from residents in regards to cannabis cultivation and processing. The following sections describe specific public concerns and provide staff responses:

2.1 Proposed Setbacks from Sensitive Land Uses and Micro Cultivation:

Comments received through the written letter provided at the Public Meeting requested that setbacks from sensitive land uses for micro cultivation operations be reduced. Additionally, the letter requested clarification on whether setbacks would apply to dwellings (a proposed sensitive use) on the same property as cultivation and/or processing operations.

The letter noted above also requested a meeting between Planning staff and two individuals present at the Public Meeting. This meeting took place on May 8th at Town Hall where the individuals outlined their concerns with 150m setbacks for micro operations in the rural area. Specifically noted was that these operations could have a maximum of 200m² (2,153ft²) operating space which would limit the ability for these operations to have impacts on surrounding uses. Additionally the individuals noted that micro cultivation licences are still subject to the same air filtration requirements under federal regulations as large scale standard operations.

Staff Response

In considering the above, and after consultation with Meridian Planning Consultants, Planning staff are of the opinion that the 150m setback is justified based on existing policies for surrounding municipalities. In the absence of established cannabis cultivation and processing industry in Halton Hills, where impacts on surrounding uses would be documented, it would be premature to reduce setbacks until more research on such impacts is available.

Notwithstanding the above, Planning staff conducted further research on micro cultivation operations under the Cannabis Act. Given Regulation SOR-2018-144 under the Act limits the operating area of a micro operation to 200m², it is likely the impacts on such an operation would be less than those of an operation under the standard cultivation licence, which is not subject to such a limit. As a result, Planning staff has included consideration for reduced setbacks for micro operations in the proposed Official Plan Amendment, which will be expanded on in Comments Section 4.1.

Planning staff have also considered the question of whether setbacks could be applied to a sensitive land use (i.e. dwelling) existing on the same site as a licenced cultivation and/or processing operation. In the Employment Areas (Urban, Rural and Prestige Industrial) such a use would not be permitted on the same site as cannabis operation. In the Agricultural/Rural Areas, dwellings are often permitted on properties where another use (i.e. agricultural) is present. Given dwellings currently exist on the same lots as agricultural and industrial operations without imposed setbacks in the Agricultural/Rural Area, there would be no basis to impose setbacks from dwellings on the same lot as a proposed cannabis operation.

2.2 The Impact of Odour on Individuals and Surrounding Uses

Comments received through email the prior to the release of the Directions Report expressed concern over the odour that would be emitted from cannabis operations permitted in Halton Hills. More specifically, concerns were raised over the direct impact on individuals and uses adjacent, or in close proximity to a proposed operation.

Staff Response

Over the course of the Town's land use study on cannabis cultivation and processing staff have considered this issue and researched it accordingly. A report titled 'Odours from Marijuana Production' released by Public Health Ontario in April of 2018 indicated that substances causing odours in the cannabis production process would not be present at levels high enough to cause long term health effects. The report also acknowledges that federal regulations ultimately govern odour mitigation for cannabis operations, but that additional measures can still be taken in the permitting process. In considering the potential impacts of odour from cannabis operations in areas where proposed amendments would permit the use, the preferred policy option would:

- Require 150 metre setbacks from sensitive land uses for proposals in the Urban and Agricultural/Rural Areas;
- Ensure all proposals go through the Town's Pre-Consultation process where applicants would be required to identify all odour mitigation practices to be applied to their operations; and,
- Provide Town and agency staff the opportunity to carefully assess the potential impacts of odour for proposals in the Agricultural/Rural Area where adjacent sensitive uses are more likely to be present.

3. External Agency/Stakeholder Group Comments

The Background and Directions Reports, and draft amendments were circulated to external agencies and stakeholder groups for review and comment over the course of the study. Planning staff have taken into consideration all comments provided when drafting the final proposed amendments for cannabis cultivation and processing.

For information purposes, staff has provided comments on some of the concerns raised regarding the preferred policy option and proposed amendments:

3.1 Preference for Case-by-Case Evaluation for all Proposals

Where some commenting agencies expressed a preference for all cannabis cultivation and processing proposals to be subject to case-by-case evaluation, Planning staff ultimately selected a policy option that would permit these uses in the Employment and Prestige Industrial Areas as-of-right. Detailed rationale for this was provided in the Directions Report (PLS-2019-0022). Given that Employment Areas are designated to develop uses that will generate employment, the preferred policy option provides for an

expedited process for proposals in these areas. Notwithstanding, the preferred policy option would still see proposals be evaluated by Town and agency staff through Site Plan Approval, subject to setbacks from sensitive land uses.

3.2 Preference for Greater Setbacks from Sensitive Land Uses

Following a review of public and agency comments on setbacks, and past research completed for this study, staff has opted to continue with the 150m setbacks proposed in the Directions Report. Comments received have asked staff to consider greater setbacks for operations in the Employment Areas, while comments received at the Statutory Public Meeting requested lesser setbacks in all areas to increase the number of potential lots for future operations. Planning staff are of the opinion the proposed 150m setbacks would ensure operations could not establish themselves on a lot abutting or across the road from a lot where a sensitive use is present in the Urban Area. In the Agricultural/Rural Area, staff is of the opinion the 150m setback would protect sensitive uses, while providing proposed operations the opportunity to be repositioned on larger lots where they could meet the requirement.

3.3 Proposals in the Niagara Escarpment Plan Area

Over the course of this study, Town staff has consulted with Niagara Escarpment Commission (NEC) staff on how proposals for cultivation and processing will be assessed in the Niagara Escarpment Plan Area (NEPA). Both Town and NEC staff agreed there should be consistency over how proposals are addressed in the Town's Agricultural/Rural Area and the NEPA where the NEC has development control. After the circulation of the Directions Report, Town and NEC staff began working together to develop a revision to the proposed Official Plan Amendment that would address proposals in the NEPA. Proposed revisions agreed upon by both parties will be provided in the next section.

4. Revisions to Proposed Amendments

This section outlines changes made to proposed amendments after the Statutory Public Meeting. They reflect information received from both agency/stakeholder group and public consultation. Revisions proposed are as follows:

4.1 Setbacks from Micro Operations

The proposed criteria for cannabis cultivation and processing in the Agricultural/Rural Area (through the proposed Official Plan Amendment) provides for case-by-case evaluation of proposals. In cases where a micro cultivation is being proposed, it is reasonable to expect impacts from production could be minimal compared to those created by a larger, standard cultivation/processing operation. As a result, staff has added the following to criteria k) in Item 5 of the proposed OPA:

“Additionally, where proposed cultivation is to be operated under a micro cultivation licence, consideration for reduced setbacks (where required) will be given.”

Adding this language would allow those evaluating a proposal for micro cultivation to consider a reduced setback. Should a reduced setback be deemed appropriate, the required site specific rezoning would then mandate that only micro cultivation be permitted on the subject site, eliminating the potential for a larger operation to establish itself in the future.

4.2 Cannabis Cultivation and Processing in the Niagara Escarpment Plan Area

Town and NEC staff has agreed upon the following revisions to the proposed Official Plan Amendment to address proposals in the Niagara Escarpment Plan Area:

Under Item 5, following the criteria for Indoor Cultivation:

“Where zoning by-laws do not apply (in the Niagara Escarpment Plan Area), the above-noted criteria will be applied in considering the suitability of the location for indoor cannabis cultivation including setbacks from Rural Cluster lots where a sensitive land use (specified in Section D3.4.1.4.8) is present. These criteria will be applied in addition to any other relevant municipal or provincial policy.”

Under Item 6, following the criteria for the Processing of Cannabis:

“Where zoning by-laws do not apply (in the Niagara Escarpment Plan Area), the establishment of a cannabis processing facility will be assessed using the above-noted criteria for an agricultural-related use including setbacks from Rural Cluster lots where a sensitive land use (specified in Section D3.4.1.4.8) is present”.

The revisions would ensure proposals in the NEPA would be evaluated against similar criteria to those in the Halton Hills Agricultural/Rural Area. A consistent policy approach across the entire Agricultural/Rural and NEPA also helps to avoid confusion among applicants and a preference for one area over the other.

These proposed revisions were included in a NEC staff report on May 16th to the Commission. The report was received and the recommendation that the Commission endorse this approach was approved.

4.3 Cannabis Cultivation and Processing on Lots Adjacent to Settlement Areas

Following a review of the draft amendments presented at the Statutory Public Meeting, consideration was given for lots within settlement areas adjacent to the Agricultural/Rural Area. These lots have the potential to be situated near cultivation and processing operations in either the Urban or Agricultural/Rural Areas. Town staff and Meridian Planning Consultants have agreed sensitive uses (as listed in SCHEDULE 2) as they may exist on such lots, should be provided consistent separation from cannabis cultivation and processing operations. As a result the draft Official Plan Amendment has been revised to require that a 150 metre setback be imposed on cultivation and/or processing operations from settlement area lots (where sensitive uses exist) that border the Agricultural/Rural Area boundary.

Town staff and Meridian Planning Consultants have agreed upon the following revisions to the proposed Official Plan Amendment to address proposals on lots adjacent to Settlement Areas:

Under Item 5, immediately following the criteria for Indoor Cultivation:

“Notwithstanding the above, a lot on which cannabis cultivation is located shall be set back 150 metres from Urban, Hamlet, and Rural Cluster Area lots, where a sensitive land use (specified in Section D3.4.1.4.8) is present.”

Under Item 6, following the criteria for the Processing of Cannabis:

“Notwithstanding the above, a lot on which cannabis processing is located shall be set back 150 metres from Urban, Hamlet, and Rural Cluster Area lots, where a sensitive land use (specified in Section D3.4.1.4.8) is present.”

RELATIONSHIP TO STRATEGIC PLAN:

This report relates directly to the implementation of the Town Strategic Plan. Under Section C – Foster a Prosperous Economy, this report supports Objective C.8 – To facilitate the establishment of a competitive business environment that is easily able to adapt to changing circumstances and priorities. By establishing a regulatory framework that will define and regulate cannabis production, the Town is adapting to an emerging market that will continue to expand in wake of the legalization of cannabis for recreational purposes.

FINANCIAL IMPACT:

There is no financial impact associated with this report.

CONSULTATION:

Town staff, as well as Planning staff from Halton Region and Niagara Escarpment Commission were consulted in preparation of this report. Additionally, Meridian Planning Consultants were consulted for advice in preparation of the draft amendments attached to this report.

PUBLIC ENGAGEMENT:

Public Engagement feeding into the preparation of this report is summarized as follows:

Let's Talk Halton Hills Webpage and Public Survey

In December of 2018, a Let's Talk Halton Hills page was created for cannabis cultivation and processing. This webpage included a 'Question and Answer' tool for the public to post questions and receive feedback from staff. 'Newsfeed' and 'Document Library' components were also available where the public could gather information published by Town staff related to the study. This page was also the platform for an online public survey available from December 19th to January 16th, consisting of questions directly related to cannabis production in Halton Hills. Input gathered from this survey has been summarized as part of this report. Through this engagement, staff has been able to inform and consult with the public, consistent with the Town's Public Engagement Matrix.

Statutory Public Meeting

A Statutory Public Meeting, accompanied by a Public Meeting Report and draft amendments, was held on May 6th in accordance with Planning Act requirements for public consultation. At this meeting Planning staff and Meridian Planning Consultants presented background information and the preferred policy options in Council. As it relates to the Town's Public Engagement Charter, this meeting met the Inform and Consult levels of engagement by presenting project information and responding to questions and concerns.

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.

This report supports the Economic Prosperity pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Good. Specifically this report supports the Economic Prosperity theme of a 'Diversified and Resilient Economy' by creating policy to facilitate the development of a new industry in the local economy.

COMMUNICATIONS:

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

CONCLUSION:

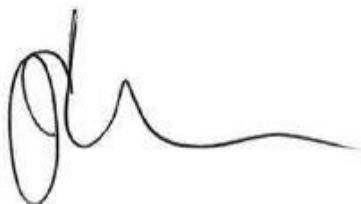
Staff has completed background research, agency/stakeholder and public consultation as part of a land use study on cannabis production. A Background, Directions, Statutory Public Meeting, and Final Recommendation Report have been prepared in support of proposed amendments to the Town's Official Plan, Zoning By-law 2010-0050, Zoning By-law 2000-0138, and By-law 2013-0070 for cannabis cultivation and processing. Three policy options were developed as part of the study and staff is of the opinion that the preferred option (reflected in the draft amendments attached to this report) conforms, or does not conflict with relevant Provincial and Regional policies. Further the proposed amendments respect the need for careful evaluation of proposals for cannabis cultivation and processing, while also helping to facilitate the development of a new industry in Halton Hills by providing clear policy on where and how proposals can be approved.

For these reasons, Planning staff recommends that Council approve the Official Plan, Comprehensive Zoning By-law, 401 Corridor Zoning By-law, and Site Plan Control By-law amendments attached as SCHEDULES 1, 2, 3, and 4 to this report.

Reviewed and Approved by,



Bronwyn Parker, Manager of Planning Policy



John Linhardt, Commissioner of Planning and Sustainability



Brent Marshall, Chief Administrative Officer



BY-LAW NO. 2019-00XX

A By-law to adopt Amendment No. 35 to the Official Plan of the
Town of Halton Hills -
Cannabis Production

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. 35 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. 35

TO THE OFFICIAL PLAN FOR THE TOWN OF HALTON HILLS

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

PART B: THE AMENDMENT consisting of the following Schedule and Text constitutes Amendment No. 35 to the Official Plan for the Town of Halton Hills.

DRAFT

[Type text]

**AMENDMENT NO. 35 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 2019-00XX in accordance with the provisions of the Planning Act, 1990. R.S.O., c.p. 13, as amended;

THE CORPORATION OF THE TOWN OF HALTON HILLS

MAYOR – Rick Bonnette

TOWN CLERK – Suzanne Jones

PART A – THE PREAMBLE

PURPOSE OF THE AMENDMENT

The main purpose of this Amendment is to include policies in the Town of Halton Hills Official Plan that control the location of cannabis cultivation and processing uses.

LOCATION

The Amendment applies to the Protected Countryside and Agricultural designations, the Prestige Industrial designation (within the Prestige Gateway Employment Area), the General Employment Area designation (in Georgetown and Acton) and the General Employment Area designation in Mansewood. The Amendment also provides policy direction in the Niagara Escarpment Plan Area.

BASIS FOR THE AMENDMENT

On April 13, 2017, the Government of Canada introduced Bill C-45 (the Cannabis Act) in the House of Commons. Based in large part on the advice provided by the Task Force on Cannabis Legalization and Regulation, the Cannabis Act created the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession. Following parliamentary review, the Cannabis Act received royal assent on June 21, 2018 and it became law on October 17, 2018.

The Federal Cannabis Regulation SOR-2018-144 ('the Regulation') was published in the Canada Gazette, Part II, on July 11 2018 and it also came into effect on October 17, 2018. This Regulation is one of a series of regulations that are intended to implement the Cannabis Act. The Regulation established a series of classes of licences that authorize activities that are related to cannabis and these are as follows:

- a) A licence for cultivation;
- b) A licence for processing;
- c) A licence for analytical testing;
- d) A licence for sale (medical purposes);
- e) A licence for research; and,
- f) A cannabis drug licence.

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

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

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

- a) A licence for micro-processing; and
- b) A licence for standard processing

The outdoor cultivation of cannabis is considered to be an agricultural use and is currently permitted wherever agricultural uses are permitted. The processing of cannabis may be considered an agriculture-related use. However for a use to be considered as

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

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

In addition to satisfying the above criteria, there is a need to consider a number of other potential impacts, such as odour, traffic and impacts of the required water and wastewater servicing. In some cases, setbacks will be required and in this regard, this Amendment indicates that a minimum setback of 150 metres from lot lines is desired, but can be reviewed through the zoning by-law amendment process.

In addition, the scale of the proposed facility is a consideration and should reflect the character of the surrounding agricultural area. For the above reasons, this Amendment recognizes that the cultivation of cannabis and the processing of cannabis within buildings is a permitted use, subject to the consideration of a site-specific zoning by-law amendment application. In addition, this Amendment makes it clear that indoor cultivation and cannabis processing uses are subject to site plan control, which will assist in ensuring that the site is designed appropriately and that any off-site impacts are mitigated. In addition to the above, and in recognition of the security requirements associated with outdoor cultivation, this Amendment also establishes the requirement for a 50-metre setback from lot lines for outdoor cultivation.

It is also anticipated that the cultivation of cannabis may be desired in the Town's fully serviced employment areas where industrial, manufacturing and warehouse uses are permitted; but where the cultivation of any crop is currently not permitted. In this regard, this Amendment permits indoor cannabis cultivation and processing in the Prestige Industrial designation (within the Prestige Gateway Employment Area), the General Employment Area designation (in Georgetown and Acton) and General Employment Area in Mansewood.

However, the Amendment also requires that these uses be set back a minimum of 150 metres from sensitive lands uses which includes buildings, amenity spaces or open spaces where normal activities occurring at reasonable expected times would experience one or multiple adverse effects from contaminant discharges, fumes, odours, vibrations, noise or air pollutants generated from a nearby facility. Examples of sensitive land uses include, but are not limited to a place of residence, daycare centre, educational and health facility, community gathering places, parks and playgrounds. Site plan approval would also be required if the proposed use meets the 150 metre setback requirement.

PART B – THE AMENDMENT

All of this part of the document consisting of the following Schedule and Text constitutes Amendment No. 35 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:

Item 1: Section D3.4.1.3 of the Official Plan is amended by adding a new sub-section g) which reads as follows: *"cannabis cultivation and processing subject to Section D3.4.1.4.8"*

Item 2: Section D3.4.1.4 of the Official Plan is amended by adding a new Section D3.4.1.4.8 as follows:

"D3.4.1.4.8 Cannabis Cultivation and Processing

Cannabis cultivation and processing is permitted within an enclosed building provided the lot on which it is located is set back a minimum of 150 metres from a lot that is the site of a child care centre (formerly known as a day nursery), a private or public school, a place of worship or other institutional use, a residential use, a long term care facility, a retirement home or a public park. Cannabis cultivation and processing shall also be subject to Site Plan Control in accordance with Section G8 of this Plan."

Item 3: Section D3.5.4.1.1 of the Official Plan is amended by adding a new sub-section g) which reads as follows: *"cannabis cultivation and processing subject to Section D3.5.4.1.6"*

Item 4: Section D3.5.4.1 of the Official Plan is amended by adding a new Section D3.5.4.1.6 as follows:

"D3.5.4.1.6 Cannabis Cultivation and Processing

Cannabis cultivation and processing is permitted within an enclosed building provided the facade of any building facing highway 401 and Steeles Avenue is clad in brick or other suitable material that does not give the impression that the building is a greenhouse. In addition, the height of any greenhouse portion of a building should not extend higher than the front facade of a building facing Highway 401 and Steeles Avenue. Cannabis cultivation and processing shall also be subject to the setback requirement identified in Section D3.4.1.4.8 of this Plan, and Site Plan Control in accordance with Section G8 of this Plan."

Item 5: Section E1.4 of the Official Plan is amended by adding a new Section E1.4.11 as follows:

"E1.4.11 Indoor Cannabis Cultivation

The indoor cultivation of cannabis may be permitted subject to the passage of an amendment to the implementing zoning by-law and will if approved through such a process, be subject to Site Plan Control in accordance with Section G8

of this Plan. Prior to considering the approval of a zoning by-law amendment, Council shall be satisfied that:

- a) The use shall not have a negative impact on the enjoyment and privacy of neighbouring properties;
- b) The proposed use will not have a negative impact on adjacent agricultural uses and is compatible with normal practices as set out in an Agricultural Impact Assessment to the satisfaction of the Town and the Region;
- c) The proposed use will not cause any traffic hazards or an unacceptable level of congestion on surrounding roads;
- d) The proposed use can be designed and sited to blend in with surrounding land uses such that the rural character of the area is maintained; and where necessary the proposed use can be appropriately buffered from adjacent uses;
- e) The impact of the noise, odour and dust generated by the proposed use on adjacent land uses can be appropriately mitigated;
- f) There will be no negative impact on the quality and quantity of groundwater and surface water;
- g) Adequate parking facilities are available on the lot for the proposed use;
- h) The use can be serviced with an appropriate water supply and an appropriate means of sewage disposal;
- i) Stormwater management needs can be met on site;
- j) The signage advertising the use is to be designed and located in accordance with the Town's sign by-law; and
- k) The proposed setback from adjacent land uses is appropriate, and in this regard, the minimum setback from proposed operations should be at least 150 metres. However, if a setback that is appropriate for the site can be established and if it less than 150 metres, an Amendment to this Plan will not be required. Additionally, where proposed cultivation is to be operated under a micro cultivation licence, consideration for reduced setbacks (where required) will be given.

Notwithstanding the above, a lot on which cannabis cultivation is located shall be set back 150 metres from Urban, Hamlet, and Rural Cluster Area lots where a sensitive land use (specified in Section D3.4.1.4.8) is present.

Where zoning by-laws do not apply (in the Niagara Escarpment Plan Area), the above-noted criteria will be applied in considering the suitability of the location for indoor cannabis cultivation, including setbacks from Rural Cluster Area lots where a sensitive land use (specified in section D3.4.1.4.8) is present. These criteria will be applied in addition to any other relevant municipal or provincial policy.”

Item 6: Section E1.4 of the Official Plan is amended by adding a new Section E1.4.12 as follows:

"E1.4.12 The Processing of Cannabis

The processing of cannabis may be permitted as an agriculture-related use, operating in conjunction with a cannabis cultivation operation, subject to the passage of an amendment to the implementing zoning by-law and will if approved through such a process, be subject to Site Plan Control in

accordance with Section G8 of this Plan. Prior to considering the approval of a zoning by-law amendment, Council shall be satisfied that the matters listed in Section E1.4.11 a) to k) have been satisfied.

In addition to the above, and in order for the use to qualify as an agriculture-related use, it must be demonstrated that the proposed use satisfies all of the criteria below:

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

In considering the above, regard shall be given to the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas prepared by the Ontario Ministry of Agriculture Food and Rural Affairs in 2016.

Notwithstanding the above, a lot on which cannabis cultivation is located shall be set back 150 metres from Urban, Hamlet, and Rural Cluster Area lots where a sensitive land use (specified in Section D3.4.1.4.8) is present.

Where zoning by-laws do not apply (in the Niagara Escarpment Plan Area), the above-noted criteria will be applied in considering the suitability of the location for cannabis processing, including setbacks from Rural Cluster Area lots where a sensitive land use (specified in section D3.4.1.4.8) is present. These criteria will be applied in addition to any other relevant municipal or provincial policy."

Item 7: Section E1.4 of the Official Plan is amended by adding a new Section E1.4.13 as follows:

"E1.4.13 Outdoor Cannabis Cultivation

The outdoor cultivation of cannabis is required to be set back a minimum of 50 metres from adjacent lot lines.

Item 8: Section E2.3 of the Official Plan is amended by adding a new sub-section w) which reads as follows: "cannabis cultivation subject to Section E1.4.11"

Item 9: Section E2.3 of the Official Plan is amended by adding a new sub-section x) which reads as follows: "cannabis processing subject to Section E1.4.12"

Item10: Section E2.3 of the Official Plan is amended by adding a new sub-section y) which reads as follows: "outdoor cannabis cultivation subject to Section E1.4.13"



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.PLS-2019-0042, dated May 23, 2019, 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 by adding the following definitions:

Cannabis Analytical Testing Facility means: A facility where the alteration of the chemical or physical properties of cannabis by any means is carried out, subject to regulations under the Cannabis Act, as amended.

Cannabis Cultivation - Indoor means: The growing of cannabis within a wholly enclosed building or structure, for medical or recreational purposes, subject to regulations under the Cannabis Act, as amended.

Cannabis Cultivation - Outdoor means: The growing of cannabis in an open air setting, for medical or recreational purposes, subject to regulations under the Cannabis Act, as amended.

Cannabis Drug Production Facility means: A facility where the production or manufacturing of a drug containing cannabis is carried out, subject to regulations made under the Cannabis Act, as amended; and the Food and Drugs Act, as amended.

Cannabis Processing Facility means: A facility where the extraction of cannabis oil for the purpose of producing or manufacturing cannabis oils, gels or other edibles is carried out, subject to regulations under the Cannabis Act, as amended.

Cannabis Research Facility means: A facility used for activities in accordance with a Licence for Research, subject to regulations under the Cannabis Act, as amended.

