

## COMMUNITY AND CORPORATE AFFAIRS COMMITTEE AGENDA

**Meeting #:** CCA-13-2019  
**Date:** Monday, October 28, 2019, 3:00 p.m.  
**Location:** Halton Hills Town Hall, Council Chambers  
1 Halton Hills Drive  
**Members:** Mayor R. Bonnette, (Ex-Officio), Councillor J. Fogal, Chair,  
Councillor C. Somerville, Councillor J. Hurst, Councillor T. Brown,  
Councillor W. Farrow-Reed, Councillor A. Lawlor

Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. COMMITTEE DELEGATIONS/PRESENTATIONS
  - a. Catherine McLeod, Senior Arts and Culture Specialist  
Catherine McLeod, Senior Arts and Culture Specialist presentation to Committee regarding Culture Days 2019.  
  
(PowerPoint)
  - b. Jeff Leach, Leash Free Halton  
Jeff Leach, Leash Free Halton presentation to Committee regarding Off Leash Dog Park at Trafalgar Sports Park, Report RP-2019-0032. (Item 4c of this agenda)
  - c. Dharmen Dhaliyah, Senior Manager - Climate Change and Asset Management  
Dharmen Dhaliyah, Senior Manager - Climate Change and Asset Management presentation to Committee regarding the Town's Natural Assets Inventory and Valuation Project Update. (Item 4b of this agenda)

#### **4. REPORTS & MEMORANDUMS FROM OFFICIALS**

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

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

- |           |   |           |
|-----------|---|-----------|
| <b>a.</b> | <b><u>MEMORANDUM NO. RP-2019-0008</u></b>   | <b>3</b>  |
|           | RECREATION AND PARKS MEMORANDUM NO. RP-2019-0008 dated October 4, 2019 regarding Investing in Canada: Community, Culture and Recreation Stream. |           |
| <b>b.</b> | <b><u>REPORT NO. RP-2019-0023 (AUTOMATIC HOLD)</u></b>  | <b>7</b>  |
|           | RECREATION AND PARKS REPORT NO. RP-2019-0023 dated October 11, 2019 regarding Town's Natural Assets Inventory and Valuation Project Update.     |           |
| <b>c.</b> | <b><u>REPORT NO. RP-2019-0032 (AUTOMATIC HOLD)</u></b>  | <b>19</b> |
|           | RECREATION AND PARKS REPORT NO. RP-2019-0032 dated October 7, 2019 regarding Off Leash Dog Park at Trafalgar Sports Park - Update.              |           |
| <b>d.</b> | <b><u>REPORT NO. RP-2019-0033</u></b>   | <b>54</b> |
|           | RECREATION AND PARKS REPORT NO. RP-2019-0033 dated October 1, 2019 regarding Municipal Cemeteries By-law 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 Community and Corporate Affairs Committee

**FROM:** Warren Harris, Commissioner of Recreation and Parks

**DATE:** October 4, 2019

**MEMORANDUM NO.:** MEM RP-2019-0008

**RE:** Investing in Canada: Community, Culture and Recreation Stream

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

The purpose of this Memorandum is to advise Council on the application being submitted by staff for the Investing in Canada: Community, Culture and Recreation Stream grant application.

### **BACKGROUND:**

The Investing in Canada Infrastructure Program (ICIP) is a cost-shared infrastructure funding program between the federal government, provinces and territories, and municipalities and other recipients. This program combines federal, provincial and other partner funding in four priority areas, including Community, Culture and Recreation.

On September 3, 2019 the Province of Ontario launched the Community, Culture and Recreation stream to support community infrastructure priorities across the province, improving access to and / or quality of community, cultural, and recreation priority infrastructure projects. Submissions to the program are due on November 12, 2019.

### **COMMENTS:**

#### **Funding Program Details**

Under this intake of the Community, Culture and Recreation funding stream, the Province is seeking applications for community infrastructure priorities; these are defined as publicly accessible, multi-purpose spaces that bring together a variety of different services, programs and/or social and cultural activities to reflect local community needs.

Approximately \$407 million in federal funding and \$320 million in provincial funding will be available for the Community, Culture and Recreation stream over 10 years starting in 2019-20. The cost sharing breakdown is as follows; Federal Government (40%) Provincial Government (33.33%) and Applicant (Town) Contribution (26.67%).