2. That **PART 5, PARKING AND LOADING STANDARDS**, of Zoning By-law 2010-0050 is hereby amended by adding a new row to Table 5.3 (Non-Residential Parking Requirements) as set out below:

Use	Minimum Parking Space Requirement (net floor area unless otherwise noted)
<i>Cannabis Analytical Testing Facilities, Cannabis Cultivation - Indoor, Cannabis Drug Production Facilities, Cannabis Processing Facilities and Cannabis Research Facilities</i>	1/30 m2 for the first 1,000 m2, 1/100 m2 for the floor area between 1,000 and 5,000 m2 plus 1/200 m2 in excess of 5,000 m2

3. That **PART 5, PARKING AND LOADING STANDARDS**, of Zoning By-law 2010-0050 is hereby amended by adding a new Section 5.5.7 as per below and re-numbering the following sections accordingly:

5.5.7 Loading spaces for Cannabis Analytical Testing Facilities, Cannabis Cultivation - Indoor, Cannabis Drug Production Facilities, Cannabis Processing Facilities and Cannabis Research Facilities

Notwithstanding Section 5.5.6 b), c) and d), *loading spaces* for *Cannabis Analytical Testing Facilities, Cannabis Cultivation - Indoor, Cannabis Drug Production Facilities, Cannabis Processing Facilities and Cannabis Research Facilities* shall be located entirely within the *main building* on the *lot*.

4. That **PART 8, URBAN EMPLOYMENT ZONE**, of Zoning By-law 2010-0050 is hereby amended by adding a new row to Table 8.1 as set out below and by adding the following additional special provisions below the table:

Use	EMP1
<i>Cannabis Analytical Testing Facilities, Cannabis Cultivation - Indoor, Cannabis Drug Production Facilities, Cannabis Processing Facilities and Cannabis Research Facilities</i>	X (8)

SPECIAL PROVISIONS:

8. Only permitted in a single - *premises* enclosed *building* and no outdoor cultivation, storage or processing permitted. In addition, the *lot* on which the use is located is required to be *setback* a minimum of 150 metres from a *lot* that is the site of:
- a) An *arena*;
 - b) A *community centre*;
 - c) A *day nursery*;
 - d) A *dwelling unit*;
 - e) A *long term care facility*;
 - f) A *park, public*;
 - g) A *park, private*;
 - h) A *place of worship*;
 - i) A *retirement home*;
 - j) A *library*;
 - k) A *school, public*;
 - l) A *school, private*; and
 - m) A *trade and convention centre*.

5. That **PART 9, NON-URBAN ZONES**, of Zoning By-law 2010-0050 is hereby amended by adding a new row to Table 9.1 as set out below and by adding the following additional special provisions below the table:

USE	A	PC	HR1 HR2	HCC HC	HI	RCR1 RCR2	RCC	RCI	CR	MAR	RU-EMP
Cannabis cultivation - outdoor	X (18)	X (18)									
Cannabis Analytical Testing Facilities, Cannabis Cultivation - Indoor, Cannabis Drug Production Facilities, Cannabis Processing Facilities and Cannabis Research Facilities											X (17)

SPECIAL PROVISIONS:

17. Only permitted in a single - *premises* enclosed *building* and no outdoor cultivation, storage or processing permitted. In addition, the *lot* on which the use is located is required to be *setback* a minimum of 150 metres from a *lot* that is the site of:
- a) An *arena*;
 - b) A *community centre*;
 - c) A *day nursery*;
 - d) A *dwelling unit*;
 - e) A *long term care facility*;
 - f) A *park, public*;
 - g) A *park, private*;
 - h) A *place of worship*;
 - i) A *retirement home*;
 - j) A *library*;
 - k) A *school, public*;
 - l) A *school, private*; and
 - m) A *trade and convention centre*.

18. Outdoor cultivation shall be set back a minimum of 50 metres from lot lines.

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



BY-LAW NO. 2019-00XX

BY-LAW NO. 2019-00XX
Being a By-law to Amend
401 Corridor Zoning By-law 2000-138

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.PLS-2019-0042, dated May 23, 2019, in which certain recommendations were made relating to amending Zoning By-law 2000-138;

AND WHEREAS Council has recommended that Zoning By-law 2000-138 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 **Section 7.5** of Zoning By-law 2000-138 is hereby amended by adding the following use permissions and re-lettering the remaining sub-sections accordingly:

- v) Cannabis analytical testing facility within an enclosed single - premise building
- vi) Cannabis cultivation - indoor within a single - premise building
- viii) Cannabis drug production facility within an enclosed single - premise building
- ix) Cannabis processing facility within an enclosed single - premise building
- x) Cannabis research facility within an enclosed single - premise building

2. That **Section 7.5.2** of Zoning By-law 2000-138 is hereby amended by adding the following sub-section 7.5.2.18:

7.5.2.18 Cannabis analytical testing, Cannabis cultivation – indoor, Cannabis drug production, Cannabis processing, and Cannabis research facilities are required to be *setback* a minimum of 150 metres from a *lot* that is the site of:

- a) *An arena;*
- b) *A community centre;*
- c) *A day nursery;*
- d) *A dwelling unit;*
- e) *A long term care facility;*
- f) *A park, public;*
- g) *A park, private;*
- h) *A place of worship;*
- i) *A retirement home;*
- j) *A library;*
- k) *A school, public;*
- l) *A school, private; and*
- m) *A trade and convention centre.*

3. That **Section 7.5.2.12** of Zoning By-law 2000-138 is hereby amended by adding the following sub-section iv):

- iv) Loading spaces for cannabis analytical testing facilities, cannabis cultivation - indoor, cannabis drug production facilities, cannabis processing facilities and

cannabis research facilities shall be located entirely within the main building on the lot.

4. That **Section 13.102.4** of Zoning By-law 2000-138 is hereby amended by adding the following definitions and re-lettering the following sub-sections accordingly:

- vi) "Cannabis analytical testing facility" means a facility where the alteration of the chemical or physical properties of cannabis by any means is carried out, subject to regulations under the Cannabis Act, as amended.
- vii) "Cannabis cultivation - indoor" means the growing of cannabis within a wholly enclosed building or structure, for medical or recreational purposes, subject to regulations under the Cannabis Act, as amended.
- viii) "Cannabis drug production facility" means a facility where the production or manufacturing of a drug containing cannabis is carried out, subject to regulations made under the Cannabis Act, as amended; and the Food and Drugs Act, as amended.
- ix) "Cannabis processing facility" means a facility where the extraction of cannabis oil for the purpose of producing or manufacturing cannabis oils, gels or other edibles is carried out, subject to regulations under the Cannabis Act, as amended.
- x) "Cannabis research facility" means a facility used for activities in accordance with a licence for research, subject to regulations under the Cannabis Act, as amended.

5. That **Table B in Section 13.102.6** of Zoning By-law 2000-0138 is hereby amended by adding the following row:

Use	Required parking space (per square metre (sm) of Gross Floor Area, unless otherwise noted)
Cannabis Analytical Testing Facility, Cannabis Cultivation - Indoor, Cannabis Drug Production Facility, Cannabis Processing Facility and Cannabis Research Facility	1/100 sm

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



BY-LAW NO. 2019-00XX

BY-LAW NO. 2019-00XX
Being a By-law to Amend
Town of Halton Hills By-law 2013-0070

WHEREAS Council is empowered to enact this By-law by virtue of the provisions of Section 41 of the Planning Act, R.S.O.1990, as amended;

AND WHEREAS on _____, Council for the Town of Halton Hills approved Report No.PLS-2019-0042, dated May 23, 2019, in which certain recommendations were made relating to amending By-law 2013-0070;

AND WHEREAS Council has recommended that By-law 2013-0070 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 III, DEVELOPMENT SUBJECT TO SITE PLAN CONTROL, Section 4c) of By-law 2013-0070 is hereby amended as follows:

c) buildings and structures used for agricultural purposes except those buildings and structures associated with a home industry, commercial use, cannabis cultivation use, cannabis processing use, or farm related tourism use that are accessory to an agricultural operation, as outlined in Section E1.3, E1.4.5, E1.4.6, E1.4.7, E1.4.11, E1.4.12 and E2.3 of the Town of Halton Hills Official Plan;

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

REPORT

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

REPORT FROM: Keith Hamilton, Planner - Policy

DATE: June 12, 2019

REPORT NO.: PLS-2019-0046

RE: Recommendation Report for proposed Official Plan and Zoning By-law Amendments to allow for the development of 16 bungalow townhouses at 284 Queen Street East (Acton)

RECOMMENDATION:

THAT Report No. PLS-2019-0046, dated June 12, 2019, regarding the "Recommendation Report for proposed Official Plan and Zoning By-law Amendments to allow for the development of 16 bungalow townhouses at 284 Queen Street East (Acton)", be received;

AND FURTHER THAT Town of Halton Hills Official Plan Amendment No. 36, which amends the Town of Halton Hills Official Plan, for the lands municipally known as 284 Queen Street East (Acton), as generally shown in SCHEDULE 4 – OFFICIAL PLAN AMENDMENT, be adopted as an exempt Local Official Plan Amendment;

ANY FURTHER THAT the Zoning By-law Amendment, to amend Town of Halton Hills Zoning By-law 2010-0050, as amended, for the lands municipally known as 284 Queen Street East (Acton), as generally shown in SCHEDULE 5 – ZONING BY-LAW AMENDMENT, be approved on the basis that the application is consistent with the Provincial Policy Statement, conforms or does not conflict with all applicable Provincial plans, conforms with the Region of Halton Official Plan and the Town of Halton Hills Official Plan, has regard for matters of Provincial interest, and represents good planning for the reasons outlined in Report No. PLS-2019-0046, dated June 12, 2019;

AND FURTHER THAT in accordance with Section 34(17) of the Planning Act, no further notice is determined to be necessary.

PURPOSE OF THE REPORT:

The purpose of this report is to provide Council with recommendations concerning the final disposition of Official Plan and Zoning By-law Amendment applications seeking to permit the development of sixteen bungalow (1.5-storey) townhouse units on the lands municipally known as 284 Queen Street East in Acton.

BACKGROUND:

1.0 Location and Site Characteristics

The subject property is generally located on the south side of Queen Street East, between Longfield Road and Meadvale Road, in the urban area of Acton; see **SCHEDULE 1 – LOCATION MAP**. The 0.57 ha (1.42 ac) lot has an irregular “L” shape and fronts both Queen Street East (38.2 m) and Longfield Road (42.2 m). The lands were previously occupied by a 1-storey dwelling and large accessory storage structure, which have since been demolished.

Surrounding land uses to the subject property include:

- To the North: Low density residential dwellings across Queen Street
- To the East: A commercial building and low density residential dwellings
- To the South: Low density residential dwellings
- To the West: Low density residential dwellings and commercial buildings

2.0 Development Proposal:

The Official Plan and Zoning By-law Amendment applications were submitted by Astrid J. Clos Planning Consultants (on behalf of Charleston Homes) on April 20, 2018, and deemed complete on April 30th. The Amendments are intended to obtain the necessary land use approvals to permit the development of sixteen, 1.5-storey townhouse units on a private condominium road; see **SCHEDULE 2 – SITE PLAN CONCEPT**. Further details regarding the proposal are outlined in the table below.

Design Elements	Application Proposal
Number of Units	16 townhouses
Height (Storeys)	Bungalow (1.5 storeys)
Unit Parking	2 space per unit (1 in garage; 1 in driveway) plus 3 additional surface spaces available for purchase
Visitor Parking	5 spaces
Vehicular Access Points	2 (Queen Street East and Longfield Road)

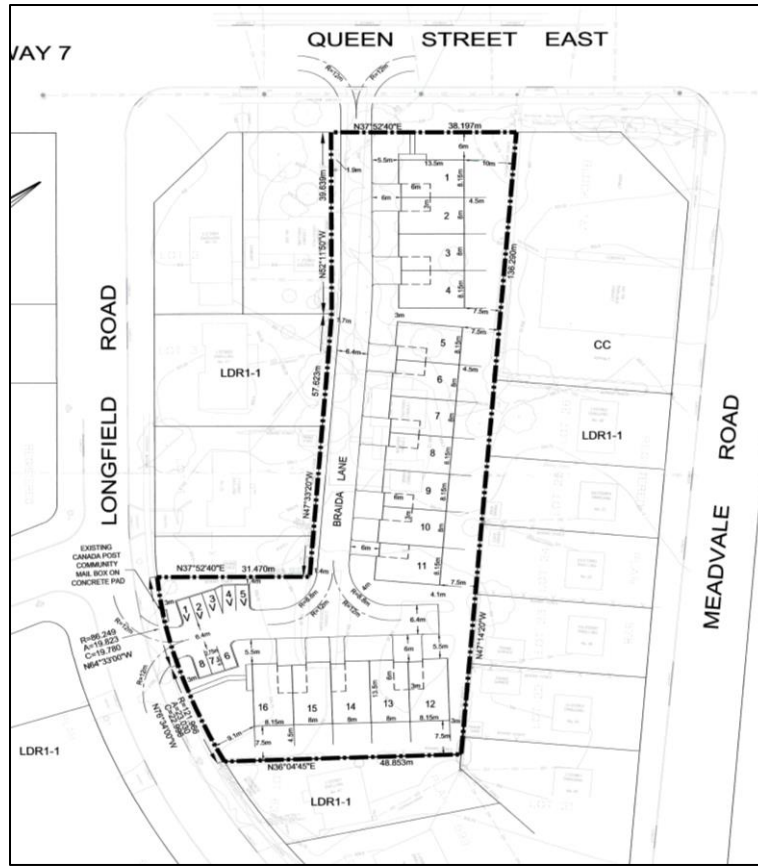


Figure1: Concept Plan

To accommodate the development, the application is proposing to amend the Town's Official Plan to change the designation of the property from Low Density Residential to Medium Density Residential; see **SCHEDULE 4 – DRAFT OFFICIAL PLAN AMENDMENT**. The current Low Density Residential Area designation does not permit townhouse units and restricts the maximum density of development to 15 units per net residential hectare (Section D1.3.1.2); whereas, the proposed 16-unit development requires a density of 27.9 units per net residential hectare. The proposed Medium Density Residential Area designation would permit the townhouse dwellings and allow a density of 21-50 units per net residential hectare.

The Zoning By-law Amendment proposes to rezone the subject property from Low Density Residential One (LDR1-1) to a site-specific Medium Density Residential Two (MDR2) zone; see **SCHEDULE 5 – DRAFT ZONING BYLAW AMENDMENT**. To facilitate the proposed townhouse development site specific provisions to the MDR2 zone would be required to establish the following:

- Define the units as Private Road Townhouses;
- Restrict the dwelling height to 1.5 storeys or 8.5 m from the current 11.0 m;
- Increase the minimum rear yard setback from 4.5 metres to 7.5 metres;
- Establish minimum setbacks of 3.0 metres between townhouse blocks; and
- Require a 6.0 metre setback from the unit garages to the private road.

A Site Plan Application (File: D11SPA19.001) was also submitted on January 2, 2019, and is currently under review by staff. This application, along with the submission of a Draft Plan of Condominium, are required to complete the development, should the Official Plan and Zoning By-law Amendments be approved by Council.

COMMENTS:

The “Comments” section of the report will identify, analyze and respond to key matters of interest associated with the Official Plan and Zoning By-law Amendment applications. This section is broken down into the following subsections:

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

1.0 Planning Context

In Ontario, when reviewing applications seeking to amend local Official Plans and/or 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 evaluates the proposed Official Plan and Zoning By-law Amendments against 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 an appropriate range of housing types that makes efficient use of infrastructure and public services facilities, thus supporting the development of healthy communities. The proposal is required to be consistent with the relevant policies of the PPS in accordance with Section 3 of the Planning Act.

Specifically, Section 1.1.3 of the PPS speaks to density, intensification and redevelopment. This section (1.1.3.1 to 1.1.3.5) promotes intensification and redevelopment where appropriate in settlement areas, and where public health and safety are maintained.

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

1.2 Growth Plan for the Greater Golden Horseshoe

The subject lands are part of a larger designated urban area in Acton. The 2019 Growth Plan directs new growth to locations that make efficient use of transportation and servicing infrastructure and sets out general policies for residential intensification. As per Section 3 of the Planning Act, the proposal shall conform and not conflict with the Growth Plan.

Section 2.2.2 of the Growth Plan states that, until the Region of Halton completes its municipal comprehensive review, a minimum of 40 per cent of all residential development occurring annually will be within the delineated built-up area. Once the Region's comprehensive review has been completed, a minimum of 50 per cent of all residential development must be within the built-up area each year until 2041.

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

1.3 Greenbelt Plan

As noted in the preceding section, the subject lands are located within Acton, which is classified as a Town/Village under the 2017 Greenbelt Plan. For purposes of infill development, Section 3.4.3 (Town/Village Policies) essentially defers to the Growth Plan and the Official Plan from a policy perspective.

Staff is of the opinion that the proposed development conforms to the Greenbelt Plan.

1.4 Region of Halton Official Plan

The 2009 Regional Official Plan (ROP) designates the subject lands as Urban Area (Acton). Section 76 of the OP states that the range of permitted uses and the creation of new lots in the Urban Areas will be in accordance with Local Official Plans and Zoning By-laws. Section 89 of the ROP requires all development within the Urban Area to be on full municipal services.

Regional staff has confirmed that the application is in conformity with the Regional Official Plan.

1.5 Town of Halton Hills Official Plan

The subject lands are currently designated Low Density Residential Area (LDRA) in the Town's Official Plan. Permitted uses in the LDRA include single detached, semi-

detached and duplex dwellings up to a maximum density of 15 units per net residential hectare and a maximum height of three storeys (Section D1.3.1). Townhouses are not permitted under the Low Density Residential Area designation.

The Applicant is proposing to change the designation of the lands to Medium Density Residential Area. Section D1.4.3 outlines that new medium density development, by way of Amendment, shall be considered provided Council is satisfied that the proposal:

- a) *is located on and has direct access to a Collector or Arterial Road as shown on Schedule B1 to this plan;*
- b) *respects the character of adjacent residential neighbourhoods, in terms of height, massing and setbacks;*
- c) *can easily be integrated with surrounding land uses;*
- d) *will not cause traffic hazards or an unacceptable level of congestion on surrounding roads;*
- e) *can easily be accessed by public transit if available;*
- f) *is located in close proximity to community facilities, such as parks, schools and open spaces;*
- g) *is located on a site that has adequate land area to incorporate the building, on-site parking, an outdoor amenity area, and appropriate buffering such as setbacks, landscaping and fencing to ensure the compatibility of the use with adjacent land uses;*
- h) *where appropriate, considers the role of topography and natural vegetation in minimizing the impacts of tall buildings on adjacent land uses;*
- i) *has demonstrated that the potential shadow impacts associated with tall buildings will be at an acceptable level on adjacent properties; and,*
- j) *municipal water and wastewater services are adequate and available.*

Town staff is of the opinion that the proposed 16-unit townhouse proposal has been designed appropriately to conform with the policies of Section D1.4.3, due to the following:

- The site fronts onto a multi-purpose arterial road (Queen Street) and significant public transportation route (GO Bus);
- While the proposal represents a slightly more dense form of development than is present in the neighbourhood, the townhouses have been designed to meet the setbacks required for a low density neighbourhood and reduce the currently permitted height of 3 storeys down to a maximum of 1.5 storeys;
- Is located on a site with available municipal services, and can accommodate adequate parking and amenity space;
- Is located in close proximity to multiple commercial uses, parks and other community services; and
- Will not contribute an unacceptable level of traffic congestion to the surrounding area.

Additionally, as per Section D1.4.1 of the Official Plan all new development requiring Planning Act approval shall conform to the Urban Design policies (Section F2) of the Plan. Staff is satisfied that the design and layout of the proposal complies with the general urban design objectives of the Plan.

It should also be noted that 284 Queen Street has been identified as a potential infill development site (between the 2016 and 2031 timeframe) through the Town's previous intensification study, given the large size of the remnant single detached lot. Although recognized as having potential for medium density development through that study, the lands were not re-designated as part of Official Plan Amendment 9 (OPA 9) at that time.

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

1.6 Town of Halton Hills Zoning By-law 2010-0050

The subject lands are zoned Low Density Residential One Mature Neighbourhood (LDR1-1 MN), which permits single and semi-detached dwellings. Townhouse dwellings and multi-unit residential buildings are not permitted in this zone.

The Applicant is proposing to re-zone the subject property from LDR1-1 MN to a site specific Medium Density Residential Two (MDR2) zone. The MDR2 zone would allow townhouses and multiple dwelling units on the site. The site specific provisions would alter the MDR2 zone as follows:

Provision	MDR2 Zone (Current)	MDR2 (Site Specific)
Permitted Uses	Multiple dwelling units (i.e. townhouses on a condominium road)	Restricted to 16, 1.5-storey Private Road Townhouses
Maximum Height	11.0 metres	8.5 metres
Minimum Rear Yard Setback	4.5 metres	7.5 metres
Minimum Interior Side Yard Setback	4.5 metres	3.0 metres
Residential Parking Requirements – Multiple dwelling units	2 spaces per unit plus 0.3 spaces for visitor parking	2 spaces per unit plus 0.3 spaces for visitor parking (5 total), plus 3 additional resident spaces

Staff considers the proposal to rezone the property from LDR1-1 MN to the site specific MDR2 zone appropriate given that the proposed development satisfies the Official Plan policies for New Infill Development (Section D1.4.3). Further, Staff supports the rezoning as the proposed site specific standards:

- Restrict the height of the units to 1.5 metre less than what is currently permitted for the abutting low density residential lands (10.0 metres);
- Conforms to the building setbacks for the LDR1-1 Mature Neighbourhood zone; and,

- Provides parking at a rate that exceeds the current minimum.

While Staff acknowledges that the subject site is included within the Mature Neighbourhood Area, as per By-law 2017-0033, the rezoning is considered appropriate given the properties inclusion in the 2009 Town Intensification Study and that the development conforms to the Mature Neighbourhood setback and height requirements.

2.0 Water Allocation

The Region of Halton has identified that 13 Single Detached Equivalents (SDE) of water will be required to be allocated to the site to accommodate the development. Staff has brought forward the water allocation report (Report No. PLS-2019-0049) for 284 Queen Street East to the June 25, 2019, Planning, Public Works & Transportation Committee meeting to be considered in conjunction with the subject recommendation report.

3.0 Town Department and External Agency Comments

The 16-unit townhouse proposal was circulated to Town departments and external agencies for review and comment. Staff from the various departments and agencies have completed their review of the proposed development and have indicated that they have no concerns or objections with the approval of the proposed Official Plan and Zoning By-law Amendments.

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

3.1 Servicing and Stormwater Management

Following a review of revised Site Servicing and Grading Plans, Town Development Engineering staff are satisfied that the site grading has been designed to enable proper drainage, and all issues noted in prior submissions have been properly addressed.

3.2 Traffic and Transportation

Following a review of the initial Traffic Brief, Transportation staff noted concerns with the Sight Distance Analysis from the Longfield Road access. A subsequent addendum to the Traffic Brief submitted by the Applicant satisfied the sight line distance from the Longfield access, subject to the reduction/removal of a small portion of the hedge located along the southern property line that extends into the Town-owned right-of way.

4.0 Public Comments and Issues

The development proposal was presented to the Public by way of Report No. PLS-2019-0004 through a Statutory Public Meeting on January 21, 2019. There were approximately ten (10) interested persons in attendance at the meeting with six (6) of those individuals coming forward to present their concerns.

Additionally, staff has received three (3) emails/correspondence and five (5) phone calls/counter inquiries from residents in regards to the proposed application. The

following sections describe the specific public questions/concerns and provide staff responses:

4.1 Loss of Existing Vegetation on Site:

Comments were made regarding the potential removal of vegetation on, or near, bordering properties during construction. The owners of 47 Longfield Road had specific concerns about the existing hedge along the shared southern lot line of the site.

Staff Response

The Applicant must follow Town-approved Landscape and Tree Management Plans when developing the site. These plans include preserving to the fullest extent possible the existing vegetation, while also planting new trees and shrubs as part of the Site Plan Approval process.

Only a small portion of the hedge that extends into the public right-of-way is required to be reduced or removed to address sight line concerns on Longfield Road; see **SCHEDULE 3 – LANDSCAPE PLAN**. Town staff met on-site with the owners of 47 Longfield Road to discuss the need to cut back the portion of the hedge in the right-of-way and they indicated they will not object. However, Town staff, the Applicant and owners of 47 Longfield Rd. are currently discussing other alternatives, which could include the construction of a fence in place of some portion of the hedge. Should the parties agree on any changes they will be secured through the Site Plan process.

4.2 Impacts from Construction

Comments were made regarding the impacts on adjacent properties when development of the site commences. The owner of 21 Longfield Road had specific concerns about the potential for dust from construction to have health impacts on surrounding residents.

Staff Response

An approved Construction Management Plan is required as part of the Site Plan Approval process. This plan will address how the Applicant proposes to mitigate potential impacts of construction. As part of the plan, the applicant will provide 2 weeks' notice to surrounding property owners prior to any site activities. Additionally, throughout the life of the project, the applicant must keep a log of all inquiries and complaints, including how they were addressed.

4.3 Traffic Concerns

Comments were made regarding the impacts of traffic generated from 16 new units on Longfield Road. In particular, residents noted concern over the access on Longfield Road being used as the primary access which would increase congestion within the neighbourhood at peak traffic times.

Staff Response

A Traffic Brief and subsequent addendum have been submitted by the Applicant addressing increased traffic and sight distances from proposed access points. The Brief, approved by Town Transportation staff, did not forecast any significant traffic issues that would occur as a result of the development.

4.4 Height Concerns

Comments were made regarding the height of the proposed units. More specifically there was a stated concern that the applicant could pursue a greater building height closer to final approval, resulting in units that are much taller than those in the surrounding low density residential area.

Staff Response

The Applicant has agreed to a maximum height of 8.5 metres for the townhouse units. This restricts the height to being less than the 10.0 metres currently permitted for the abutting and surrounding Low Density Residential zone. The 8.5 metre height has been written into the site-specific zoning by-law should the application be approved. Therefore, any proposal by the Applicant to increase the height would require further Planning Act approvals, which would be subject to mandatory public consultation.

4.5 Visitor Parking Concerns

Comments were made suggesting that the current plan for five (5) visitor parking spaces is insufficient for the number of units being proposed. Public comments previously received also voiced concerns that insufficient visitor parking would lead to increased street parking along Longfield Road.

Staff Response

The proposed townhouse units are classed as 'multiple dwellings' under the Zoning By-law 2010-0050. The current requirement for visitor parking is 0.3 spaces per unit for multiple dwellings. The proposal for 5 visitor parking spaces satisfies this requirement (i.e. $16 \times 0.3 = 4.8$). Additionally the proposal has 3 extra spaces set aside, presumably for purchase by unit owners. These spaces would accommodate any potential additional parking demand within the development.

4.6 Lighting Concerns

Comments were made regarding the impacts of increased lighting on adjacent properties, including light directly into adjacent rear yards.

Staff Response

The impacts of lighting from a development on the surrounding area are assessed through a Town-approved Photometrics Plan submitted as part of a Site Plan Application. The applicant has submitted a Photometrics Plan, which is currently under review by Town Development Engineering staff.

4.7 Fencing Concerns

Comments have been received regarding the height and extent of proposed fencing along the perimeter of the site. Comments more generally have requested a higher privacy fence separating the development from adjacent properties.

Staff Response

The proposed fencing for the site will be evaluated as part of the Site Plan Approval process. Currently, deficiencies in the perimeter fencing proposed by the applicant have

been noted by Town staff and will be addressed through a future re-submission. Additionally, all fencing for residential development in Halton Hills is subject to By-law 2002-0060 and must adhere to all restrictions therein.

4.8 Acknowledging the Mann Family Heritage on the Site

Comments were made suggesting the development should respect the heritage of the subject property, which was the site of a home owned by the Mann family.

Staff Response

284 Queen Street East is not currently listed on the Town's Heritage Register. However the applicant has indicated they would be open to incorporating some type of sign on-site recognizing the Mann family heritage. This will be explored with the applicant through the Site Plan process.

4.9 Affordable Housing

Prior to the Public Meeting, staff received written comments from one (1) resident concerning a general lack of affordable housing in Halton Hills, which forces long-tenured residents to leave the Town as result.

Staff Response

Staff have discussed with the Applicant the possibility of adding units to the development under the expectation the additional units could provide opportunity for some form of affordable housing. However, it has been determined that, it is not possible to add any units to the current site plan without making significant changes to site design that would negatively impact its fit within the surrounding neighbourhood.

The Province, Region nor Town do not currently have any policies that would require the Applicant to offer units at a certain price point on these lands.

RELATIONSHIP TO STRATEGIC PLAN:

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

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

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

G10. *To promote intensification and affordable housing in appropriate locations within the Town.*

G11. *To ensure the efficient use of urban land and infrastructure in existing communities and new growth areas.*

FINANCIAL IMPACT:

There is no financial impact associated with this particular report.

CONSULTATION:

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

PUBLIC ENGAGEMENT:

The proposed Official Plan and Zoning By-law Amendment applications were presented to the Public through a Statutory Public Meeting on January 21, 2019 (Report No. PLS-2019-0004). This meeting fulfilled requirements for public participation under the Planning Act, and provided for Transparency, Notification and Participation, as defined in the Town's Public Engagement Charter.

Additionally, the Town held an earlier Public Information Centre (PIC) on June 18, 2018, at the Acton Arena to introduce the proposal to the community.

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 the alignment of this report with the Community Sustainability Strategy is very good.

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

COMMUNICATIONS:

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

CONCLUSION:

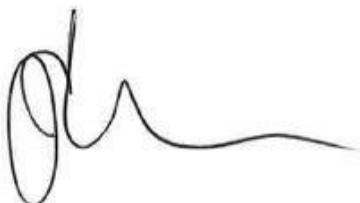
Staff has completed the review of the proposed sixteen unit townhouse development at 284 Queen Street East in Acton. Relevant policies, department and agency-reviewed drawings and studies, as well as public comments were all considered and staff is of the opinion that the proposal has merit and should be supported. The proposed Official Plan and Zoning By-law Amendment applications conform to the Growth Plan for the Greater Golden Horseshoe, are consistent with the Provincial Policy Statement and are in conformity with the Town and Region Official Plans.

For these reasons, Planning staff recommends that Council approve the Official Plan Amendment as generally shown in **SCHEDULE 4** of this Report and also approve the Zoning by-law Amendment generally shown in **SCHEDULE 5** of this Report.

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

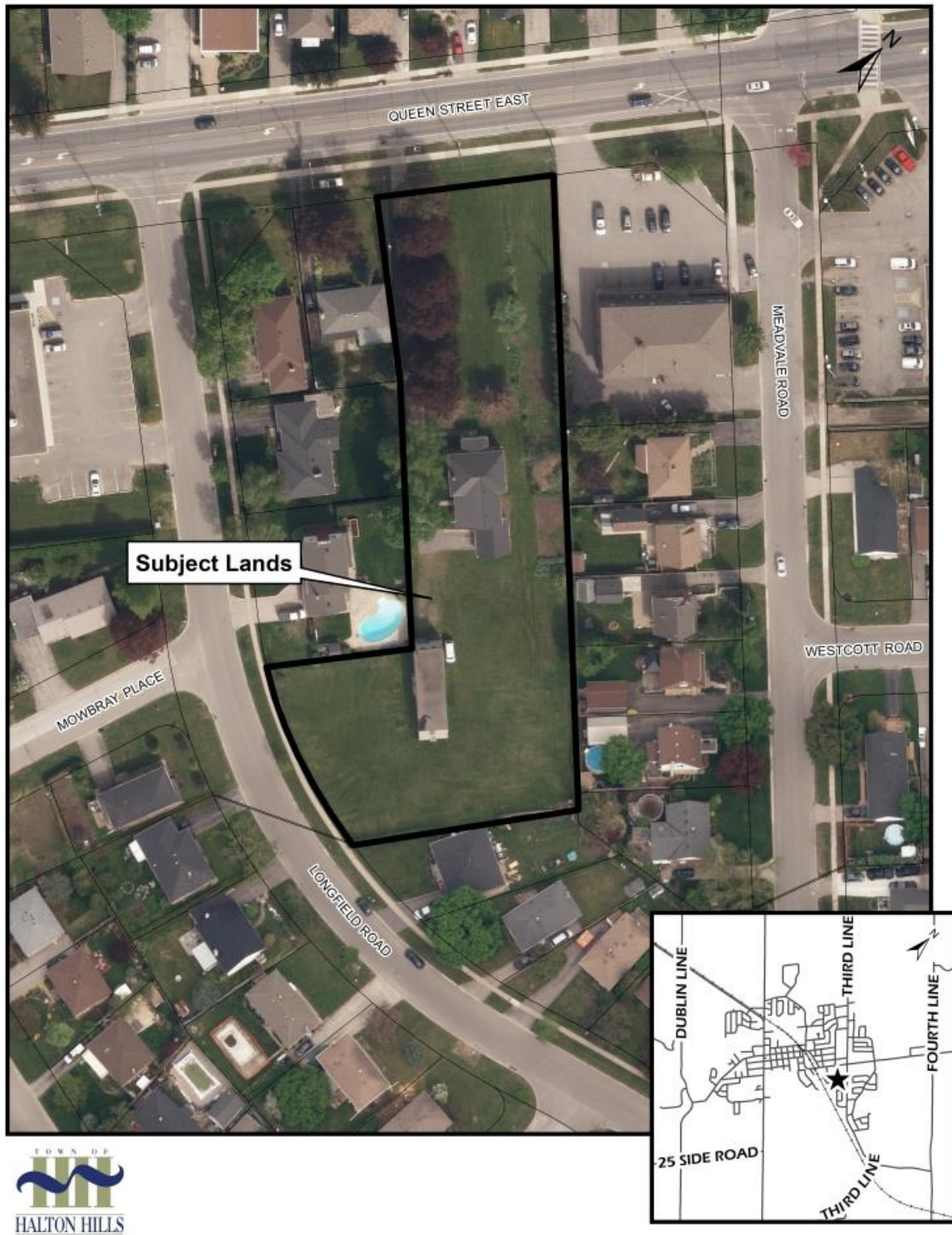
A handwritten signature in black ink, appearing to read 'John Linhardt', written in a cursive style.

John Linhardt, Commissioner of Planning and Sustainability

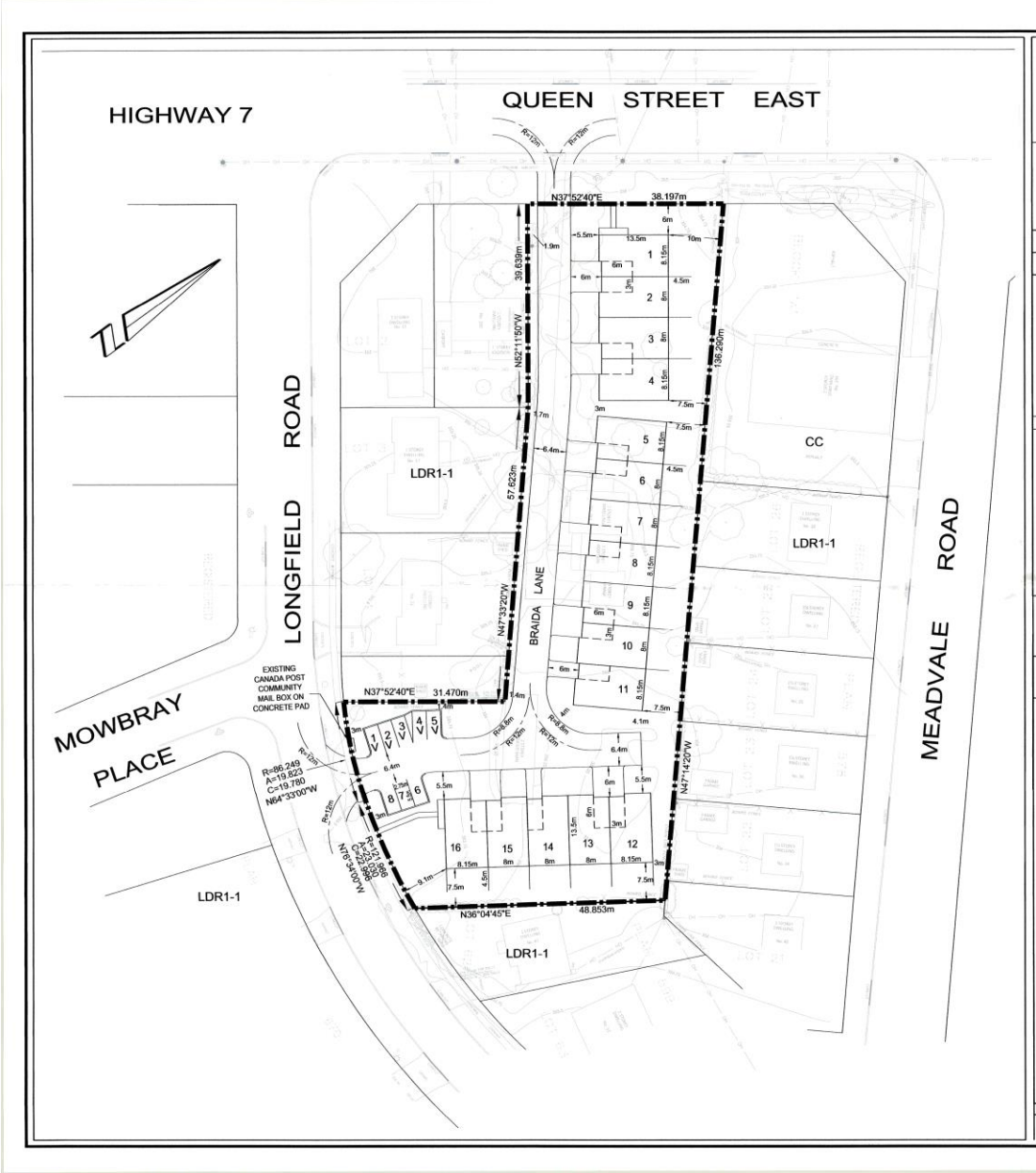
A handwritten signature in black ink, appearing to read 'Brent Marshall', written in a cursive style.

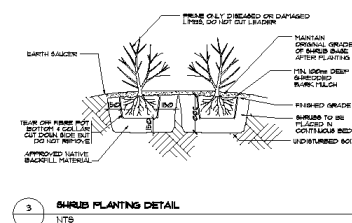
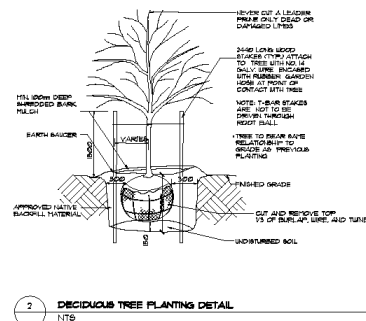
Brent Marshall, Chief Administrative Officer

SCHEDULE 1 - Location Map



SCHEDULE 2 - Site Plan Concept



[illegible][illegible]

3.	Apr.18.18	issued for approval	KO
2.	Apr.5.18	issued for client review	CMH
1.	Mar.29.18	issued for client review	CMH
no.	date	description	by

REVISIONS

Landscape Plan & Details

MacKinnon & Associates

550 Perkalda Drive, Unit A-21, Waterloo, Ontario N2L 5V4
Tel: (519) 726-5140 FAX: (519) 726-5144

DRAWN BY: CMH	DESIGNED BY: CMH	APPROVED BY: AWH
PROJECT NO. 2017-71	SCALE 1:200	DATE November, 2017
FLOORED: April 18, 2018	SHEET: L2	



BY-LAW NO. 2019-00XX

A By-law to Amendment No. 36 to the Official Plan of the
Town of Halton Hills, 284 Queen Street East (Acton)
Part of Block A, Plan 670, Part 1, 20R21117,
Town of Halton Hills, Regional Municipality of Halton
(File:_D09OPA18.001_)

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-2019-0046, dated May 29, 2019, 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. 36 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. 36

TO THE OFFICIAL PLAN FOR THE TOWN OF HALTON HILLS

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

PART B: THE AMENDMENT consisting of the following Schedule and Text constitutes Amendment No. 36 to the Official Plan for the Town of Halton Hills.

**AMENDMENT NO. 36 TO THE OFFICIAL PLAN
OF THE TOWN OF HALTON HILLS**

The attached text and schedules constitute Amendment No. 36 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 2019-00XX in accordance with the provisions of the Planning Act, 1990. R.S.O., c.p. 13, as amended;

THE CORPORATION OF THE TOWN OF HALTON HILLS

MAYOR – Rick Bonnette

TOWN CLERK – Suzanne Jones

PART A – THE PREAMBLE

PURPOSE OF THE AMENDMENT

This Amendment is intended to facilitate the development of sixteen (16) 1.5-storey ‘bungalow’ townhouses on lands municipally known as 284 Queen Street East within the Acton Urban Area of the Town of Halton Hills. The subject lands are currently designated *Low Density Residential Area* in the Town of Halton Hills Official Plan.

The approved policies for the Low Density Residential Area permit single detached, semi-detached, and duplex dwellings at a density not exceeding 15 units per hectare. The proposed development would result in block townhouses developed with a residential density of which is calculated at 27.9 units per hectare.

The Amendment proposes to change the Official Plan designation on this property from Low Density Residential Area to Medium Density Residential Area. The Medium Density Residential Area designation permits block townhouses and allows for a density of 21 to 50 units per hectare under the Town’s Official Plan.

LOCATION AND SITE DESCRIPTION

The subject property is municipally known as 284 Queen Street East in the Acton Urban Area. The 0.57ha (1.42ac) lot has an irregular L shape and fronts both Queen Street East (38.2m) and Longfield Road (42.2m). The subject lands currently contain a 1-storey dwelling and large accessory storage structure.

Surrounding land uses to the subject property include:

- To the North: Commercial plaza
- To the East: Low density residential dwellings.
- To the West: Low density residential dwellings and commercial buildings.
- To the South: Low density residential dwellings.

BASIS FOR THE AMENDMENT

The following planning and land use considerations have been identified and are considered appropriate to provide for the change from Low Density Residential Area to Medium Density Residential Area for the lands:

1. The lands abutting the subject property to the east, south and west contain 1 and 2-storey single detached homes. The proposed townhouses are considered a moderate transition in density and suitable height for the area;
2. Conceptual Site Plans submitted demonstrate that the site can be developed with adequate on-site parking, a private road and landscaping; and,
3. The subject property has been identified in the Halton Hills Intensification Opportunities Study as a site for intensification.

PART B – THE AMENDMENT

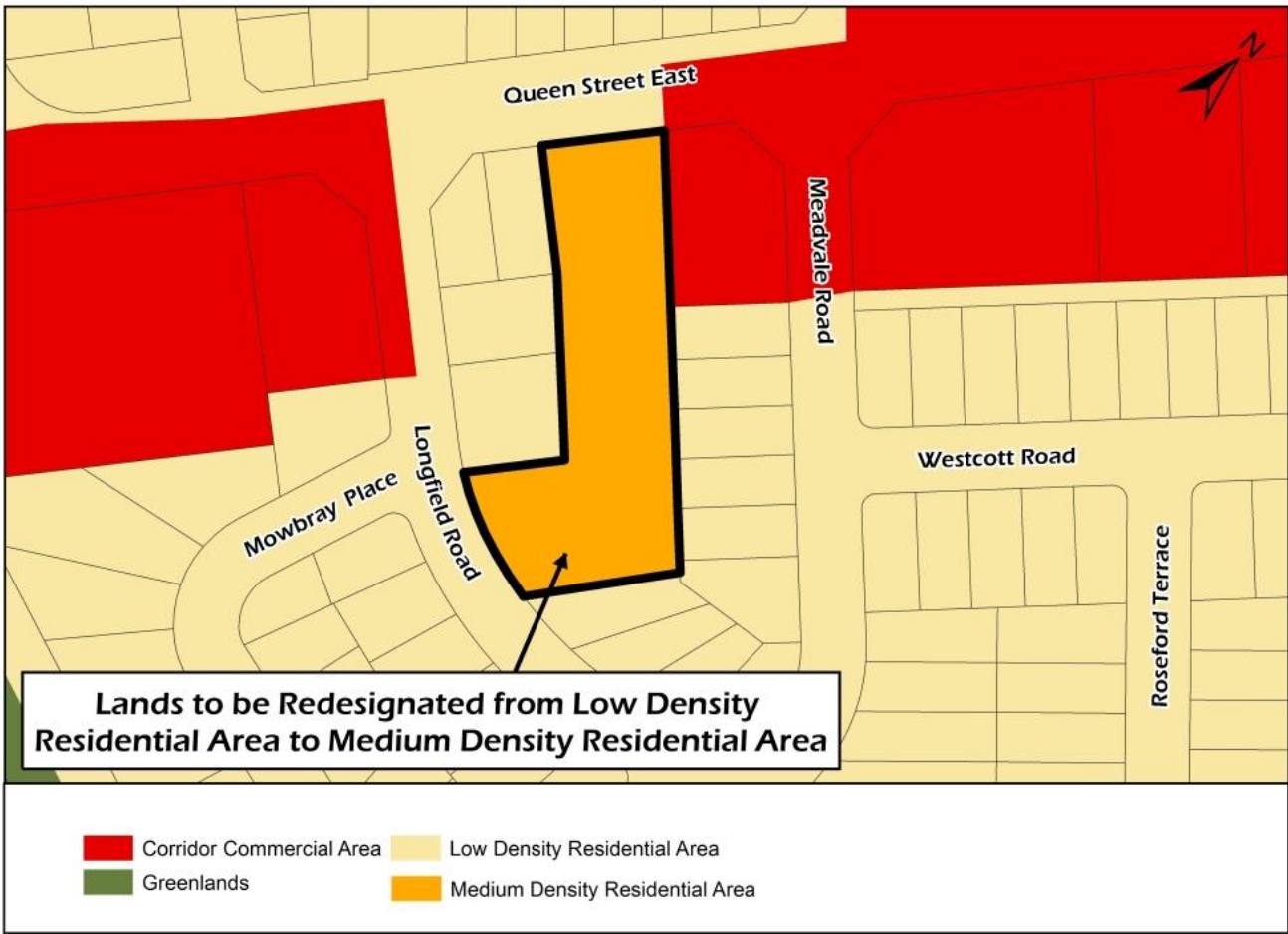
All of this part of the document consisting of the following Schedule and Text constitutes Amendment No. 36 of the Official Plan for the Town of Halton Hills.

DETAILS OF THE AMENDMENT

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

- 1. That Schedule A6 – Acton Urban Area Land Use Plan is hereby amended to identify lands municipally known as 284 Queen Street East as Medium Density Residential Area by colour-coding this property with the corresponding colour in the Schedule.

SCHEDULE 1 to OPA No. 36





BY-LAW NO. 2019-00XX

BY-LAW NO. 2019-00XX

Being a By-law to Amend Zoning By-law 2010-0050, as amended,
Part of Block A, Registered Plan 670, Former Town of Acton,
Municipally known as 284 Queen Street East, Town of Halton Hills

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. PLS-2019-0046, dated May 29, 2019, 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, as amended by Official Plan Amendment No. 36;

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

1. That Schedule “A6” of Zoning By-law 2010-0050, as amended, is hereby further amended by rezoning the lands described as, Part of Block A, Registered Plan 670, Former Town of Acton, Town of Halton Hills, municipally known as 284 Queen Street East (Acton), as shown on Schedule “1” attached to and forming part of this By-law;

From a Low Density Residential One, Mature Neighbourhood (LDR1-1 MN) Zone;

To a Medium Density Residential Two Exception-104 (MDR2-104) Zone

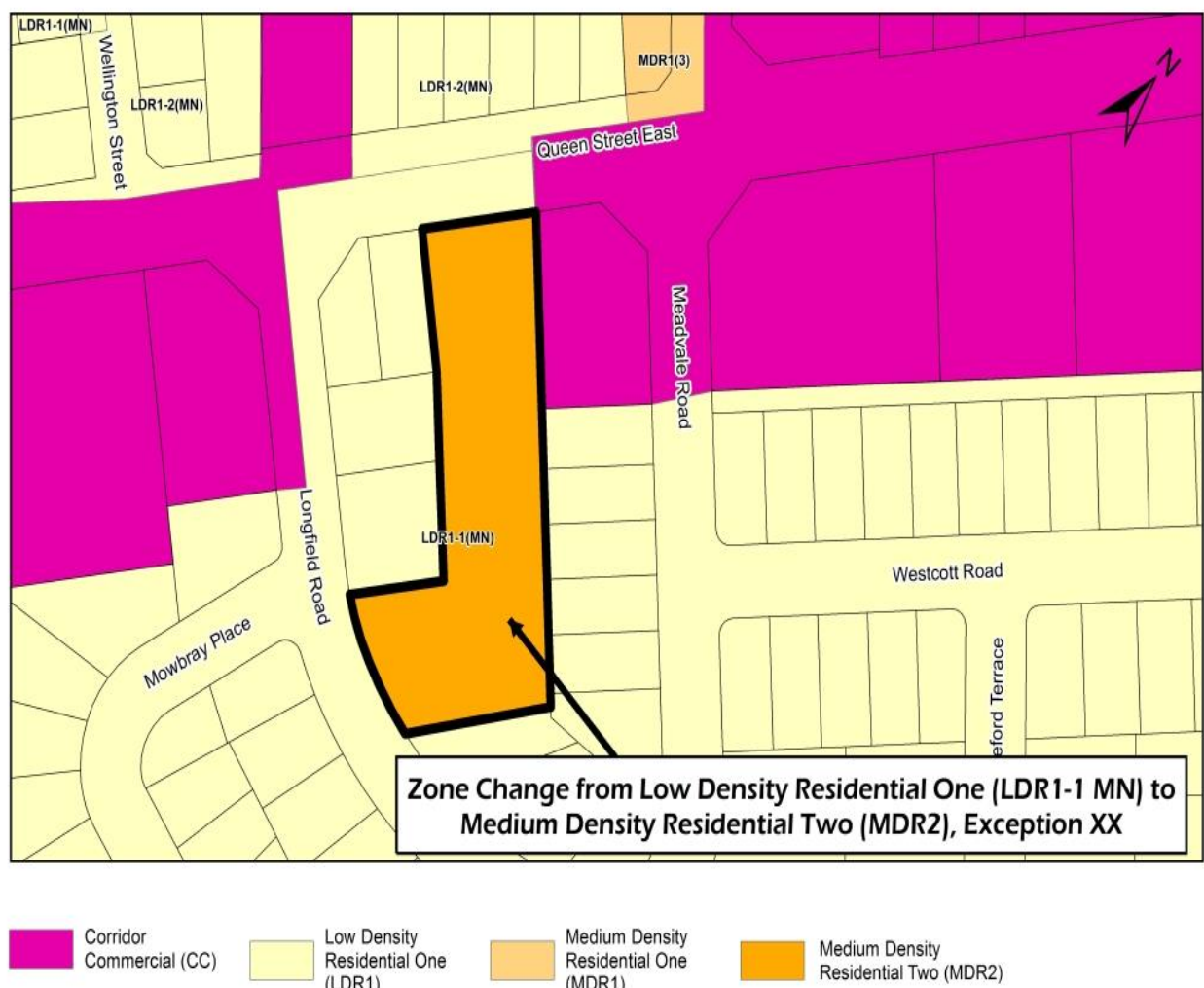
2. That Table 13.1: Exceptions of Zoning By-law 2010-0050 is hereby amended by adding the Exception Provision contained in Schedule “2” and forming part of this By-law.

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

Subject Lands

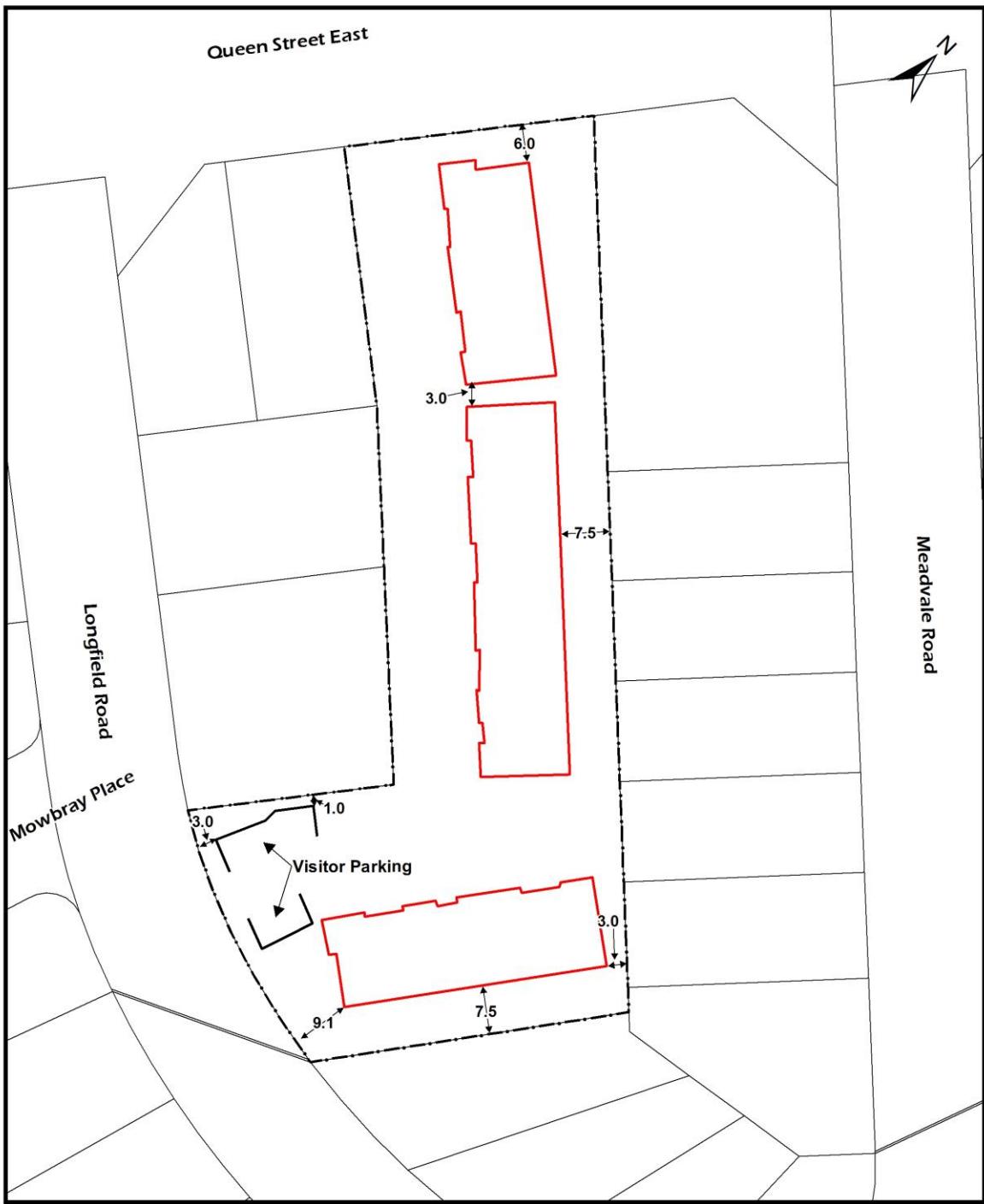


Schedule 2 to By-law 2019-_____

13.1 EXCEPTIONS

1	2	3	4	5	6	7
Exception Number	Zone	Municipal Address	Additional Permitted Uses	Only Permitted Uses	Uses Prohibited	Special Provisions
104 By-law 2019-00__	MDR2	284 Queen Street East (Acton)		(i) 1.5-storey townhouse dwelling units not exceeding sixteen (16) units accessed by a private lane. (ii) Home Occupations subject to the policies in Section 4.12 and subject to Special Provisions (6) and (7) of Table 6.1 in By-law 2010-0050		(i) a Private Townhouse means a multiple dwelling unit in a townhouse building, with each unit having direct access to a private road; (ii) Minimum private garage setback from a private road – 6 metres; (iii) Minimum Required Setback from the rear wall of a Private Townhouse to a lot line – as shown on Schedule 3 to this By-law; (iv) Minimum Required Setback from the side of a Private Townhouse to a lot line – as shown on Schedule 3 to this By-law; (v) Maximum Building Height – 8.5 metres; (vi) Minimum required number of parking spaces – 2 parking spaces per unit, 5 visitor parking spaces and 3 additional surplus spaces;

						<p>(vii) Minimum setback for surface parking spaces from a public street – as shown on Schedule 3 to this By-law;</p> <p>(viii) Minimum setback for surface parking from a lot line – as shown on Schedule 3 to this By-law;</p> <p>(ix) Porches, decks and/or stairs may encroach into a front, rear, interior or exterior side yard no more than 3 metres;</p> <p>(x) features including but not limited to, eaves or gutters, chimney breasts, pilasters and roof overhangs may encroach into a front, rear, interior or exterior side yard no more than 3 metres.</p>
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REPORT

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

REPORT FROM: Jennifer Spence, Sustainability Engagement Coordinator

DATE: May 29, 2019

REPORT NO.: PLS-2019-0047

RE: 2019 Community Sustainability Investment Fund

RECOMMENDATION:

THAT Report No. PLS-2018-0047, dated May 29, 2019, regarding requests for funding from the Community Sustainability Investment Fund, be received;

AND FURTHER THAT funding for the applications submitted to the Community Sustainability Investment Fund, as recommended by the Staff Sustainability Team, be endorsed subject to the applicants providing any required information in accordance with program requirements.

BACKGROUND:

The purpose of this report is to obtain Council approval to provide funds to the groups and organizations who have applied to the 2019 Community Sustainability Investment Fund. The various applications referenced in the report have been reviewed by the Staff Sustainability Team (SST).

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

COMMENTS:

Below, Table 1 displays a tally of the amount of requested and distributed through the Community Sustainability Investment Funding from 2014 to 2019.

Year	Number of Applications	Total Funding Requested	Total Funding Distributed	Total Combined Project Value
2019	13	\$22,425.00	\$15,000.00	\$158,458.53
2018	11	\$17,467.50	\$10,000.00	\$95,413.75
2017	9	\$14,021.49	\$15,940.00	\$95,691.84
2016	9	\$13,796.90	\$10,000.00	\$67,218.95
2015	15	\$25,500.00	\$10,000.00	\$209,372.62
2014	7	\$11,060.00	\$4,060.00	\$48,371.00
Total	63	\$104,270.89	\$65,000.00	\$674,526.69

A maximum of \$2,000.00 per project, per applicant, per intake period may be funded. In 2019, the Community Sustainability Investment Fund was increased to a maximum of \$15,000.00 to be funded per intake period which is once a year during the first week of April.

Between 2014 and 2018, the Town Sustainability Implementation Committee (TSIC) made recommendations of the Community Sustainability Investment Fund to Town Council. At the end of 2018, TSIC was sun-setted as a Committee of Council. In order to continue to offer funding to community groups and organizations, and for efficiency, the Staff Sustainability Team was recommended to review the applications using the same well-established process established by TSIC to make funding recommendations to Council.

The process of reviewing the applications has basically remained the same since the Community Investment Fund was established in 2014. Applications are submitted by community groups and organizations to the Planning and Sustainability Department before the due date. The applications are reviewed for completeness and to ensure they meet the criteria outlined in the Community Sustainability Investment Fund. This year, the Sustainability Team held a meeting on May 10, 2019, where the Sustainability Engagement Coordinator presented summaries of the applications to the Team. Then, each Team member received and reviewed the summaries of the all of the applications and completed a point system rating for each of the applications. This point system has

been used in previous years by TSIC. The next step involved tallying each of the Team members rating score for the applicant together. The applicants ranking score was listed in a table format from highest to lowest for all of the Team to view and discuss. The table had additional columns of the name of the group, the amount of money requested and the amount recommended by the Staff Sustainability Team. Using the point system and through discussions the Team determined the recommendations of funding to propose to Council.

Listed alphabetically below, in Table 2, are the community groups and organizations who applied to the 2019 Community Sustainability Investment Fund. A total of 13 applications were received. Collectively, the projects recommended for funding should make a meaningful contribution to Halton Hills' cultural vibrancy, economic prosperity, environmental health and social well-being. They will help implement the Community Sustainability Strategy and ultimately benefit the residents of Halton Hills. The Staff Sustainability Team recommends Council approves funding for the organizations and groups listed below.

Table 2: Recommended Funding – 2019			
Name of Organization	Amount Requested	Total Value of Project	Amount Recommended
Cancer Assistance Services Halton Hills	\$2,000.00	\$103,403.00	\$2,000.00
Community Living North Halton	\$2,000.00	\$17,000.00	\$2,000.00
EcoFilm Fest	\$500.00	\$1,500.00	\$950.00
Halton Hills Chapter of the Toronto Bruce Trail Club	\$1,200.00	\$1,200.00	\$500.00
Halton Hills Concert Band	\$2,000.00	\$14,945.16	\$500.00
Halton North Peel Naturalist Club	\$2,000.00	\$2,400.00	\$500.00
Halton Environmental Network	\$2,000.00	\$2,200.00	\$500.00
Halton Environmental Network/St. Andrew's United Church	\$2,000.00	\$2,250.00	\$1,750.00
Old Seed House Garden	\$1,725.00	\$1,925.00	\$800.00
Norval Community Association	\$2,000.00		\$500.00
Rotary Club	\$2,000.00	\$5,000.00	\$2,000.00
Toastmasters	\$4,000.00	\$5,635.37	\$2,000.00
Upper Credit Humane Society Thrift Store	\$1,000.00	\$1,000.00	\$1000.00

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

Schedule 1 to this report provides a brief overview of the 2019 funding applications, staff comments and SST's recommendations. Additional information regarding the applications is available from the Planning and Sustainability Department.

RELATIONSHIP TO STRATEGIC PLAN:

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

FINANCIAL IMPACT:

This is the sixth year of approved funding for the Community Sustainability Investment Fund. This is the first year of providing a total of \$15,000.00 funding for applicants to apply for to help implement the Community Sustainability Strategy. The 2019 Community Sustainability Investment Fund will collectively leverage \$158,438.53 that will be invested in the community through the groups and organizations and their projects.

CONSULTATION:

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

PUBLIC ENGAGEMENT:

No public engagement is required for this report.

SUSTAINABILITY IMPLICATIONS:

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

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

This report supports the cultural vibrancy, economic prosperity, environmental health and social well-being pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is excellent.

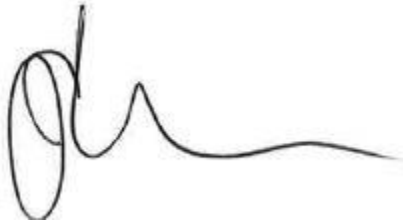
COMMUNICATIONS:

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

CONCLUSION:

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

Reviewed and Approved by,

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

John Linhardt, Commissioner of Planning and Sustainability

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

Brent Marshall, Chief Administrative Officer

Schedule 1

Summary of the 2019 Community Sustainability Investment Fund Applications

1. Cancer Assistance Services Halton Hills
2. Community Living North Halton
3. Eco Film Fest
4. Halton Hills Chapter of the Toronto Bruce Trail Club
5. Halton Hills Concert Band
6. Halton/Peel Naturalists Club
7. Halton Environmental Network
8. Halton Environmental Network/St. Andrews
9. Old Seed House Garden
10. Rotary Club
11. Toastmasters
12. Upper Credit Humane Society
13. Norval Community Association

Applicant 1	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Cancer Assistance Services Halton Hills	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$103,403.00	\$2,000.00
<p>Summary: Cancer Assistance Support Halton Hills (CASHh) has a proven track record of supporting Halton Hills and people in need. CASHh delivers free community based practical care services to help those coping with cancer and its treatments free of charge. Services include:</p> <ul style="list-style-type: none"> • transportation to appointments for treatment or care; • Respite and palliative care services; • Personal services such as reiki massage, reflexology & restorative exercises; and • Home Support Services including equipment & supplies and care giver support. <p>CASHh has operated for 18+ years and services 250-300 clients per year. Services are provided by about 50 volunteer drivers and by third party services secured and paid for by CASHh.</p> <p>The applicant is requesting \$2,000.00 to put towards CASHh's first annual cycling event to help cover the costs within the Safety and Security budget of \$10,040.00. Expenses within this budget include services from Police, St. John's Ambulance, first aid supplies and canopies, sweeper wagons and insurance.</p> <p>The cycling event is called "Ride the Hills" and it is on Sunday, September 22, 2019 to raise funds for to support recipients of CASHh services. The ride will begin at Trafalgar Sports Park and consists of three cycling routes; 25 km, 40 km ride and 100 km through the picturesque countryside of Halton Hills. The event expects to utilize about 100 volunteers. Additional funding will be acquired through corporate and businesses sponsorships, rider fees and donations.</p> <p>CASHh is a registered charity organization and is not associated with any cancer organization nor do they receive any government grants. Services are funded locally from donations, fund-raising events and the generosity of volunteers in Halton Hills.</p>			
<p>Town Staff Comments: The project supports cultural vibrancy, economic prosperity, environmental health and social well-being pillars of the Community Sustainability Strategy.</p>			
<p>Recommendation: The Staff Sustainability Team recommends funding \$2,000.00.</p>			

Applicant 2	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Community Living North Halton	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$17,000.00	\$2,000.00
<p>Summary: Community Living North Halton (CLNH) supports and provides services to people with special needs since 1955. They provide inclusive activities, employment and employment training, and improve quality of life of their participants. CLNH strives to reduce social isolation for those with developmental disabilities and engage them in their community.</p> <p>CLNH is requesting an extension of funding for the Friday Friends program which provides fun</p>			

activities, and services to people with developmental disabilities delivered by fitness practitioners.

The funding will allow people with developmental disabilities to remain actively engaged in Halton Hills and will reduce social isolation for their participants they support and enable them to contribute to their own community.

Town Staff Comments: This is the third year of funding to support the Friday Friends Program in Halton Hills. The project supports cultural vibrancy, economic prosperity, environmental health and social well-being pillars of the Community Sustainability Strategy.

Recommendation: The Staff Sustainability Team recommends funding \$2,000.00.

Applicant 3	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Eco Film Fest	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$500 out of the total value of \$1,500.00	\$950.00
<p>Summary: The applicant is requesting funding to support the cost of the screening fees for five eco-films that will be shown from January to May in 2020.</p> <p>Halton Hills Eco Film Fest just celebrated its fifth year of screening five eco-films per year from January to May. The Eco Film Fest educates people on relevant environmental issues and brings in guest speakers relevant to the topic. The Eco Film Fest brings together local and surrounding area residents and environmental type groups including: Halton/North Peel Naturalist Club, conservation authorities, green clubs from local high schools, Willow Park Ecology Centre, local horticultural societies, and the Halton Hills Bruce Trail Club, Halton Wood-Carving Club, community gardens, Wastewise, etc.</p> <p>Town Staff Comments: The project supports cultural vibrancy, economic prosperity, environmental health and social well-being pillars of the Community Sustainability Strategy.</p> <p>Recommendation: The Staff Sustainability Team recommends an additional \$450.00 from their requested amount of \$500.00 to a total of \$950.00. The Team is supportive of the Eco Film Festival growing into an independent organization and supports bringing environmental awareness by educating the public. The Team recommends additional funds to help cover the cost of five film leases and additional fees that are part of hosting eco films for the public.</p>			

Applicant 4	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Halton Hills Chapter of the Toronto Bruce Trail Club	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$1,200.00 out of the total value of \$1,200.00	\$500.00
<p>Summary: The Halton Hills Chapter of the Toronto Bruce Trail Club (BTC), founded in 2000, hopes to permanently secure the Bruce Trail in protected areas along the Niagara Escarpment. The club and its 1,400 volunteers work with landowners and stakeholders to achieve goals and provide local hiking experiences. Their strong brand prioritizes protecting and connecting lands by acquiring spaces throughout the Escarpment.</p>			

The BTC is valuable to our community through the efforts and work of about 1,400 volunteers which is similar to about 85 full-time jobs.

The BTC is requesting funding to enhance public visibility through the purchase of signage and t-shirts. T-shirts will be worn when leading trail hikes and at events to promote the organization. Another request of funding is to cover the cost of a flag to display at their booth during events to capture attention and aid in becoming a more well-known group within the community.

The Halton Hills Chapter of the Toronto Bruce Trail Club hopes that the funding and their efforts will promote hiking and other outdoor activity in Halton Hills.

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

Recommendations: The Staff Sustainability Team recommends funding \$500.00.

Applicant 5	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Halton Hills Concert Band	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$14,945.16	\$500.00
<p>Summary: The Halton Hills Concert Band (HHCB) focuses on promoting music and volunteering in the community and providing fun activities for all ages to take part in. The HHCB has supported many annual events in the community such as the arrival of the Olympic Torch, Canada Day, and the Earth Day and Sustainability Fair. The HHCB participated in the 2018 With Glowing Hearts Musical Tribute to the Armed Forces.</p> <p>This is the first time the Halton Hills Concert Band (HHCB) is requesting funding from the Community Sustainability Investment Fund. The HHCB is requesting funding for marketing, advertisements, design and printing of posters, signage, videography, tickets, staging, and facility rental of their "With Glowing Hearts" concert. This concert provides historic insight into the Armed Forces and honours veterans. The show features many musical organizations from the community and creates an environment that supports teamwork and inclusion. The event will bring in revenue for local businesses in the community.</p>			
<p>Town Staff Comments: This project supports the cultural vibrancy, economic prosperity, environmental health and social well-being pillars of the Community Sustainability Strategy.</p>			
<p>Recommendations: The Staff Sustainability Team recommends funding \$500.00. Some of the funding requests do not meet the criteria of the Community Sustainability Investment Fund.</p>			

Applicant 6	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Halton/North Peel Naturalists Club	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total value of \$2,400.00	\$500.00
<p>Summary: The Halton/North Peel Club (Club) was established in the 1960's and continues to welcome nature lovers alike to participate in their organization. They study and promote interest in nature, promote proper care and conservation in our community. The Club regularly participates in Town initiatives and has been a part of the Earth Day and Sustainability Fair for ten years.</p> <p>The Club is requesting funding for an information session to educate residents on waste control and reduction. The event will showcase relevant businesses, provide background knowledge and insight and promote youth engagement. The Club would like to give participants a reusable set of straws, and utensils.</p>			
<p>Town Staff Comments: This project supports the cultural vibrancy, environmental health and social well-being pillars of the Community Sustainability Strategy.</p>			
<p>Recommendations: The Staff Sustainability Team recommends funding \$500.00.</p>			

Applicant 7	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Halton Environmental Network	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total project value \$2,200.00	\$500.00
<p>Summary: Halton Environmental Network (HEN) is a non-profit organization in Halton that has been focusing on sustainability throughout the region of Halton since 2004. HEN aims to connect and engage with school boards, governments, and faith-based communities with their green forward thinking.</p> <p>The organization is seeking funding to create a canoe garden within the Town which involves keeping a canoe that is not safe for water out of the landfill. A contest will determine which group/site gets to paint, sand, and create the garden in the canoe. HEN has teamed up with a professional art instructor from ArtHouse (Oakville) to provide guided participation during the creation of the garden which will be located in Halton Hills. The garden will be registered as a butterfly weigh station, supporting the environment; and special native plants will be purchased at a greenhouse on Six Nations.</p>			
<p>Town Staff comments: This project supports the cultural vibrancy, environmental health and the social well-being pillars of the Community Sustainability Strategy.</p>			
<p>Recommendation: The Staff Sustainability Team recommends funding \$500.00.</p>			

Applicant 8	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Halton Environmental Network/ St. Andrew's United Church	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health	\$2000.00 out of the total value of \$2,250.00	\$1,750.00
<p>Summary: Halton Environmental Network (HEN) is a non-profit organization in Halton that has been focusing on sustainability throughout the region since 2004. HEN aims to connect and engage with school boards, governments, and faith-based communities with their green forward thinking to improve the environmental health in Halton region.</p> <p>HEN is requesting funding for one of programs called Greening Sacred Spaces Halton-Peel (GSS) to create sustainable and more energy efficient places of worship. They will use an Energy Benchmark program to track energy consumption. GSS will provide energy benchmarking, for the first time in Halton Hills. Funding is requested to conduct an energy audit at St. Andrew's United Church to identify ways to improve energy efficiency in their building.</p>			
<p>Town Staff Comments: The project supports the cultural vibrancy and environmental pillar of the Community Sustainability Strategy.</p>			
<p>Recommendation: The Staff Sustainability Team recommends funding \$1750.00 for the cost of the energy audit. The funding request for payment of staff time in HEN's application do not meet the criteria of the Community Sustainability Investment Fund.</p>			

Applicant 9	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Old Seed House Garden	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$1,725.00 out of the total project value: \$1,925.00	\$800.00
<p>Summary: Friends of the Old Seedhouse Garden (FOSGH) was founded in 2000. The organization regularly plants and maintains a large community garden to provide visitors and residents with an aesthetically pleasing park.</p> <p>This is the second time FOSGH is requesting funding from the Community Sustainability Investment Fund. The organization is requesting funding for butt stops to curb the problem of cigarette butts being left on the ground. They are also seeking funding for plant stakes to identify plants, t-shirts for volunteers while they are gardening, and signs to direct vehicular traffic to the Garden.</p>			
<p>Town Staff Comments: This project supports the cultural vibrancy, social well-being and environmental pillars of the Community Sustainability Strategy.</p>			
<p>Recommendation: The Staff Sustainability Team recommends funding \$800.00.</p>			

Applicant 10	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Rotary Club	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total project value: \$5,000.00	\$2,000.00
<p>Summary: The Rotary Club is an international club that has been present in Georgetown for 70 years. The organization regularly contributes to the community through the High School Robotics Club, the Georgetown Hospital, veteran's dinners, and helped found the Craft Beer Festival. The focus for Rotary Club is providing support/service, and increasing the goodwill both within the community and around the world.</p> <p>The Rotary Club is requesting funding to plant 2,020 trees on April 25th, 2020 to improve the environmental health in Halton Hills. Trees will be purchased locally and the Club would work with the community to complete the project. This is the first time the Rotary Club has requested funding from the Community Sustainability Investment Fund.</p> <p>Town Staff Comments: This project supports the cultural vibrancy, environmental health and social well-being pillars of the Community Sustainability Strategy.</p> <p>Recommendation: The Staff Sustainability Team recommends funding \$2,000.00.</p>			

Applicant 11	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Toastmasters	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$4,000.00 out of the total project value: \$5,635.37	\$2,000.00
<p>Summary: Toastmasters is an organization which provides leadership ability training to youth for personal growth and confidence. This is an international club which provides members with the opportunity to visit any club around the world. Members of the club learn skills for speaking, listening and creative thinking.</p> <p>The group is seeking funding for the first time from the Community Sustainability Investment Fund to provide a 9-week Youth Leadership Program in a workshop format. The funding will assist in sponsoring a youth Leadership/Gavel Club. Through the tried, true and tested education program, members learn the art of speaking, listening and thinking, creating better leaders and relationships both personally and professionally. The program promotes social inclusion, improved self-esteem, builds confidence, and provides opportunities for our youth to enhance learning abilities. Learning such skills early creates better students, employees, and community minded citizens.</p> <p>Town Staff Comments: This project supports the cultural vibrancy, economic prosperity, environmental pillars, and social well-being of the Community Sustainability Strategy.</p> <p>Recommendation: The Staff Sustainability Team recommends funding \$2,000.00.</p>			

Applicant 12	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Upper Credit Humane Society	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$1,000.00 out of the total project value: \$1,000.00	\$1,000.00
<p>Summary: Established in 2003, the Upper Credit Humane Society (UCHS) is an organization set up to house animals such as cats, dogs, birds, rabbits etc. It is located in Erin Ontario. The Society provides shelter for homeless animals until they can find loving homes. This organization operates solely on donations and revenue from their thrift store located in Moore Park Plaza.</p> <p>One third of the revenue for the UCHS comes from the thrift store located in the Moore Park Plaza located in Georgetown. The UCHS is requesting funding for new signage for the store that is badly worn above the entrance to the store and on the post in the parking lot.</p> <p>Volunteers, including youth, who are working towards completing their high school volunteer hours run the operation of the store.</p> <p>Town Staff Comments: This project supports the cultural vibrancy, economic prosperity, environmental health and social well-being pillars of the Community Sustainability Strategy.</p> <p>Recommendation: The Staff Sustainability Team recommends funding \$1,000.00</p>			

Applicant 13	Supported Sustainability Pillars	Requested Amount and Project Value	Recommendation
Norval Community Association	<input checked="" type="checkbox"/> Cultural Vibrancy <input checked="" type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Environmental Health <input checked="" type="checkbox"/> Social Well-being	\$2,000.00 out of the total project value: \$18,000.00	\$500.00
<p>Summary: Norval Community Association (NCA) is an organization that engages the community to improve overall quality of life. The board is made up of 11 volunteer members. The organization hopes to build a strong community spirit and preserve historic values as well as beautify Norval.</p> <p>NCA is requesting funding to create a pollinator demonstration garden to both enhance visual aesthetics and improve pollinator success. This project is a unique pilot opportunity that is envisioned as a demonstration of how community can come together to support biodiversity gains through ecosystem restoration on public land. The NCA will complete the project and then have a celebratory indigenous water ceremony.</p> <p>The pollinator garden will contribute to the environmental health and be a desirable destination to attract tourists. The intent is to address the invasive plant species in McNabb park and to create habitat for pollinators and butterflies in a way that community can replicate on their own properties. Student from Georgetown District High School will use technology to map, monitor and remove invasive plant species, create an inventory and base map for McNabb park, and participate in garden creation and maintenance. Community members, including indigenous community, will be invited to participate in a community effort to collectively learn and enable the creation and maintenance of the area, especially the demonstration gardens. Efforts will be made to establish a rare native plant garden from which seeds can be gathered and shared throughout the</p>			

community.

The benefits of this project include:

- Learning opportunity for the public
- McNabb Park will have a base map of plants, assessed for native plants and invasive species will be removed
- Enhanced ecosystem services through pollinator and butterfly habitat
- Enhanced park with lower maintenance costs.
- Community celebration and connection.
- Demonstration for residents to replicate the garden on their own property.
- Increase partnerships with Ministry of Transportation, P.O.W.E.R., Georgetown District High School, Indigenous community, Credit Valley Conservation, Town of Halton Hills) to implement the Community Sustainability Strategy.
- Sense of achievement and pride for all who participate.
- Promotes tourism

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

Recommendation: The Staff Sustainability Team recommends funding \$500.00.

REPORT

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

REPORT FROM: Romaine Scott
Legal Coordinator

DATE: June 4, 2019

REPORT NO.: PLS-2019-0048

RE: Dedication of Reserves
Blocks 239 – 243, inclusive, Plan 20M-1196
Halton Hills South Property Corp. – HHVHI 16 Ph 6 (20M-1208)
File No. L04 HA

RECOMMENDATION:

THAT Report No. PLS-2019-0048 regarding a by-law to dedicate 0.3m reserves as part of the public highway system be received;

AND FURTHER THAT staff be authorized to bring forward a by-law to dedicate the 0.3m (1 ft) Reserve Blocks 239, 240, 241, 242 and 243, Plan 20M-1196, as parts of the public highway system to allow legal access into the subdivision development registered as Plan 20M-1208.

BACKGROUND:

Reserves Blocks 239, 240, 241, 242 and 243, Plan 20M-1196 were acquired by the Town to control public access from the streets on the Phase 5 subdivision development lands onto the adjacent Phase 6, during the subdivision construction period. Both the Phase 5 and Phase 6 lands have now been registered as Plans 20M-1196 and 20M-1208 respectively. The developer has requested that the reserves be lifted to allow legal access onto the streets within the subdivision developments.

The subject lands are illustrated on the map attached to this report as Appendix “1”.

COMMENTS:

The Transportation & Public Works Department concurs that it is in order to dedicate the Reserves as shown on Appendix “1” as parts of the public highway system.

RELATIONSHIP TO STRATEGIC PLAN:

This is a procedural issue. The proposed dedication has no relationship to the Town’s Strategic Plan.

FINANCIAL IMPACT:

There is no financial impact with respect to this report.

CONSULTATION:

Staff consulted with the applicant and with the Transportation & Public Works Department.

PUBLIC ENGAGEMENT:

There is no public engagement required with respect to this report.

SUSTAINABILITY IMPLICATIONS:

There is no sustainability implication with respect to this report.

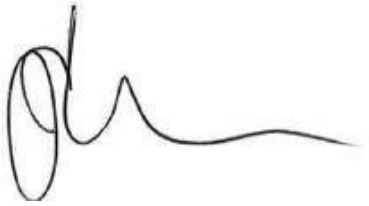
COMMUNICATIONS:

There is no communication impact with respect to this report.

CONCLUSION:

The reserves are no longer required as the plans of subdivision are now registered and occupancy of the homes is now imminent. Therefore, staff recommends that the appropriate by-law be enacted to lift the reserves herein and provide legal access from the developments onto the public highways.

Reviewed and Approved by,

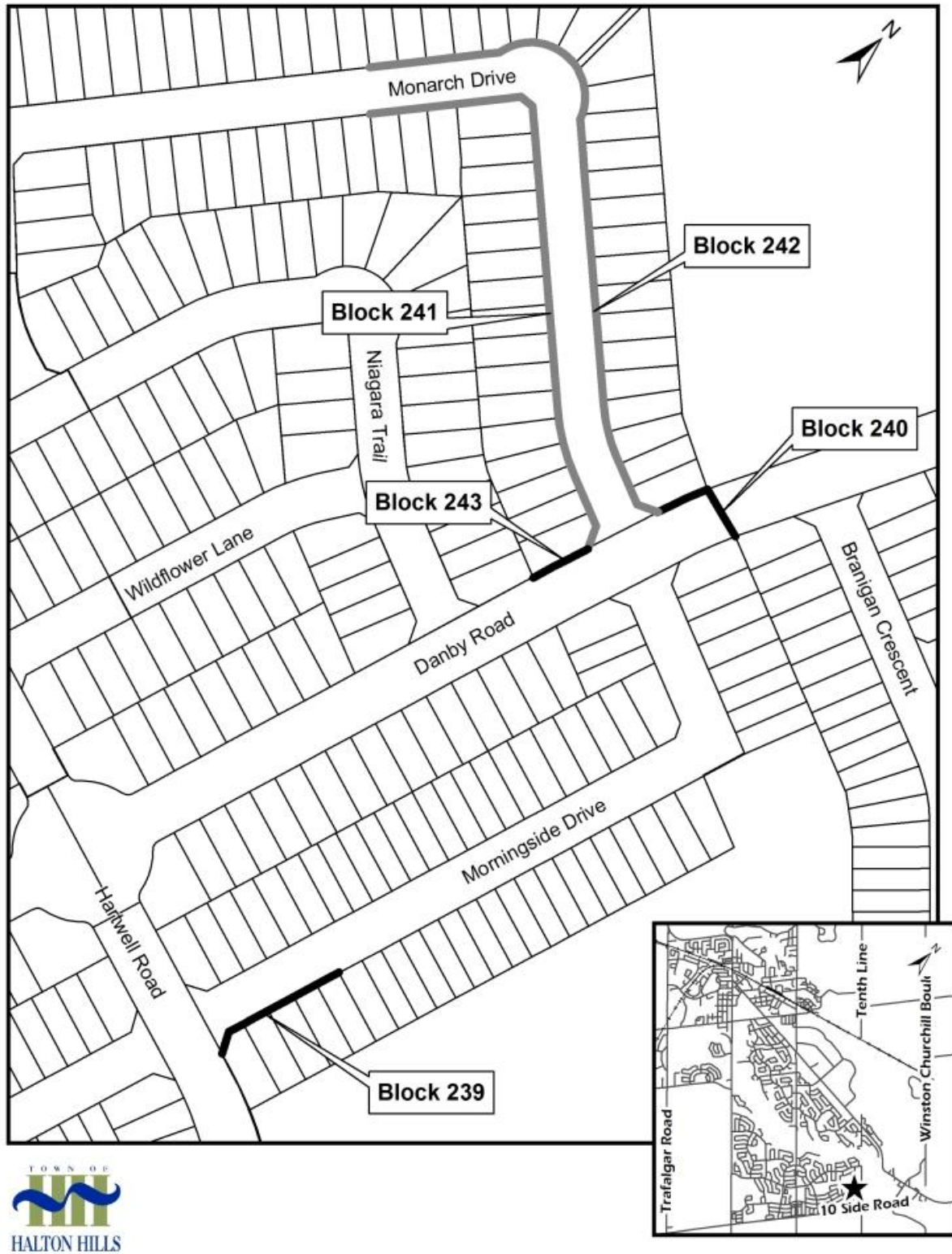
A handwritten signature in black ink, appearing to be 'John Linhardt', with a stylized, flowing script.

John Linhardt, Commissioner of Planning and Sustainability

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

Brent Marshall, Chief Administrative Officer

APPENDIX "1" TO REPORT NO. PLS 2019-0048



REPORT

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

REPORT FROM: Jeff Markowiak, Manager of Development Review

DATE: June 12, 2019

REPORT NO.: PLS-2019-0049

RE: Conditional water allocation for 284 Queen Street East (13 SDE from the Acton residential pool)

RECOMMENDATION:

THAT Report No. PLS-2019-0049, dated June 12, 2019, regarding the “Conditional water allocation for 284 Queen Street East (13 SDE from the Acton residential pool)” be received;

AND FURTHER THAT 13 single detached equivalents (SDE) of water system capacity be allocated from the Acton residential pool to 284 Queen Street East (Site Plan D11SPA19.001) conditional on the issuance of building permits within 18 months of the date of Council approval of this report, failing which, Council, may at its discretion, withdraw the respective water allocation.

BACKGROUND:

Planning staff are bringing forward a report to the June 25, 2019, Planning, Public Works & Transportation Committee (Report PLS-2019-0046) recommending the approval of a site specific Zoning By-law Amendment to permit the development of 16 townhouse units on the property municipally known as 284 Queen Street East in Acton. The site is also currently the subject of Site Plan application D11SPA19.001, which has been reviewed concurrently with the Zoning By-law Amendment application; see **SCHEDULE 1 – PROPOSED SITE PLAN**. Should Council chose to approve the Zoning By-law Amendment, staff anticipates that the Town may be in a position to issue conditional Site Plan approval shortly thereafter.

This report recommends the allocation of 13 SDE to 284 Queen Street East provided Council supports the approval of the Zoning By-law Amendment required to permit the 16-unit townhouse proposal.

COMMENTS:

As per Region of Halton comments, the townhouse proposal requires 14 single detached equivalents (SDE) of capacity. The property has a credit of 1 SDE from the

previous single detached home on the site; therefore, the Town is required to allocate the remaining 13 SDE. Halton Region staff indicated they would only support approval of the Zoning By-law Amendment upon condition that the 13 SDE were allocated to the property. The Region offered two options to satisfy this condition:

- Bring forward a report to Council to allocate the 13 SDE at the same date that the Recommendation Report for the Zoning By-law Amendment was being considered; or
- Apply a Holding (H) Provision to the site specific Zoning By-law Amendment that contained a condition requiring the allocation of the necessary 13 SDE.

Town staff chose to bring forward a report in conjunction with the Recommendation Report for the Zoning By-law Amendment given:

- No other Holding (H) Provision conditions had been identified through the review of the proposal. Therefore, a Holding (H) Provision would only be applied to the property to address the servicing requirement; and
- The typical process is to bring forward a report allocating the necessary servicing capacity following the issuance of conditional Site Plan approval. Given the advanced state of review of the Site Plan application, Town staff felt comfortable bringing forward a report to allocate the 13 SDE at this time.

If Council approves the Zoning By-law Amendment application and subsequent allocation of 13 SDE to 284 Queen Street East, the following amounts will be left remaining in the respective Acton water allocation pools:

- 4 SDE in the residential pool; and
- 22 SDE in the flex pool.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the following strategic directions outlined in Council's 2014-2018 Strategic Action Plan:

Achieve Sustainable Growth:

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

Provide Sustainable Infrastructure & Services:

- To maintain and enhance community infrastructure and services that support our quality of life.

FINANCIAL IMPACT:

Water allocation is required to allow projects to advance through the land use and building approvals process. Development triggers collection of various monies throughout the approvals process and ultimately results in the expansion of the Town's assessment base.

CONSULTATION:

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

PUBLIC ENGAGEMENT:

No public notification or engagement is required for the allocation of water system capacity.

SUSTAINABILITY IMPLICATIONS:

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

The recommendations outlined in this report are not applicable to the Strategy's implementation.

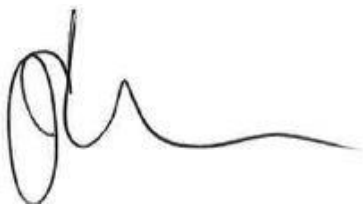
COMMUNICATIONS:

A copy of this report and Council's decision will be forwarded to the Applicant and the Region of Halton.

CONCLUSION:

This report recommends that 13 single detached equivalents (SDE) of water system capacity be allocated from the Acton residential pool to the 16-unit townhouse development at 284 Queen Street East provided Council approves the Zoning By-law Amendment required to permit the proposal. The allocation of the 13 SDE is recommended to be conditional on the issuance of building permits for the development within 18 months of the date of Council approval of this report.

Reviewed and Approved by,

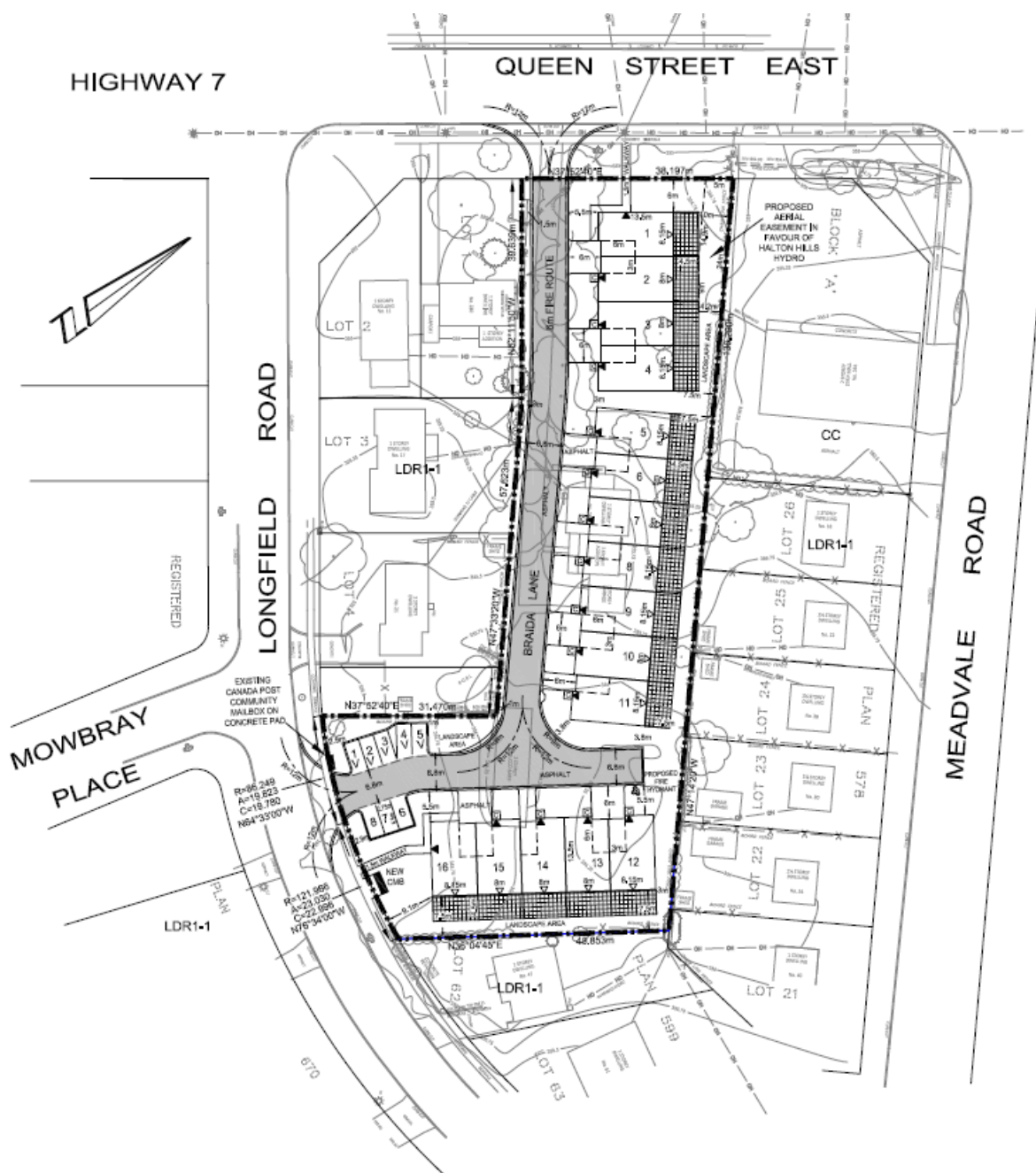
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John Linhardt, Commissioner of Planning and Sustainability

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

Brent Marshall, Chief Administrative: Officer

SCHEDULE 1 – PROPOSED SITE PLAN



REPORT

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

REPORT FROM: Michelle Mathies, Project Manager, Municipal Infrastructure

DATE: June 7, 2019

REPORT NO.: TPW-2019-0021

RE: Pre-approval for the Award of Tender T-052-19 for the Acton Total Phosphorus Offset Program

RECOMMENDATION:

THAT Report No. TPW-2019-0021, dated June 25, 2019, regarding Pre-approval for the Award of Tender T-052-19 for the Acton Total Phosphorus Offset Program, be received;

AND FURTHER THAT Council authorizes the award of the Tender to the lowest acceptable bidder meeting all specifications, provided that the Tender amount is at or below the amount of the Purchase Order received from Halton Region for the works;

AND FURTHER THAT Council authorizes the Mayor and Clerk to execute the necessary Contract Documents for this project.

BACKGROUND:

In 2006, Halton Region completed the Class Environmental Assessment (EA) for the Acton Wastewater Treatment Plant expansion. The Acton Wastewater Treatment Plant (WWTP) discharges to Black Creek. Black Creek is a Policy 2 receiver for Total Phosphorus, and as per the Provincial Water Quality Objective, Total Phosphorus concentrations in Black Creek downstream of the WWTP cannot exceed 0.03mg/L.

In 2016, Halton Region completed a Total Phosphorous Offset Strategy that identified measures to offset the Total Phosphorus loadings that would result from the expansion of the WWTP. The Offset Strategy completed by Cole Engineering recommended that a combination of Oil Grit Separators (OGS) and Jellyfish filters be installed in several stormwater drainage areas in Acton upstream of the WWTP. Phosphorous offsets are required to allow for the utilization of the full treatment capacity of the upgraded WWTP in order to support future development in Acton.

The Ministry of Environment, Conservation and Parks issued an Environmental Compliance Approval (ECA) in May, 2017. The ECA refers to the fourteen (14) locations recommended by Cole Engineering for the program. It also outlines the requirement to monitor the units to confirm the Total Phosphorus reduction is achieved.

COMMENTS:

Halton Region and the Town of Halton Hills are jointly undertaking the Acton Total Phosphorus Offset Strategy. In November, 2017 a letter of consent to Proceed with the Implementation of Project PR2968 Total Phosphorus Offset Program in the Town of Halton Hills was received (refer to Attachment 1).

This multi-phase program will involve the installation of OGS and Jellyfish Filter Stormwater Quality Units in several stormwater drainage areas in Acton. The program is to commence in 2019 and be completed by 2027, as per the ECA (refer to Attachment 2). The first phase of the program will include an OGS unit to be installed in Bovis Park, adjacent to the Bovis channel, and a Jellyfish Unit to be installed at the intersection of Acton Boulevard and Division Street within the roadway.

The tendering and award of the project will be led by the Town of Halton Hills, in accordance with our procurement process. One OGS and one Jellyfish filter will be installed in this phase. The tender is expected to be advertised in August, 2019 with the first phase of construction scheduled for September and be completed by November, 2019, subject to receiving all environmental approvals.

Monitoring and verification of the Total Phosphorus removal for each unit will be completed by Credit Valley Conservation Authority over an 18-month period (refer to Attachment 3).

Additional phases of the Program will be developed upon completion of the Monitoring and Verification Program.

RELATIONSHIP TO STRATEGIC PLAN:

The recommendations of this Report directly support the following Strategic Directions, Goals and Objectives of the Town of Halton Hills Strategic Plan:

G – Provide Sustainable Infrastructure and Services.

G.1 To provide infrastructure and services that meets the needs of our community in an efficient, effective and environmentally sustainable manner.

FINANCIAL IMPACT:

A detailed letter of consent was issued by Halton Region and accepted by the Town of Halton Hills. This letter outlines roles and responsibilities of both Halton Region and the Town of Halton Hills. Halton Region will issue a Purchase Order to the Town of Halton

Hills to compensate for costs associated with the construction phase, including consulting and internal costs. In addition to these costs, Halton Region will make a one-time sustainable maintenance payment of \$77,000.00, following the installation of each unit.

All works supplied and installed under this project shall become the property of the Town of Halton Hills.

CONSULTATION:

The Manager of Purchasing is in agreement with this recommendation.

The Manager of Accounting and Town Treasurer is in agreement with this recommendation.

Halton Region is in agreement with this project.

Credit Valley Conservation Authority is in agreement with this project.

PUBLIC ENGAGEMENT:

Through the Municipal Class EA Acton Wastewater Treatment Plant expansion conducted by Halton Region in 2006, public agencies, stakeholders and aboriginal groups were consulted. Public Information Centres were held on June 26, 2007 and November 16, 2010. All agencies, stakeholders and members of the public were mailed all study notifications.

SUSTAINABILITY IMPLICATIONS:

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

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

The Acton Total Phosphorus Offset Program supports two pillars of sustainability by providing economic prosperity through infrastructure renewal and provides social well-being by providing relievable water resources. The alignment of this Report with the Community Sustainability Strategy is good.

COMMUNICATIONS:

Town staff will work closely with the successful Contractor to ensure the work is carried out in accordance with the contract documents and with as little disruption to the local community and public traffic, as possible. Signage will be installed at the sites to inform the public of the Credit Valley Conservation Authority Monitoring and Verification Program.

CONCLUSION:

Staff recommends Council pre-approve the Award of Tender T-052-19 for the Acton Total Phosphorus Offset Program upon receipt of a Purchase Order from Halton Region for the works.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "C. Mills". The signature is stylized with a large, sweeping initial "C" and a horizontal line extending to the right.

Chris Mills, Commissioner of Transportation and Public Works

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is written in a cursive style with a large, prominent "B" and "M".

Brent Marshall, Chief Administrative Officer



November 20, 2017

Public Works Department
Office of the Commissioner
1151 Bronte Road
Oakville ON L6M 3L1

Town of Halton Hills
Attention: Chris Mills, Commissioner of Planning &
Infrastructure Service -
1 Halton Hills Drive
Town of Halton Hills, ON L7G 5G2

Dear Mr. Mills: *CHRIS*

RE: Consent to Proceed with Implementation of Project PR2968 (ID 6565) Total Phosphorous Offset Program in the Town of Halton Hills - Acton

In reference to our project PR2968 (ID 6565) Total Phosphorous Offset Program, this will serve as the Region's consent to the Town of Halton Hills to proceed with the implementation of the TP Offset Program in the Town of Halton Hills – Acton, as set out in this letter.

The objective of the TP Offset Program is to achieve the annual TP offset target of 48 kg/kg/year (applying a safety factor of 2:1 the target is 96 kg/year). The attached "Total Phosphorous Offset Strategy- Acton Wastewater Treatment Plant Expansion" prepared by Cole Engineering February 2016, sets out the capital program as proposed to the Ontario Ministry of Environment and Climate Change (MOECC). The program has since been revised to address MOECC review comments.

The Program implementation will comprise the supply and installation of a total of 10 Oil Grit Separators and/or "Jellyfish" within the Town's existing stormwater collection system in Acton at locations identified in Table "A" attached to this letter. If any locations identified in Table "A" cannot be implemented, other available locations, deemed to be suitable, may be selected (full list of the available locations is provided in Table 4.5 on pg. 49 of the Strategy Report referenced above) as agreed to jointly by the Town and the Region during the implementation of the project.

Total funding available under PR2968 (ID 6565) is \$3,300,000. Although it is anticipated that these funds will be sufficient for the implementation of the program, costs payable to the Town for the TP Offset Program shall not exceed this amount without prior written approval of the Region. Works to be carried out by the Town under the TP Offset Program shall be completed no later than December 31, 2022. Compensation to the Town shall include costs associated with the design, tendering and administration of the contracts for the works. Other terms and conditions with respect to compensation for the work to be paid to the Town shall be as identified on the purchase order issued by the Region and/or identified herein.

In addition to invoiced costs for the implementation of the TP Offset Program the Region shall make a one-time sustainable maintenance payment of \$77,000 following the installation of each unit, to a total of \$770,000.

It is noted that the cost to deliver the program shall be subject to the tenders for the work received by the Town of Halton Hills. This letter of consent and the associated Purchase order

Regional Municipality of Halton

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

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

will only bind the Town to deliver the program to the extent that there are sufficient funds within the Region's project budget.

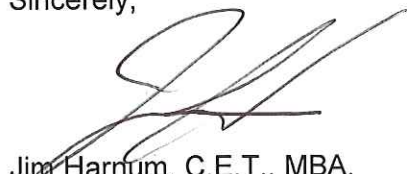
All works supplied and installed under this program shall become the property of the Town of Halton Hills.

This consent is provided on the understanding that:

- The annual program for the implementation of the TP Offset Program will be developed jointly between the Region and the Town and subject to written approval of the Region's Commissioner of Public Works and the Town's Commissioner of Planning and Infrastructure;
- The works will be tendered by the Town of Halton Hills, in accordance with the procurement by-laws of the Town of Halton Hills;
- The Region is to be identified as an additional named insured in all insurance and indemnities provided by all contractors retained by the Town with respect to the work;
- Progress payments for the implementation of the TP Offset Program will be subject to the review and approval of the Region's project manager and paid on a monthly basis in accordance with the Town's contract for the work. Progress payment requests shall reference both the Region's project and purchase order numbers;
- All information related to change orders, deficiencies or contractor claims that arise on the project, from time to time, will be shared between the Region and Town of Halton Hills; and
- If at any time it is necessary for the Region to terminate its funding of the Program implementation, all costs incurred, or committed to, by the Town up to the date of written notification will be paid by the Region as set out herein.

If you have any questions or require additional information, please contact Tim Dennis, Director of Engineering and Construction Services at 905 825 6000 extension 7775.


Sincerely,



Jim Harnum, C.E.T., MBA,
Public Works Commissioner, Halton Region

cc: Tim Dennis, P.Eng., Director, Engineering & Construction Services, Halton Region
Don Kudo, P.Eng., Director, Engineering, Town of Halton Hills

Attachment

TABLE A							
				TP Offset Strategy			
				Halton Acton Wastewater Treatment Plant Expansion			
				File No. E11-392 Date: November 2016			
ID	Area ha	Phos Load (Cole) kg/yr	TP Removal Method	TP Removal (%)	TP Removal kg/yr	Capital Cost \$	O&M Costs \$/yr
A1	10.85	18.23	Jellyfish	59%	10.76	\$ 188,228	\$ 3,000
A2	21.96	42.40	OGS	40%	16.96	\$ 378,400	\$ 4,500
A3	40.66	53.80	OGS	40%	21.52	\$ 339,900	\$ 4,500
A4	18.40	32.18	OGS	40%	12.87	\$ 295,900	\$ 3,000
A6	8.13	12.80	Jellyfish	59%	7.55	\$ 173,829	\$ 3,000
A16	7.29	12.87	Jellyfish	59%	7.59	\$ 173,829	\$ 3,000
A23	4.29	8.11	Jellyfish	59%	4.78	\$ 145,006	\$ 3,000
A25	4.30	7.36	Jellyfish	59%	4.34	\$ 114,653	\$ 3,000
A26	6.92	9.59	Jellyfish	59%	5.66	\$ 136,351	\$ 3,000
A31	5.73	10.24	OGS	40%	4.10	\$ 145,713	\$ 1,500
Total	128.53	207.59			96.14	\$ 2,091,810	\$ 31,500
Target =					96	kg/yr	

May 2, 2017

Region of Halton
1151 Bronte Road
Oakville, Ontario
L6M 3L1

Attention: Magda Bielawski
Project Manager III

**Re: J160063 – Acton WWTP ECA and
Verification Monitoring Program Overview – Final**

Staff of Credit Valley Conservation (CVC) have reviewed and find satisfactory the stormwater pre-treatment verification program outlined in the memo Acton WWTP ECA and Verification Monitoring Program Overview – Final (April 26, 2017).

The MOECC has required that the current actual loads (not loads permitted in the ECA) be maintained at the baseline level of 156 kg/yr. (based on 2005-2009 effluent data) in order to achieve this requirement the Region agreed to TP off-setting . This memo provides the framework for a verification monitoring program for the two stormwater management measures: an OGS and a Jellyfish filter. The memo does not provide the specific details of the program, but the Region has proposed that the detailed verification program will be developed with CVC.

On this basis, CVC finds the Verification Monitoring Program Overview satisfactory. We look forward to working with Halton Region and MOECC on the developing the site specific details and implementation of the plan.

If you have any additional questions, do not hesitate to contact me.

Regards,



Liam Marray
Senior Manager

AMENDED ENVIRONMENTAL COMPLIANCE APPROVALNUMBER 2257-ADZNND
Issue Date: May 26, 2017

The Regional Municipality of Halton
1151 Bronte Rd
Oakville, Ontario
L6M 3L1

Site Location: Acton Waste Water Treatment Plant (WWTP)
202 Churchill Rd S
Halton Hills, Regional Municipality of Halton
L7J 2J7

You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:

alternation, extension, usage and operation of municipal sewage works in accordance with Section 53 of OWRA for the treatment of sanitary sewage and disposal of effluent to Black Creek via a Sewage Treatment Plant (Acton WWTP) as follows:

Rated Capacity of Sewage Treatment Plant:

- Prior to completion of construction of all Proposed Works: 4,545 m³/d;
- Upon completion of construction of all Proposed Works: 5,200 m³/d;
- Upon completion of Phase I of the Total Phosphorus Offset Program: 5,600 m³/d;

Proposed Works

Flow Distribution Chamber

- one (1) influent distribution chamber, equipped with coarse bubble aeration system and baffles;
- manually operated weir gates for flow splitting to existing Plant B and new Plant C;

Plant C - design average daily flow: 3,733 m³/d

Primary Treatment - Peak Daily Flow Rate: 10,562 m³/d

- two (2) 22.5 m x 5.6 m x 4.22 m SWD primary clarifiers, equipped sludge and scum removal mechanisms;
- two (2) raw sludge pumps (one standby), each rated at 10 L/s at 23 m total dynamic head (TDH);
- one (1) scum pump rated at 10 L/s at 22 m TDH;
- one (1) primary clarifier unwatering pump rated at 21 L/s at 12 m TDH;

Secondary Treatment - Peak Hourly Flow Rate: 550.8 m³/h

Biological Treatment

- two (2) three-pass 24.2 m x 9.1 m x 5.68 m SWD aeration tanks, each partitioned into three anoxic zones at front and an aerobic zone, equipped with fine bubble aeration systems;
- one (1) submersible mixer in each anoxic zone;
- three (3) blowers (one standby), each rated at 1,530 Nm³/hr at 59 kPa;
- one (1) sluice gate controlling the discharge of primary effluent for step feed, with one (1) channel directing the discharge into the end of second pass and one (1) channel directing the discharge just beyond the anoxic zone in the first pass;

Secondary Sedimentation

- two (2) 27 m x 9.7 m x 4.0 m SWD secondary clarifiers, equipped with sludge and scum removal mechanisms;
- three (3) return activated sludge (RAS)/wasted activated sludge (WAS) pumps (one standby), each rated at 21 L/s at 12 m TDH;
- two (2) scum pumps, each rated at 10 L/s at 23 m TDH;

Tertiary Filtration - Peak Hourly Flow Rate: 826 m³/h

- six (6) concrete filter cells in which one (1) is constructed without modulus in Phase I and five (5) cells, each with a Peak Hourly Flow Rate of 165.2 m³/h, are equipped with four (4) 4.65 m² modules;
- two (2) air compressors (one standby);
- two (2) backwash pumps, each rated at 30 L/s at 15 m TDH;

Supplementary Treatment

Phosphorus Removal System

- reconfiguration of existing pumps for dual point chemical addition to flow distribution chamber, Plant B secondary clarifier inlets and Plant C aeration tank outlets;
- two (2) additional chemical feed pump, rated at 400 mL/s at 69 m TDH;

UV Disinfection - Peak Hourly Flow Rate: 1058.8 m³/h

- two (2) 8.95 m x 0.407 m x 0.83 m SWD channels, equipped with UV disinfection systems;

Effluent Pumping Station

- one (1) 6 m x 3 m x 2.9 m SWD wet well with a capacity of 20 m³;
- four (4) effluent sewage pumps (one standby), each rated at 99.4 L/s at 6.5 m TDH;
- one (1) bypass sewer with a sluice gate installed on the bypass pipe;

Final Effluent Measuring and Sampling Point

- final effluent flow metering device located at 600 mm outfall sewer following the effluent pumping station;
- an automatic sampler for sampling the Final Effluent at sump following UV disinfection;

Effluent Outfall

- a 600 mm diameter effluent sewer discharging to Black Creek terminating at a reinforced concrete headwall;

Sludge Stabilization

- one (1) 572 m³ digester designed to operate as either a primary or secondary digester;
- two (2) sludge recirculation pumps (one standby), each rated at 9.5 L/s at 7.9 m TDH;
- three (3) digester mixing pumps (one standby);
- one (1) 45 m³ sludge hopper allowing for filling of trucks to reduce liquid level in the secondary digester;

Standby Power

- one (1) 250 kW standby diesel generator set in spill containment area, with one (1) 2,250 L fuel tank;

Previous Works

Influent Sewer

- a 600 mm diameter influent sewer from MH3 discharging to Preliminary Treatment;

Preliminary Treatment System

Screenings - Peak Instantaneous Flow Rate: 235.2 L/s

- two (2) mechanical bar screens with 6 mm bar openings, each with a Peak Instantaneous Flow Rate of 117.6 L/s;
- two (2) screenings conveyor/washer/compactors;
- one (1) bypass channel for screen and girt removal;

Grit Removal - Peak Hourly Flow Rate 760.7 m³/h

- one (1) 3 m diameter x 3.86 m deep vortex grit removal tank;
- one (1) grit slurry pump rated at 12 L/s;
- one (1) grit classifier;

Flow Distribution Chamber

- a flow splitter manhole to Plant A and Plant B;
- one (1) Parshall flume for Plant B inflow measurement;

Influent Sampling Point

- an automatic sampler for sampling the Influent at right outside of headworks building;

Plant A - design average daily flow: 1,100 m³/d (to be decommissioned)

Sewage Pumping Station

- two (2) submersible pumps (one standby), each rated at 1,200 m³/d, discharging to Plant A;

Primary Sedimentation

- one (1) 2.44 m SWD primary clarifier;

Secondary Treatment

Biological Treatment

- two (2) square bottom aeration tanks having a combined volume of 439 m³ and equipped with jet aeration;
- one (1) air blower, rated at 37 kW;

Secondary Sedimentation

- two (2) secondary clarifiers, equipped with sludge and scum removal mechanisms;
- four (4) RAS pumps;

Plant B - design average daily flow: $3,445 \text{ m}^3/\text{d}$ (to be re-rated to $1,867 \text{ m}^3/\text{d}$)

Primary Sedimentation - Peak Daily Flow Rate: $4,758 \text{ m}^3/\text{d}$

- one (1) $3.66 \text{ m} \times 15.24 \text{ m} \times 2.67 \text{ m}$ SWD primary clarifier and one (1) $4.25 \text{ m} \times 15.24 \text{ m} \times 2.67 \text{ m}$ SWD primary clarifier, each with a Peak Daily Flow Rate of $2,379 \text{ m}^3/\text{d}$, equipped sludge and scum removal mechanisms;
- two (2) primary/scum sludge pumps (one standby), each rated at 3.7 L/s ;

Secondary Treatment - Peak Hourly Flow Rate $253.5 \text{ m}^3/\text{h}$

Biological Treatment

- four (4) $8.53 \text{ m} \times 8.53 \text{ m} \times 2.59 \text{ m}$ SWD aeration tanks, equipped with fine bubble aeration system;
- two (2) air blowers (one standby), each rated at $33.9 \text{ m}^3/\text{min}$ at 38 kPa ;

Secondary Sedimentation

- two (2) $6.1 \text{ m} \times 25.3 \text{ m} \times 3.66 \text{ m}$ SWD secondary clarifiers, equipped with sludge and scum removal mechanisms
- three (3) RAS pumps (one standby), each rated at 24 L/s at 11 m TDH ;

Tertiary Treatment (to be decommissioned)

- two (2) shallow-bed sand filters, each with a Peak Flow Rate of $6,705 \text{ m}^3/\text{d}$;
- three (3) backwash pumps, one (1) rated at $900 \text{ m}^3/\text{d}$ and two (2) rated at $3,500 \text{ m}^3/\text{d}$;

Supplemental Treatment

Phosphorus Removal System

- one (1) 27.3 m^3 chemical storage tank;
- four (4) metering pumps (one standby), each rated at $100\text{-}500 \text{ L/h}$;

Flocculation System

- polymer addition downstream of the primary alum dosage point;

UV Disinfection (to be decommissioned)

- a UV disinfection system consists of two banks, each with three (3) modulus;

Final Effluent Outfall (to be decommissioned)

- a 450 mm diameter effluent sewer discharging to Black Creek;

Sludge Management

- one (1) 10.7 m diameter x 6.7 m depth primary anaerobic digester with gas mixing;
- one (1) 8.2 m diameter x 6.7 m depth secondary digester;
- sludge loading station;
- five (5) 6.1 m x 14.3 m sludge drying beds;

Standby Power

- one (1) 300 kW standby diesel generator set in spill containment area, with one (1) 4,500 L fuel tanks;

all other controls, electrical equipment, instrumentation, piping, pumps, valves and appurtenances essential for the proper operation of the aforementioned sewage works,

all in accordance with the submitted supporting documents listed in Schedule A.

For the purpose of this environmental compliance approval, the following definitions apply:

1. "Annual Average Effluent Concentration" means the arithmetic mean of all Single Sample Results of the concentration of a contaminant in the Final Effluent sampled or measured during a calendar year;
2. "Annual Average Daily Effluent Flow" means the cumulative total Final Effluent discharged during a calendar year divided by the number of days during which Final Effluent was discharged that year;
3. "Annual Average Daily Effluent Loading" means the value obtained by multiplying the Annual Average Effluent Concentration of a contaminant by the Annual Average Daily Effluent Flow over the same calendar year;
4. "Annual Average Daily Influent Flow" means the cumulative total sewage flow of Influent to the Sewage Treatment Plant during a calendar year divided by the number of days during which sewage was flowing to the Sewage Treatment Plant that year;

5. "Approval" means this entire document and any schedules attached to it, and the application;
6. "BOD5" (also known as TBOD5) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demands;
7. "Bypass" means diversion of sewage around one or more unit processes within the Sewage Treatment Plant with the diverted sewage flows being returned to the Sewage Treatment Plant treatment train upstream of the Final Effluent compliance sampling point, and discharging to the environment through the approved Final Effluent outfall;
8. "CBOD5" means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;
9. "Director" means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of the EPA;
10. "*E. coli* " refers to the thermally tolerant forms of *Escherichia* that can survive at 44.5 degrees Celsius;
11. "EPA" means the *Environmental Protection Act* , R.S.O. 1990, c.E.19, as amended;
12. "Equivalent Equipment" means an alternate equipment set that meets the design requirements and performance specifications of an equipment set to be substituted;
13. "Event" means an action or occurrence, at a given location within the Works that causes a Bypass or Overflow. An Event ends when there is no recurrence of Bypass or Overflow in the 12-hour period following the last Bypass or Overflow. Overflows and Bypasses are separate Events even when they occur concurrently;
14. "Final Effluent" means effluent that are discharged to the environment through the approved Final Effluent outfall, including all Bypasses, that are required to comply with the effluent limits stipulated in the Approval for the Sewage Treatment Plant at the Final Effluent compliance sampling point;
15. "Geometric Mean Density" is the n th root of the product of n numerical Single Sample Results over the period specified;
16. "Influent" means flows to the Sewage Treatment Plant through the collection system, excluding all process return flows;
17. "Limited Operational Flexibility" (LOF) means the protocol which the Owner shall follow in order to undertake any pre-approved minor modification in this Approval;
18. "Ministry" means the ministry of the government of Ontario responsible for the EPA and OWRA and includes all officials, employees or other persons acting on its behalf;
19. "Monthly Average Effluent Concentration" means the arithmetic mean of all Single Sample Results of

the concentration of a contaminant in the Final Effluent sampled or measured during a calendar month;

20. "Monthly Average Daily Effluent Flow" means the cumulative total Final Effluent discharged during a calendar month divided by the number of days during which Final Effluent was discharged that month;
21. "Monthly Average Daily Effluent Loading" means the value obtained by multiplying the Monthly Average Effluent Concentration of a contaminant by the Monthly Average Daily Effluent Flow over the same calendar month;
22. "Overflow" means a discharge to the environment from the Works at a location other than the approved Final Effluent outfall or into the outfall downstream of the Final Effluent compliance sampling point;
23. "Owner" means The Regional Municipality of Halton and its successors and assignees;
24. "OWRA" means the *Ontario Water Resources Act* , R.S.O. 1990, c. O.40, as amended;
25. "Peak Daily Flow Rate" (also referred to as maximum daily flow or maximum day flow) means the largest volume of flow to be received during a one-day period for which the sewage treatment process unit or equipment is designed to handle;
26. "Peak Hourly Flow Rate" (also referred to as maximum hourly flow or maximum hour flow) means the largest volume of flow to be received during a one-hour period for which the sewage treatment process unit or equipment is designed to handle;
27. "Peak Instantaneous Flow Rate" means the instantaneous maximum flow rate as measured by a metering device for which the sewage treatment process unit or equipment is designed to handle;
28. "Previous Works" means those portions of the Works that have been constructed previously;
29. "Proposed Works" means those portions of the Works that are to be constructed;
30. "Rated Capacity" means the Annual Average Daily Influent Flow for which the Sewage Treatment Plant is designed to handle;
31. "Sewage Treatment Plant" means the entire sewage treatment and effluent outfall facility;
32. "Single Sample Result" means the attribute of a parameter in the Final Effluent discharged on any day, as measured by a probe, analyzer or in a composite or grab sample, whichever is required;
33. "Water Supervisor" means the Water Compliance Supervisor for the Safe Drinking Water Branch (SDWB) for the Toronto, York-Durham, and Halton-Peel offices of the Ministry; and
34. "Works" means the sewage works described in the Owner's application, and this Approval, and includes Proposed Works, Previous Works and modifications made under Limited Operational Flexibility.

You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:

TERMS AND CONDITIONS

1. GENERAL PROVISIONS

(1) The Owner shall ensure that any person authorized to carry out work on or operate any aspect of the Works is notified of this Approval and the terms and conditions herein and shall take all reasonable measures to ensure any such person complies with the same.

(2) Except as otherwise provided by these terms and conditions, the Owner shall design, construct, operate and maintain the Works in accordance with this Approval.

(3) Where there is a conflict between a provision of any document referred to in this Approval and the conditions of this Approval, the conditions in this Approval shall take precedence, and where there is a conflict between the documents in the Schedule A, the document bearing the most recent date shall prevail.

(4) This Approval is granted based upon a review of the Works in the context of its effect on the environment, its process performance and general principles of wastewater engineering. The review did not include a consideration of the architectural, mechanical, electrical or structural components and minor details of the Works except to the extent necessary to review the Works.

2. CHANGE OF OWNER

(1) The Owner shall, within thirty (30) calendar days of issuance of this Approval, submit a Municipal and Local Services Board Wastewater System Profile Information Form (obtainable from the Water Supervisor), and shall resubmit the updated document every time a notification is provided to the Water Supervisor in compliance with requirements of change of owner or operator under this condition.

(2) The Owner shall notify the Water Supervisor and the Director, in writing, of any of the following changes within thirty (30) days of the change occurring:

- a. change of address of Owner;
- b. change of Owner, including address of new Owner;
- c. change of partners where the Owner is or at any time becomes a partnership, and a copy of the most recent declaration filed under the *Business Names Act, R.S.O. 1990, c. B.17* , as amended, shall be included in the notification;
- d. change of name of the corporation where the Owner is or at any time becomes a corporation, and a copy of the most current information filed under the *Corporations Information Act, R.S.O. 1990, c. C.39* , as amended, shall be included in the notification.

(3) The Owner shall notify the Water Supervisor, in writing, of any of the following changes within thirty (30) days of the change occurring:

- a. change of address of Operator;
- b. change of Operator, including address of new Owner or operating authority.

(4) In the event of any change in ownership of the Works, the Owner shall notify in writing the succeeding owner of the existence of this Approval, and a copy of such notice shall be forwarded to the Water Supervisor.

(5) The Owner shall ensure that all communications made pursuant to this condition refer to the number at the top of this Approval.

3. COMPLETION OF THE PROPOSED WORKS

(1) All Proposed Works in this Approval shall be completed and commissioned within five (5) years of issuance of this Approval.

(2) One (1) week prior to commissioning of the Proposed Works, the Owner shall notify the Water Supervisor, in writing, of the pending start up date. The notification shall include a statement, certified by a Professional Engineer, that the Proposed Works are constructed in accordance with this Approval.

(3) Within one (1) year of completion of construction of the Proposed Works, a set of record drawings of the Works shall be prepared or updated. These drawings shall be kept up to date through revisions undertaken from time to time and a copy shall be retained at the Works for the operational life of the Works.

(4) In the event that completion and commissioning of any portion of the Proposed Works is anticipated to be delayed beyond five (5) years of issuance of this Approval, the Owner shall submit to the Director an application of extension to the Approval, at least twelve (12) months prior to the end of the period. The application for extension shall include the reason(s) for the delay, whether there is any design change(s) and a review whether the standards applicable at the time of Approval of the Works are still applicable at the time of request for extension, to ensure the ongoing protection of the environment.

(5) A set of record drawings of the Works shall be kept up to date through revisions undertaken from time to time and a copy shall be retained at the Works for the operational life of the Works.

4. BYPASSES

(1) Any Bypass is prohibited, except:

- a. in an emergency situation when a structural, mechanical or electrical failure that causes a temporary reduction in the capacity of the Sewage Treatment Plant or in unexpected and/or unavoidable circumstance(s) that are likely to result in personal injury, loss of life, health hazard,

basement flooding, severe property damage, equipment damage or treatment process upset;

- b. where the Bypass is a direct and unavoidable result of a planned maintenance procedure or other circumstance(s), the Owner having notified the Water Supervisor at least fifteen (15) days prior to the occurrence of Bypass, including an assessment of the potential adverse effects on the environment and the anticipated duration of the Bypass and the mitigation measures, and the Water Supervisor has given written consent of the Bypass.

(2) For any Bypass Event, the Owner shall immediately notify the Spills Action Centre (SAC). This notice shall include, at a minimum, the following information for each Event:

- a. the date and time of the Bypass;
- b. the location of the Bypass and the treatment process(es) bypassed;
- c. the reason(s) for the Bypass;
- d. the disinfection status of the Bypass.

(3) After each Bypass Event, the Owner shall collect and record the following information:

- a. the duration of the Bypass Event;
- b. the measured or estimated volume of Bypass;
- c. the impact of the Bypass on the quality of the Final Effluent.

(4) For any Bypass Event, the Owner shall collect sample(s) of the Final Effluent, representative of the Event, at the Final Effluent compliance sampling point, and analyze for all effluent parameters outlined in Compliance Limits condition. These samples shall be of the same type as the regular samples required in the Monitoring and Recording condition and shall follow the same protocols specified in the Monitoring and Recording condition. If the Bypass occurs within 48 hours prior to a scheduled regular sample, then the scheduled regular sample may be omitted for that one time only.

(5) The Owner shall submit a summary report of the Bypass Event(s) to the Water Supervisor on a quarterly basis, no later than each of the following dates for each calendar year: February 15, May 15, August 15, and November 15. The summary reports shall be in an electronic format, which shall contain, at a minimum, the types of information set out in Subsections (2), (3) and (4).

5. OVERFLOWS

(1) Any Overflow is prohibited, except

- a. in an emergency situation when a structural, mechanical or electrical failure that causes a temporary reduction in the capacity of the Sewage Treatment Plant or in unexpected and/or

unavoidable circumstance(s) that are likely to result in personal injury, loss of life, health hazard, basement flooding, severe property damage, equipment damage or treatment process upset;

- b. where the Overflow is a direct and unavoidable result of a planned maintenance procedure or other circumstance(s), the Owner having notified the Water Supervisor at least fifteen (15) days prior to the occurrence of the Overflow, including an assessment of the potential adverse effects on the environment and the anticipated duration of the Overflow and the mitigation measures, and the Water Supervisor has given written consent of the Overflow.

(2) For any Overflow Event, the Owner shall immediately notify the Spills Action Centre (SAC) and the local Medical Officer of Health. This notice shall include, at a minimum, the following information for each Event:

- a. the date and time of the Overflow;
- b. the location of the Overflow and the receiver;
- c. the reason(s) for the Overflow;
- d. the level of treatment the Overflow has received and disinfection status of same.

(3) After any Overflow Event, the Owner shall collect and record the following information:

- a. the duration of the Overflow Event;
- b. the measured or estimated volume of the Overflow;
- c. the impact of Overflow on the receiver.

(4) For each Overflow Event, the Owner shall collect samples, representative of the Event, consisting of a minimum of two (2) grab samples of the Overflow, one at the beginning of the Event and one approximately near the end of the Event, and have them analyzed for effluent parameters outlined in Effluent Limits condition. For raw sewage and primary treated effluent Overflow, BOD5 shall be monitored instead of CBOD5.

(5) The Owner shall submit a summary report of the Overflow Event(s) to the Water Supervisor on a quarterly basis, no later than each of the following dates for each calendar year: February 15, May 15, August 15, and November 15. The summary report shall be in an electronic format, which shall contain, at a minimum; the types of information set out in Subsections (2), (3) and (4).

6. DESIGN OBJECTIVES

(1) The Owner shall use best efforts to design, construct and operate the Works such that the design objectives named below as effluent parameters are consistently achieved in the Final Effluent from the Sewage Treatment Plant. The Owner shall design and operate the Sewage Treatment Plant in accordance

with the following objectives for the Final Effluent:

- a. Final Effluent concentration:

**Concentration Objectives
prior to completion of construction of all Proposed Works**

Final Effluent Parameter	Objective	Averaging Calculator
CBOD5	2.0 mg/L	Annual Average Effluent Concentration
Total Suspended Solids	3.0 mg/L	Annual Average Effluent Concentration
Total Phosphorus	0.2 mg/L	Monthly Average Effluent Concentration
Total Ammonia Nitrogen	1.0 mg/L	Monthly Average Effluent Concentration
<i>E. coli</i>	100 organisms per 100 mL	Monthly Geometric Mean Density
pH	between 6.5 - 8.5 inclusive	Single Sample Result

**Concentration Objectives
upon completion of construction of all Proposed Works**

Final Effluent Parameter	Objective	Averaging Calculator
CBOD5	2.0 mg/L	Monthly Average Effluent Concentration
Total Suspended Solids	3.0 mg/L	Monthly Average Effluent Concentration
Total Phosphorus	0.1 mg/L	Monthly Average Effluent Concentration
Total Ammonia Nitrogen	0.5 mg/L (May 1 to Nov 30) 1.0 mg/L (Dec 1 to April 30)	Monthly Average Effluent Concentration
<i>E. coli</i>	100 organisms per 100 mL	Monthly Geometric Mean Density
pH	between 6.5 - 8.5 inclusive	Single Sample Result

- b. Final Effluent is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discolouration on the receiving waters.

- c. The Annual Average Daily Influent Flow is within the Rated Capacity of the Sewage Treatment Plant.

(2) The Owner shall make an assessment of the issues and recommendations for pro-active actions if any is required under the following situations and include in the annual report to the Water Supervisor:

- a. when any of the design objectives is not achieved consistently;
- b. when the Annual Average Daily Influent Flow reaches 80% of the Rated Capacity.

7. COMPLIANCE LIMITS

(1) The Owner shall operate and maintain the Sewage Treatment Plant such that the following compliance limits are met in Final Effluent:

a. Final Effluent concentration:

Concentration Limits prior to completion of construction of all Proposed Works

Final Effluent Parameter	Limit (maximum permissible value unless otherwise indicated)	Averaging Calculator
CBOD5	5.0 mg/L	Annual Average Effluent Concentration
Total Suspended Solids	5.0 mg/L	Annual Average Effluent Concentration
Total Phosphorus	0.3 mg/L	Monthly Average Effluent Concentration
Total Ammonia Nitrogen	2.0 mg/L (May 1 to Nov 30) 4.0 mg/L (Dec 1 to April 30)	Monthly Average Effluent Concentration
<i>E. coli</i>	150 organisms per 100 mL	Monthly Geometric Mean Density
pH	between 6.0 - 9.5 inclusive	Single Sample Result

Concentration Limits upon completion of construction of all Proposed Works

Final Effluent Parameter	Limit (maximum permissible value unless otherwise indicated)	Averaging Calculator
CBOD5	5.0 mg/L	Monthly Average Effluent Concentration
Total Suspended Solids	5.0 mg/L	Monthly Average Effluent Concentration
Total Phosphorus	0.2 mg/L	Monthly Average Effluent Concentration
Total Ammonia Nitrogen	2.0 mg/L (May 1 to Nov 30) 4.0 mg/L (Dec 1 to April 30)	Monthly Average Effluent Concentration
<i>E. coli</i>	150 organisms per 100 mL	Monthly Geometric Mean Density
pH	between 6.0 - 9.5 inclusive	Single Sample Result

b. Final Effluent loading:

**Loading Limits
prior to completion of construction of all Proposed Works**

Final Effluent Parameter	Limit (maximum permissible value unless otherwise indicated)	Averaging Calculator
CBOD5	22.7 kg/d	Annual Average Daily Effluent Loading
Total Suspended Solids	22.7 kg/d	Annual Average Daily Effluent Loading
Total Phosphorus	1.36 kg/d	Annual Average Daily Effluent Loading
Total Ammonia Nitrogen	9.1 kg/d (May 1-Nov 30) 18.2 kg/d (Dec 1-Apr 30)	Monthly Average Daily Effluent Loading

**Loading Limits
upon completion of construction of all Proposed Works**

Final Effluent Parameter	Limit (maximum permissible value unless otherwise indicated)	Averaging Calculator
Total Phosphorus	0.56 kg/d	Annual Average Daily Effluent Loading

8. OPERATION AND MAINTENANCE

(1) The Owner shall exercise due diligence in ensuring that, at all times, the Works and the related equipment and appurtenances used to achieve compliance with this Approval are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate funding, adequate operator staffing and training, including training in all procedures and other requirements of this Approval and the OWRA and regulations, adequate laboratory facilities, process controls and alarms and the use of process chemicals and other substances used in the Works.

(2) The Owner shall prepare/update the operations manual for the Works within six (6) months of completion of construction of the Proposed Works, that includes, but not necessarily limited to, the following information:

- a. operating procedures for routine operation of the Works;
- b. inspection programs, including frequency of inspection, for the Works and the methods or tests employed to detect when maintenance is necessary;
- c. repair and maintenance programs, including the frequency of repair and maintenance for the Works;

- d. procedures for the inspection and calibration of monitoring equipment;
- e. a Spill Prevention and Contingency Plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the Water Supervisor;
- f. procedures for receiving, responding and recording public complaints, including recording any followup actions taken.

(3) The Owner shall maintain the operations manual up-to-date and retain a copy at the location of the Works for the operational life of the Works and upon request, make the manual available to Ministry staff.

(4) The Owner shall provide for the overall operation of the Works with an operator who holds a licence that is applicable to that type of facility and that is of the same class as or higher than the class of the facility in accordance with Ontario Regulation 129/04.

9. MONITORING AND RECORDING

The Owner shall, upon commencement of operation of the Works, carry out the following monitoring program:

(1) All samples and measurements taken for the purposes of this Approval are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.

(2) For the purposes of this condition, the following definitions apply:

- a. Weekly means once each week;
- b. Monthly means once every month.

(3) Samples shall be collected at the following sampling points, at the frequency specified, by means of the specified sample type and analyzed for each parameter listed and all results recorded.

Influent - Influent sampling point

Parameters	Sample Type	Frequency
BOD5	Composite	Monthly
Total Suspended Solids	Composite	Monthly
Total Phosphorus	Composite	Weekly
Total Kjeldahl Nitrogen	Composite	Weekly

Final Effluent - Final Effluent sampling point

Parameters	Sample Type	Frequency
CBOD5	Composite	Monthly
Total Suspended Solids	Composite	Monthly
Total Phosphorus	Composite	Weekly
Total Ammonia Nitrogen	Composite	Weekly
<i>E. Coli</i>	Grab	Weekly
pH	Grab	Weekly
Temperature	Grab	Weekly

Definitions and preparation requirements for each sample type are included in document (4)(b) referenced below.

(4) The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following documents:

- a. the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only), as amended;
- b. the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater Version 2.0" (January 2016), PIBS 2724e02, as amended;
- c. the publication "Standard Methods for the Examination of Water and Wastewater", as amended.

(5) The temperature and pH of the Final Effluent shall be determined in the field at the time of sampling for Total Ammonia Nitrogen. The concentration of un-ionized ammonia shall be calculated using the total ammonia concentration, pH and temperature using the methodology stipulated in "Ontario's Provincial Water Quality Objectives" dated July 1994, as amended.

(6) The Owner shall monitor and record the flow rate and daily/hourly quantity of the following sewage streams with an accuracy to within plus or minus 15 per cent (+/- 15%) of the actual flowrate:

- a. Influent by continuous flow measuring devices and instrumentations/pumping rates;
- b. Final Effluent by continuous flow measuring devices and instrumentations/pumping rates.

(7) The Owner shall retain for a minimum of five (5) years from the date of their creation, all records and information related to or resulting from the monitoring activities required by this Approval.

10. LIMITED OPERATIONAL FLEXIBILITY(MINOR MODIFICATIONS TO THE WORKS)

(1) The Owner may make modifications to the Works in accordance with the protocol "Limited Operational Flexibility Criteria for Modifications to Sewage Works ", included as Schedule B of this Approval, subject to the following:

- a. the modifications shall conform with the Ministry's publication "Design Guidelines for Sewage Works 2008", as amended; and
- b. the modifications shall not impact on the performance of any process or other equipment in the Works or result in deterioration in the Final Effluent quality
- c. a "Notice of Modifications to Sewage Works" (included in Schedule B) describing the proposed modifications under Limited Operational Flexibility shall be completed and submitted to the Water Supervisor at least thirty (30) days prior to the scheduled implementation date.

(2) The following modifications are NOT permitted as part of Limited Operational Flexibility:

- a. Modifications that involve addition or extension of process tankages or that may result in an increase in the treatment capacity of a process;
- b. Modifications that involves relocation of the effluent outfall or any discharge location or that may require reassessment of the impact to the receiver or environment;
- c. Modifications that involves a change in technology of a treatment process or that may involve reassessment of the treatment train process design and/or hydraulic profile;
- d. Modifications that requires changes to be made to the Emergency Response, Spill Reporting and Contingency Plan; and
- e. Modifications pursuant to an order issued by the Ministry.

(3) The Owner shall complete a Notice of Modifications describing any proposed modifications under Limited Operational Flexibility to the Works and submit it to the Water Supervisor at least thirty (30) days prior to the scheduled implementation date.

11. REPORTING

(1) The Owner shall report to the Water Supervisor orally as soon as possible any non-compliance with the compliance limits, and in writing within seven (7) days of non-compliance.

(2) In addition to the obligations under Part X of the *Environmental Protection Act*, the Owner shall, within fifteen (15) working days of the occurrence of any reportable spill or loss of any product, by-product, intermediate product, oil, solvent, waste material or any other polluting substance into the environment, submit a full written report of the occurrence to the Water Supervisor describing the cause and discovery of the spill or loss, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation.

(3) The Owner shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to Ministry staff.

(4) The Owner shall prepare performance reports on a calendar year basis and submit to the Water Supervisor by March 31 of the calendar year following the period being reported upon. The reports shall contain, but shall not be limited to, the following information:

- a. a summary and interpretation of all Influent monitoring data, including sewage characteristics, flow rates and a comparison to the values used in the design of the Works;
- b. a summary and interpretation of all Final Effluent monitoring data and a comparison to the compliance limits condition, including an overview of the success and adequacy of the Works;
- c. a description of any operating problems encountered and corrective actions taken;
- d. a summary of all maintenance carried out on any major structure, equipment, apparatus or mechanism forming part of the Works;
- e. a summary of any effluent quality assurance or control measures undertaken in the reporting period;
- f. a summary of the calibration and maintenance carried out on all Influent and Final Effluent monitoring equipment;
- g. a description of efforts made and results achieved in meeting the design objectives condition;
- h. a tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed;
- i. a summary of any complaints received during the reporting period and any steps taken to address the complaints;
- j. a summary of all Bypasses, Overflows, reportable spills or abnormal discharge events;
- k. a copy of all Notice of Modifications submitted to the Water Supervisor as a result of Schedule B, Section 1, with a status report on the implementation of each modification;
- l. a report summarizing all modifications completed as a result of Schedule B, Section 3.

12. TOTAL PHOSPHORUS OFFSET PROGRAM

(1) The Owner shall implement the Total Phosphorus (TP) Offsets Program, as detailed in the document: “Phosphorus Offsets Program for Acton Wastewater Treatment Plant” prepared by Cole Engineering Group Limited dated February 17, 2016 with the 2017 updated list of 14 offset projects and including any future updates to the program, as approved by the ministry in accordance with the schedule stipulated in Subsections (1)a and (1)b. This program as drafted in the above document includes implementation of fourteen (14) urban stormwater retrofit projects intended to achieve an annual

reduction of 96.8 kg of Total Phosphorus loading into Black Creek. The TP Offset Verification Program described in condition (2) below may require implementation of additional offset projects to achieve the target reduction.

- a. Within five (5) years of this Approval, the Owner shall complete implementation of Phase I of the program which includes a sufficient number of urban stormwater retrofit projects in the program intended to achieve an annual reduction of at least 51 kg/yr of TP loading to Black Creek;
- b. Within ten (10) years of this Approval, the Owner shall complete implementation of all urban stormwater retrofit projects in the program intended to achieve an annual reduction of 96.8 kg/yr of TP loading to Black Creek.

(2) The Owner shall implement the TP Offset Verification Monitoring Program described in the Memorandum for "Acton WWTP ECA and Verification Monitoring Program Overview" dated April 26, 2017, prepared by Hutchinson Environmental Science Ltd. This monitoring program is intended to verify the efficiencies of those projects described in subsection (1) that utilize OGS and Jellyfish in removing TP from stormwater. The program shall include monitoring the performance of at least two projects identified in Subsection (1) above, one (1) using OGS and one (1) using Jellyfish following installation of the selected projects. Implementation of the TP Offset Verification Monitoring Program shall be completed within three (3) years of this Approval.

(3) Within one (1) year of completion of the TP Offset Verification Monitoring Program required under subsection (2), the Owner shall prepare and submit a report to the Water Supervisor containing the findings of the verification monitoring program, including conclusions about the ability of the projects to meet their intended removal efficiencies and recommendations if additional projects need to be implemented to achieve the target TP Offset.

(4) The Owner shall prepare and submit status and progress reports on the Total Phosphorus Offsets Program to the Water Supervisor on an annual basis that includes the following:

- a. progress update on the implementation of the offset projects, including status of implemented projects (i.e. report to include details on such items as: if proper maintenance is being implemented; if/when inspection by a Qualified Person occurred, which may include a Professional Engineer, a licensed agent of the manufacturer, or a representative of the Owner that has received proper training and certification from the manufacturer for performing such inspections; etc.) and updates on implementation schedules for outstanding projects;
- b. any proposed changes to the program, including identification of new projects, if any are required as a result of the findings of the verification monitoring program.

The reasons for the imposition of these terms and conditions are as follows:

1. Condition 1 is imposed to ensure that the Works are constructed and operated in the manner in which they were described and upon which approval was granted. This condition is also included to emphasize the precedence of Conditions in the Approval and the practice that the Approval is based on the most current

document, if several conflicting documents are submitted for review.

2. Condition 2 is included to ensure that the Ministry records are kept accurate and current with respect to approved Works and to ensure that subsequent owners of the Works are made aware of the Approval and continue to operate the Works in compliance with it.
3. Condition 3 is included to ensure that the Works are constructed in a timely manner so that standards applicable at the time of Approval of the Works are still applicable at the time of construction, to ensure the ongoing protection of the environment. It also ensure that the Works are constructed in accordance with the Approval and that record drawings of the Works "as constructed" are updated and maintained for future references.
4. Condition 4 is included to indicate that Bypass is prohibited, except in circumstances where the failure to Bypass could result in greater injury to the public interest than the Bypass itself. The notification and documentation requirements allow the Ministry to take action in an informed manner and will ensure the Owner is aware of the extent and frequency of Bypass Events.
5. Condition 5 is included to indicate that Overflow of untreated or partially treated sewage to the receiver is prohibited, except in circumstances where the failure to Overflow could result in greater injury to the public interest than the Overflow itself. The notification and documentation requirements allow the Ministry to take action in an informed manner and will ensure the Owner is aware of the extent and frequency of Overflow Events.
6. Condition 6 is imposed to establish non-enforceable effluent quality objectives which the Owner is obligated to use best efforts to strive towards on an ongoing basis. These objectives are to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairment occurs and before the compliance limits of Condition 7 are exceeded.
7. Condition 7 is imposed to ensure that the effluent discharged from the Works to the environment meets the Ministry's effluent quality requirements thus minimizing environmental impact on the receiver and to protect water quality, fish and other aquatic life in the receiving water body.
8. Condition 8 is included to require that the Works be properly operated, maintained, funded, staffed and equipped such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented. As well, the inclusion of a comprehensive operations manual governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the Owner and made available to the Ministry. Such a manual is an integral part of the operation of the Works. Its compilation and use should assist the Owner in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for Ministry staff when reviewing the Owner's operation of the Works.
9. Condition 9 is included to enable the Owner to evaluate and demonstrate the performance of the Works, on a continual basis, so that the Works are properly operated and maintained at a level which is consistent with the effluent limits specified in the Approval and that the Works does not cause any impairment to the

receiving watercourse.

10. Condition 10 is included to ensure that the Works are operated in accordance with the application and supporting documentation submitted by the Owner, and not in a manner which the Director has not been asked to consider. These Conditions are also included to ensure that a Professional Engineer has reviewed the proposed modifications and attests that the modifications are in line with that of Limited Operational Flexibility, and provide assurance that the proposed modifications comply with the Ministry's requirements stipulated in the Terms and Conditions of this Approval, MOE policies, guidelines, and industry engineering standards and best management practices.
11. Condition 11 is included to provide a performance record for future references, to ensure that the Ministry is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this Approval, so that the Ministry can work with the Owner in resolving any problems in a timely manner.
12. Condition 12 is included to ensure that a Total Phosphorus Offsets Program is implemented to achieve a target credited annual reduction of 48.2 kg/year of Total Phosphorus loading into Black Creek by eliminating or mitigating point source total phosphorus inputs in urban sectors in the community of Acton adjacent to Black Creek.

Schedule A

1. Application for Approval of Municipal and Private Sewage Works, April 25, 2016 and accompanying transmittal form submitted by Dave Andrews of the Regional Municipality of Halton, dated May 18, 2016, including Design Details, Maps & Drawings, and Environmental Study all prepared by Cole Engineering Group Limited.

Schedule B

Limited Operational Flexibility Criteria for Modifications to Municipal Sewage Works

1. The modifications to sewage works approved under an Environmental Compliance Approval (Approval) that are permitted under the Limited Operational Flexibility (LOF), are outlined below and are subject to the LOF conditions in the Approval, and require the submission of the Notice of Modifications. If there is a conflict between the sewage works listed below and the Terms and Conditions in the Approval, the Terms and Conditions in the Approval shall take precedence.

1.1 Sewage Pumping Stations

- a. Alter pumping capacity by adding or replacing equipment where new equipment is located within an existing sewage treatment plant site or an existing sewage pumping station site, provided that the modifications do not result in an increase of the sewage treatment plant Rated Capacity and the existing flow process and/or treatment train are maintained, as applicable.
- b. Forcemain relining and replacement with similar pipe size where the nominal diameter is not greater than 1,200 mm.

1.2 Sewage Treatment Process

- a. Installing additional chemical dosage equipment including replacing with alternative chemicals for pH adjustment or coagulants (non-toxic polymers) provided that there are no modifications of treatment processes or other modifications that may alter the intent of operations and may have negative impacts on the effluent quantity and quality.
- b. Expanding the buffer zone between a sanitary sewage lagoon facility or land treatment area and adjacent uses provided that the buffer zone is entirely on the proponent's land.
- c. Optimizing existing sanitary sewage lagoons with the purpose to increase efficiency of treatment operations provided that existing sewage treatment plant rated capacity is not exceeded and where no land acquisition is required.
- d. Optimizing existing sewage treatment plant equipment with the purpose to increase the efficiency of the existing treatment operations, provided that there are no modifications to the works that result in an increase of the approved Rated Capacity, and may have adverse effects to the effluent quality or location of the discharge.
- e. Replacement, refurbishment of previously approved equipment in whole or in part with Equivalent Equipment, like-for-like of different make and model, provided that the firm capacity, reliability, performance standard, level of quality and redundancy of the group of equipment is kept the same or exceeded. For clarity purposes, the following equipment can

be considered under this provision: pumps, screens, grit separators, blowers, aeration equipment, sludge thickeners, dewatering equipment, UV systems, chlorine contact equipment, bio-disks, and sludge digester systems.

1.3 Sewage Treatment Plant Outfall

- a. Replacement of discharge pipe with similar pipe size or diffusers provided that the outfall location is not changed.

1.4 Sanitary Sewers

- a. Pipe relining and replacement with similar pipe size within the Sewage Treatment Plant site, where the nominal diameter is not greater than 1,200 mm.

1.5 Pilot Systems

- a. Installation of pilot systems for new or existing technologies provided that:
 - i. any effluent from the pilot system is discharged to the inlet of the sewage treatment plant or hauled off-site for proper disposal,
 - ii. any effluent from the pilot system discharged to the inlet of the sewage treatment plant or sewage conveyance system does not significantly alter the composition/concentration of the influent sewage to be treated in the downstream process; and that it does not add any inhibiting substances to the downstream process, and
 - iii. the pilot system's duration does not exceed a maximum of two years; and a report with results is submitted to the Director and Water Supervisor three months after completion of the pilot project.

2. Sewage works that are exempt from section 53 of the OWRA by O. Reg. 525/98 continue to be exempt and are not required to follow the notification process under this Limited Operational Flexibility.
3. Normal or emergency operational modifications, such as repairs, reconstructions, or other improvements that are part of maintenance activities, including cleaning, renovations to existing approved sewage works equipment, provided that the modification is made with Equivalent Equipment, are considered pre-approved.
4. The modifications noted in section (3) above are not required to follow the notification protocols under Limited Operational Flexibility, provided that the number of pieces and description of the equipment as described in the Approval does not change.

Notice of Modification to Sewage Works

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL) OR DISTRICT MANAGER (FOR NON-MUNICIPAL SYSTEMS)

Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility <i>(Insert the ECA's owner, number and issuance date and notice number, which should start with "01" and consecutive numbers thereafter)</i>		
ECA Number	Issuance Date (mm/dd/yy)	Notice number (if applicable)
ECA Owner		Municipality

Part 2: Description of the modifications as part of the Limited Operational Flexibility <i>(Attach a detailed description of the sewage works)</i>
<p>Description shall include:</p> <ol style="list-style-type: none"> 1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.) 2. Confirmation that the anticipated environmental effects are negligible. 3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

Part 3 – Declaration by Professional Engineer	
<p>I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design:</p> <ol style="list-style-type: none"> 1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario; 2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA; 3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations. <p>I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate</p>	
Name (Print)	PEO License Number
Signature	Date (mm/dd/yy)
Name of Employer	

Part 4 – Declaration by Owner	
<p>I hereby declare that:</p> <ol style="list-style-type: none"> 1. I am authorized by the Owner to complete this Declaration; 2. The Owner consents to the modification; and 3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA. 4. The Owner has fulfilled all applicable requirements of the <i>Environmental Assessment Act</i>. <p>I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate</p>	
Name of Owner Representative (Print)	Owner representative's title (Print)
Owner Representative's Signature	Date (mm/dd/yy)

Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s). 4451-85TKMD issued on June 8, 2010.

In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:

1. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed.

Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.

The Notice should also include:

3. The name of the appellant;
4. The address of the appellant;
5. The environmental compliance approval number;
6. The date of the environmental compliance approval;
7. The name of the Director, and;
8. The municipality or municipalities within which the project is to be engaged in.

And the Notice should be signed and dated by the appellant.

This Notice must be served upon:

The Secretary*
Environmental Review Tribunal
655 Bay Street, Suite 1500
Toronto, Ontario
M5G 1E5

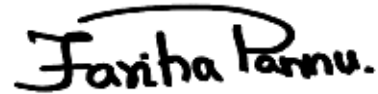
AND

The Director appointed for the purposes of Part II.1 of
the Environmental Protection Act
Ministry of the Environment and Climate Change
135 St. Clair Avenue West, 1st Floor
Toronto, Ontario
M4V 1P5

*** Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349, Fax: (416) 326-5370 or www.ert.gov.on.ca**

The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.

DATED AT TORONTO this 26th day of May, 2017



Fariha Pannu, P.Eng.

Director

appointed for the purposes of Part II.1 of the
Environmental Protection Act

RY/

c: DWMD Supervisor, MOECC Halton-Peel

Rekha Chetlur, Registration and Compliance Section, MOECC Drinking Water Programs Branch – IMBS

Andrew Moreton, Cole Engineering Group Ltd.

MEMORANDUM

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

FROM: Councillor Jane Fogal

DATE: June 17, 2019

MEMORANDUM NO.: ADMIN-2019-0011

RE: Climate Change Emergency Workshop

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to advise Council that staff are in the process of arranging an educational workshop for Council and Senior Staff on Climate Change.

BACKGROUND:

Resolution Number 2019-0088 (Climate Change Emergency Resolution) passed by Town of Halton Hills Council on May 6, 2019, requested that staff bring forward a report in June of 2019 to address the Climate Change Emergency.

COMMENTS:

Staff are in the process of arranging an educational workshop for Council and Senior Staff on Climate Change. This workshop is intended to be facilitated by Dianne Saxe, one of Canada's most respected environmental lawyers. Ms. Saxe was also the Environmental Commissioner of Ontario from 2015 to 2010. The proposed date for the Workshop is **Thursday, August 15, 2019** commencing at **9:30 am** at the **Acton Town Hall**.

CONCLUSION:

In light of this pending Council Workshop, the staff report responding to Resolution Number 2019-0088 (Climate Change Emergency Resolution) passed on May 6, 2019 will be deferred until the fall.

Reviewed and approved by,

A handwritten signature in cursive script, reading "Jane F. Fogal". The signature is written in black ink and is positioned below the text "Reviewed and approved by,".

Councillor Jane Fogal

MEMORANDUM

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

FROM: Matt Roj, Traffic Coordinator

DATE: June 13, 2019

MEMORANDUM NO.: MEM-TPW-2019-0015

RE: Transportation Update

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide an updated list of Traffic and Transportation related matters.

BACKGROUND:

The memorandum deals with Traffic and Transportation related matters dealt with by staff.

COMMENTS:

The attached list provides details and a status update of the traffic and transportation issues since the November 13, 2018 Committee meeting. This includes the following:

Ward 1

- Wallace Street, Train Noise Issues – On January 16, 2019, Mayor identified concerns raised by a resident with regard to train noise issues. On January 17, 2019, staff provided an update regarding to the upcoming 2019 Safety Assessment Railway Crossings of Metrolinx railway line to be completed in the fall. (Item #1)
- Queen Street (Hwy 7)/Churchill Road, Traffic Signal Operation – On January 17, 2019, Mayor identified a concern raised by a resident with regard to the traffic signal operation. The resident inquiry focused on the automatic recall of pedestrian displays during green indication displays for vehicles. On March 26, 2019, staff met with the resident to discuss the operation. On May 15, 2019, following the review of the proposed traffic signal operation, staff advised the resident that the proposed operation is inconsistent with the Transportation Engineering industry practice and it will not be implemented. (Item #2)

- Mill Street West, Speeding Concerns – On February 24, 2019, and April 25, 2019 the Mayor and Ward 1 Councillors identified a concern raised by residents with regard to speeding on Mill Street West and request to install a speed hump. Staff have advised that this road is identified in the 2019 Traffic Engineering Work Plan. (Item #3)
- Tanners Drive, Speeding Concern – On April 29, 2019, Mayor identified a speeding concern raised by a resident on Tanners Drive near Browns Crescent (West). In the week of May 6th, staff deployed a radar message board (RMB). Staff observations of the RMB display speeds did not identify a speeding issue. (Item #4)
- Mill Street East (Hwy 7), Railway Crossing Repairs – On April 29, 2019, Mayor inquired about the outstanding railway crossing repairs at the Mill Street East railway crossing. Following correspondence with Metrolinx, staff confirmed that the repairs will be undertaken by Metrolinx between September 6, 2019 and September 9, 2019. (Item #5)
- Sobeys Plaza, Truck Idling Noise Issues – On May 6, 2019, Councillor Hurst identified a concern raised by a resident with regards to the truck idling noise issues at the rear of Sobeys Plaza in Acton. On June 7, 2019, staff discussed the matter with both the manager of the Plaza and the manager of Sobeys operations. The area at the rear of Sobeys near the loading docks is being actively monitored by the manager of the Sobeys operations. The notices advising truck delivery drivers not to idle at the rear of the plaza were sent on June 7, 2019. The delivery trucks servicing the Sobeys plaza do not operate outside of 7 a.m. – 7 p.m. time period. Staff will continue to monitor truck idling issues and coordinate mitigating actions with both managers. (Item #6)
- Mill Street West/Victoria Avenue, Intersection Safety – On May 7, 2019, Councillor Somerville identified a concern raised by a resident with regard to the intersection safety at Mill Street West/Victoria Avenue. On May 20, 2019, staff informed Mayor and Ward 1 Councillors that the intersection is included in the 2019 Traffic Engineering Work Plan. (Item #7)
- Meadvale Road, Missing “No Parking” Signs – On May 27, 2019, Councillor Albano identified a concern raised by a resident regarding a missing “No Parking” sign on the east side of Meadvale Road, across from Tim Hortons. On May 28, 2019, staff informed Councillor Albano that the sign was reinstalled. (Item #8)

Ward 2

- Fifth Line, Speeding Concerns – On February 22, 2019, Councillor Lewis identified a resident concern with regard to speeding on Fifth Line in Limehouse. The Fifth Line section located on the north side of Limehouse is identified in the

2019 Traffic Engineering Work Plan. Staff expect to undertake road safety improvements on Fifth Line this fall. (Item #9)

- Confederation Street, north of Wildwood Road, Speed Reduction and “Residential Area, Please Do Not Use Engine Brakes” Sign Request - On May 10, 2019, Councillor Lewis identified concerns raised by residents with regard to speeding and engine brake noise issues on Confederation Street, north of Wildwood. Confederation Street is identified in the 2019 Traffic Engineering Work Plan. Staff expect to undertake road safety improvements on Confederation this fall. (Item #10)

Ward 3

- Grist Mill Drive, LED Street Light Issue – On January 21, 2019, the Mayor identified a concern raised by a resident with regard to the LED street light illumination levels and neighbourhood safety. On February 11, 2019, staff responded to the Mayor who addressed the resident concerns and identified the positive results of the LED Street Light Upgrade Project, which benefited the community, as whole. (Item #11)
- Lindsay Court, Sidewalk Request – On January 24, 2019, Councillor Johnson identified a concern raised by a resident with regard to lack of a sidewalk on Lindsay Court between the Extendedcare Halton Hills facility and McCullough Crescent. On January 28, 2019, staff reviewed the issue and advised Councillor Johnson that a pedestrian connection will be available once the development to the south and east commences. (Item #12)
- Dominion Gardens Development, On-Street Parking – On February 14, 2019, Mayor identified a concern raised by a resident with regard to additional parking within the Dominion Gardens Development. On February 22, 2019, staff responded directly to the resident. The boulevard parking will be reviewed in the fall 2019/spring 2020, as part of the Uniform Traffic Control By-law 84-1 update. (Item #13)
- Main Street South (Georgetown), Bike Corral – On March 11, 2019, Councillor Fogal identified a concern raised by a resident with regard to the “No Stopping” signs that were installed for the bike corral parking. Following the bike corral removal, the “No Stopping” signs were still displayed to motorists. On May 29, 2019, staff reviewed the situation and advised Councillor Fogal that the “No Stopping” signs will be covered until the bike corral is reinstalled. (Item # 14)
- Trafalgar Road (Reg. Rd. 3)/Metrolinx Railway Crossing – On March 28, 2019, Councillor Fogal identified concerns raised by residents with regard to train whistling. On March 28, 2019, staff forwarded the inquiry to the Region. On March 29, 2019, Region staff advised the Mayor and Councillor Fogal that a Safety Assessment Study needs to be completed to determine if a whistle

cessation is appropriate at the railway crossing. Further update will be provided by the Region staff, following the study completion. (Item #15)

- Arborglen Drive/Arborglen Drive Intersection, All-Way Stop Sign Control Request – On March 29, 2019, Councillor Johnson identified a concern raised by a resident with regard to road safety at the intersection of Arborglen Drive/Arborglen Drive. The resident requested the installation of an All-Way Stop Sign Control. This intersection is identified in the 2019 Traffic Engineering Work Plan. Staff will submit a report to the Planning, Public Works and Transportation Committee in the fall. (Item #16)
- Armstrong Avenue, Multi-use Pathway Parking Issues – On April 4, 2019, Councillor Fogal identified a concern raised by a resident with regard to the parking issues on Armstrong Avenue's new multi-use pathway. Vehicles continue to park illegally on the multi-use pathway, blocking both pedestrians and cyclists. Staff responded with the installation of "No Parking" signs in specific areas and increased parking enforcement. Further pavement markings and signage will be undertaken as part of the 2020 Traffic Engineering Work Plan. (Item #17)
- Bradley Drive, Parking Review – On May 2, 2019, Councillor Johnson identified a concern raised by a resident with regard to the parking capacity at 9 Bradley Drive. Staff is still investigating the parking issue and will provide an update at a future Planning, Public Works and Transportation Committee meeting. (Item #18)
- Arborglen Drive/Apple Blossom Crescent (East intersection), Stop Bar Request – On May 14, 2019, Mayor identified the existing concern raised by a resident with regards to a lack of stop bar at the intersection on Apple Blossom Crescent's approach to Arborglen Drive. Staff advised Mayor and Ward 3 Councillors that the stop bar will be installed this summer. (Item #19)
- 119 Mountainview Road North, Truck Noise Mitigation Measures – On May 15, 2019, Mayor identified a concern raised by a resident with regard to the truck traffic and noise issues on Mountainview Road North. Staff discussed the concerns with the resident and identified a truck network in Georgetown. A response was submitted on May 17, 2019. (Item #20)
- Main Street South/Arborglen Drive, Pedestrian Crossing Request – On May 27, 2019, Councillor Johnson identified a request raised by a resident with regard to a lack of controlled crossing area to access the multi-use pathway directly located on the east side of Eighth Line from Arborglen Drive. On May 28, 2019, staff advised Councillor Johnson that the intersection will be reviewed with a report to the Planning, Public Works and Transportation Committee in the fall. (Item #21)

- “Rainbow” Crosswalk request– On June 3, 2019, through the Community & Corporate Affairs Committee staff was requested to research the installation of a “Rainbow” crosswalk. Staff is suggesting the east crosswalk at the intersection of Church Street and Market Street. The approximate cost to install the “Rainbow” crosswalk is \$4,000.00. This is a new initiative and there is no allocated budget for this project. In some communities where these types of crossings have been implemented, it has been a joint cost sharing arrangement with a local community group. It should also be noted that vandalism has been experienced within other communities with these types of crosswalks. This new initiative is brought forward for the Planning, Public Works and Transportation Committee’s consideration. (Item #22)

Ward 4

- Miller Drive, School Crossing Guard Request – On January 16, 2019, the Mayor received a request from a resident with regard to the placement of the school crossing guard on Miller Drive at the Pedestrian Crossover located in front of St. Brigid Catholic Elementary School. On January 17, 2019, staff advised Mayor that children under the age of 12 must use the existing school crossing guards operating at the intersection of Miller Drive/Eaton Street (South). Both elementary schools fronting Miller Drive were contacted with regard to the children crossing issue. (Item #23)
- Danby Road, Speeding Concerns – On February 18 & 20, 2019, Mayor and Ward 4 Councillors identified concerns raised by residents on Danby Road between Orchid Avenue and Eighth Line. Staff provided initial responses to residents on February 19 & 20, 2019. Danby Road is identified in the 2019 Traffic Engineering Work Plan, and the road is currently being reviewed. (Item # 24)
- Barber Drive east of Mountainview Road South, Speeding Concerns – On June 4, 2019, a petition and delegation request was submitted to the Town by residents living near Barber Drive, on the east side of Mountainview Road South with regard to speeding issues near Barber Drive Park. Staff have prepared Memorandum No. TPW-2019-0016 to address the petition. (Item #25)

CONCLUSION:

A summary of all the traffic and transportation matters and associated actions have been identified in Attachment 1.

In addition, staff has provided information on the “Rainbow” crosswalks to be considered by the Committee for implementation.

Reviewed and approved by,

A handwritten signature in dark ink, appearing to read "Maureen Van Ravens". The signature is fluid and cursive, with the first name being the most prominent.

Maureen Van Ravens, Manager of Transportation

A handwritten signature in dark ink, appearing to read "Chris Mills". The signature is stylized with a large, sweeping initial "C" and a horizontal line across the middle.

Chris Mills, Commissioner of Transportation and Public Works

A handwritten signature in dark ink, appearing to read "Brent Marshall". The signature is cursive and somewhat slanted, with the last name being the most prominent.

Brent Marshall, Chief Administrative Officer

Item #	Date Received	Ward	Category	Traffic/ Transportation Concern	Actions Taken	Recommendation	Date Completed
1	16/1/2019	1	Truck Issues	Mayor identified concerns raised by a resident with regard to train issues.	On January 17, 2019, staff provided an update with regard to the upcoming 2019 Safety Assessment of Metrolinx Railway Crossings.	Staff will provide further comments, after the safety assessment is completed.	Ongoing
2	17/1/2019	1	Traffic Signals	Mayor identified a concern raised by a resident with regard to the traffic signal operation. The resident inquiry focused on the automatic recall of pedestrian displays during green indication displays for vehicles.	On March 26, 2019, staff met with the resident. On May 15, 2019, following the review for the proposed traffic signal operation, staff advised the residents that the proposed operation is inconsistent with the Transportation industry practice and it will not be implemented.	No further action is recommended.	15/5/2019
3	25/2/2019	1	Speeding	Mayor identified a concern raised by a resident with regard to speeding on Mill Street West and request to install a speed hump.	Staff informed the resident that Mill Street West is identified in the 2019 Traffic Engineering Work Plan.	Staff is evaluating collected traffic information on Mill Street West and will provide further information, once the review is completed.	Ongoing
4	29/4/2019	1	Speeding	Mayor identified a speeding concern raised by a resident on Tanners Drive near Browns Crescent (West).	In the week of May 6th, staff deployed a radar message board and undertook observations.	Staff observations of the RMB display speeds did not identify a speeding issues.	06/05/19
5	29/4/2019	1	Railway Safety	Mayor inquired about the outstanding railway crossing repairs at the Mill Street East (Hwy 7) railway crossing.	Following correspondence with Metrolinx, staff confirmed that the repairs will be undertaken by Metrolinx between September 6th and September 9th.	Staff will provide further update, following the scheduled crossing repairs.	Ongoing
6	06/05/19	1	Truck Issues	Councillor Hurst identified a concern raised by a resident with regard to the truck idling noise issues at the rear of Sobeys Plaza in Acton.	On June 7, 2019, staff had phone conversations with both the manager of Sobeys Plaza and the manager of Sobeys operations. The area at the rear of Sobeys near the loading docks is being actively monitored by the manager of Sobeys operations. The notices advising truck delivery drivers not to idle at the rear of the plaza were sent on June 7, 2019.	Staff will continue to monitor truck idling issues and coordinate mitigating actions with both managers.	Ongoing

Item #	Date Received	Ward	Category	Traffic/ Transportation Concern	Actions Taken	Recommendation	Date Completed
7	07/05/19	1	Intersection Safety	Councillor Somerville identified a concern raised by a resident with regard to the intersection safety at Mill Street West/Victoria Avenue.	On May 20, 2019, staff informed Mayor and Ward 1 Councillors that the intersection will be reviewed as part of the Mill Street West corridor. Mill Street West is identified in the 2019 Traffic Engineering Work Plan.	Staff will provide further comments, after the traffic studies are completed.	Ongoing
8	27/5/2019	1	Traffic Signs	Councillor Albano identified a concern raised by a resident with regard to a missing "No Parking" sign on the east side of Meadvale Road, across from Tim Hortons.	On May 28, 2019, staff informed Councillor Albano that the sign was reinstalled.	No further action is recommended.	28/5/2019
9	22/2/2019	2	Speeding	Councillor Lewis identified a concern raised by a resident with regard to speeding on Fifth Line in Limehouse.	The Fifth Line section located on the north side of Limehouse is identified in the 2019 Traffic Engineering Work Plan.	Staff will provide further comments, after traffic studies are completed.	Ongoing
10	10/05/19	2	Speeding and Trucks	Councillor Lewis identified concerns raised by residents with regard to speeding and engine brake noise issues on Confederation Street, north of Wildwood Road.	Confederation Street is identified in the 2019 Traffic Engineering Work Plan.	Staff expect to undertake road safety improvements on Confederation street this fall.	Ongoing
11	21/1/2019	3	Street Lights	Mayor identified a concern raised by a resident with regard to the LED street light illumination levels and neighbourhood safety.	On February 11, 2019, staff responded to the Mayor that addressed the resident concerns and identified the positive results of the LED Street Light Upgrade Project, which benefited the community, as whole.	No further action is recommended.	11/02/19
12	24/1/2019	3	Sidewalk	Councillor Johnson identified a concern raised by a resident with regard to lack of a sidewalk on Lindsay Court between the Extendedcare Halton Hills facility and McCullough Crescent.	On January 28, 2019, staff reviewed the issue and advised Councillor Johnson that a pedestrian connection will be available, once the development to the south and east commences.	No further action is recommended.	28/1/2019

Item #	Date Received	Ward	Category	Traffic/ Transportation Concern	Actions Taken	Recommendation	Date Completed
13	14/2/2019	3	Parking	Mayor identified a concern raised by a resident with regard to additional parking within the Dominion Gardens Development.	On February 22, 2019, staff responded directly to the resident. The boulevard parking will be reviewed in the fall 2019/Spring 2020, as part of the Uniform Traffic Control By-law 84-1 update.	Staff will provide further comments following the By-law update.	Ongoing
14	11/03/19	3	Parking	Concillor Fogal identified a concern raised by a resident with regard to the "No Stopping" signs that were installed for the bike corral parking.	On May 29, 2019, staff reviewed the situation and advised Councillor Fogal that the "No Stopping" signs will be covered until the bike corral is reinstalled.	No further action is recommended.	29/5/2019
15	28/3/2019	3	Railway	Councillor Fogal identified concerns raised by residents with regard to train whistling.	On March 28, 2019, staff forwarded the inquiry to the Region.	On March 29, 2019, Region staff advised the Mayor and Concillor Fogal that a Safety Assessment Study needs to be completed to determine if a whistle cessation is appropriate at the railway crossing. Further update will be provided by the Region staff, following the study completion.	Ongoing
16	29/3/2019	3	Intersection Safety	Councillor Johnson identified a concern raised by a resident with regard to road safety at the intersection of Arborglen Drive/Arborglen Drive. The resident requested the installation of an All-Way Stop Sign Control.	This intersection is identified in the 2019 Traffic Engineering Work Plan.	Staff will submit a report to the Planning, Public Works and Transportation Committee in the fall.	Ongoing
17	04/04/19	3	Parking	Councillor Fogal identified a concern raised by a resident with regard to the parking issues on Armstrong Avenue's new multi-use pathway, blocking both pedestrians and cyclists.	Staff responded with the installation of "No Parking" signs in specific areas and increased parking enforcement.	Further improvements will be undertaken, as part of the 2020 Traffic Engineering Work Plan.	01/06/19
18	02/04/19	3	Parking	Councillor Johnson identified a concern raised by a resident with regard to the parking capacity at 9 Bradley Drive.	Staff is still investing the parking issue.	Staff will provide further comments at the next committee meeting.	Ongoing

Item #	Date Received	Ward	Category	Traffic/ Transportation Concern	Actions Taken	Recommendation	Date Completed
19	14/5/2019	3	Intersection Safety	Mayor identified the existing concern raised by a resident with regard to a lack of stop bar at the intersection on Apple Blossom Crescent's approach to Arborglen Drive.	Staff advised Mayor and Ward 3 Councillors that the stop bar will be installed this summer.	No further action is recommended.	01/06/19
20	15/5/2019	3	Truck Issues	Mayor identified a concern raised by a resident with regard to the truck traffic and noise issues on Mountainview Road North.	Prior, on May 14, 2019, staff discussed the concerns with the resident during a phone conversation and identified a truck network in Georgetown. A draft staff response was submitted on May 17, 2019.	No further action is recommended.	17/5/2019
21	27/5/2019	3	Pedestrian Safety	Councillor Johnson identified a request raised by a resident with regard to a lack of controlled crossing area to access the multi-use pathway directly located on the east side of Eighth Line across from Arobrglen Drive.	On May 28, 2019, staff informed Councillor Johnson that the intersection will be reviewed and reported back in the fall.	Staff will provide further comments following the completion of traffic studies.	Ongoing
22	06/03/19	N/A	"Rainbow Crosswalk"	Through the Community & Corporate Affairs Committee, staff was requested the installation of a "Rainbow" crosswalk.	Staff received a quote from its pavement markings contractor. The approximate cost to install the "Rainbow" crosswalk is \$4,000.00. This is a new initiative and there is no allocated budget for this project. In some communities where these types of crossings have been implemented, it has been a joint cost sharing arrangement with a local community group. It should also be noted that vandalism has been experienced within other communities with these types of crosswalks.	This new initiative is brought forward for the Committee's consideration.	Ongoing
23	01/16/19	4	Pedestrian Safety	Mayor received a request from a resident with regard to the placement of the school crossing guard at the Pedestrian Crossover located in front of St. Brigid Catholic Elementary School.	On January 17, 2019, staff advised Mayor that children under the age of 12 must use the existing school crossing guards operating at the intersection of Miller Drive/Eaton Street (South). Both elementary schools fronting Miller Drive were contacted with regard to the children crossing issues.	No further action is recommended.	01/17/19

Item #	Date Received	Ward	Category	Traffic/ Transportation Concern	Actions Taken	Recommendation	Date Completed
24	02/18/19	4	Speeding	Mayor and Ward 4 Councillors identified concerns raised by residents on Danby Road between Orchich Avenue and Eighth Line.	On February 19 & 20, 2019, staff provided initial responses to residents.	Danby Road is identified in the 2019 Traffic Engineering Work Plan, and the road is currently being reviewed.	Ongoing
25	06/04/19	4	Road Safety	A petition and delegation request was submitted to the Town by the residents living near Barber Drive, on the east side of Mountainview Road South and north of Argyll Road. The petition identified speeding concerns near Barber Drive Park.	Staff have prepared the Memorandum No. TPW-2019-0016 to address the petition.	Staff will provide further comments following a future traffic calming review of Barber Drive (East).	Ongoing