The Program has two funding categories. The Multi-Purpose Category has an individual project cap of approximately \$50 million in total project cost or new build / construction projects, larger scale renovation or expansion of existing facilities. The Rehabilitation and Renovation Category focuses on small-scale projects that would improve the condition of existing facilities, with a project cap of \$5 million in total project cost.

### **Project Eligibility and Timing**

The Community, Culture and Recreation stream supports projects that improve access to and / or quality of community, cultural, and recreation priority infrastructure projects. Priority is given to projects that are community-oriented, non-commercial and open to the public. Projects must be completed prior to 2027-28.

The objectives for the current proposed Community, Culture and Recreation stream project intake are as follows:

- Meets community and user needs or service gap
- Promotes good asset management planning
- Represents good value for money
- Fosters greater accessibility

The intake will include two categories of funding: Multi-Purpose Category and Rehabilitation and Renovation Category

To be eligible, a project must include a capital component and may also include preconstruction planning and design work (but not as stand-alone projects). Projects must be publicly accessible and meet the outcome of improving access to and/or increasing quality of cultural, recreational and/or community infrastructure.

Applications and all supporting documentations must be submitted by November 12, 2019. The province will notify applicants if their project has been selected for nomination to the federal government for review and approval in winter 2020 (estimated). Applicants will be notified of the federal funding decision in spring/summer 2020 (estimated) and all projects must be completed by March 31, 2027.



## **Project Conditions**

The following conditions apply to eligible projects:

- Contracts must be awarded after federal approval of funding. Contracts awarded before approval of funding are not eligible for reimbursement;
- Projects must meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change;
- Projects must meet or exceed the requirements of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws and accessible design guidelines;
- Projects should be informed by an applicant's asset management plan as outlined in Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17;
- Projects must have a financial plan in place to operate the assets and not seek senior level government support for ongoing operational funding.

In addition, projects will be assessed on their alignment with specific technical criteria related to community need, demographic assessment, "good value for money" and accessibility. Staff will be drawing upon the resources included in the Town's Corporate Asset Management Plan and Corporate Energy Plan to demonstrate alignment with the key criteria.

## **Project Submission**

Staff recommend that Gellert Community Centre Phase 2 aligns well with the recreation facilities category (multipurpose recreation centres) and is the project with the largest financial need identified in the Long Range Financial Plan and Capital Budget. In addition to the project cost for the expansion, staff will identify costs related to the renovation of the existing Gellert Community Centre in order to align with objectives of the Corporate Energy Plan. The total cost of the expansion project and energy efficiency components (e.g. solar and geothermal) would be close to \$25 million, with the Town's portion of the cost at approximately \$6.7 million or 26.67%.

The other major project that staff considered was the Youth Centre at the Acton Town Hall, but given that the space is leased and does not have the requisite technical supporting documents (E.g. asset management plan) it was not selected for the November 2019 funding stream application.

**CONCLUSION:**

Staff recommends that a submission for Gellert Community Centre be made to the Investing in Canada: Community, Culture and Recreation stream by the submission deadline of November 12, 2019. The major capital project aligns with the key objectives of the program criteria, and with a background in asset management and corporate energy planning, staff are well positioned to meet the submission requirements.

Reviewed and approved by,

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

Brent Marshall, Chief Administrative Officer

## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Dharmen Dhaliyah, Senior Manager – Climate Change and Asset Management

**DATE:** October 11, 2019

**REPORT NO.:** RP-2019-0023

**RE:** Town's Natural Assets Inventory and Valuation Project Update

### RECOMMENDATION:

That Report No. RP-2019-0023 dated October 11, 2019 regarding the Town's Natural Assets Inventory and Valuation Project Update Report be received;

AND FURTHER THAT staff report back to Council with final outcome of the Town's Natural Assets Inventory and Valuation Project as outlined in Report RP-2019-0023 and required next steps in the second quarter of 2020.

### BACKGROUND:

Municipalities across Canada are facing challenges to deliver required levels of service, including ageing infrastructure, financial constraints, and deterioration of their natural assets, all of which are exacerbated by the growing threat of climate change.

Natural Assets are often included in the definition for "green infrastructure" but they differ from engineered green solutions, such as bioswales and other low impact development applications. Natural Assets (NAs) such as forests, wetlands, and open green space, provide a range of ecosystem services upon which our society and economy depends. A well-managed natural asset will continue to produce a sustainable flow of services, such as stormwater management, air quality improvement, and reduction of carbon in the long term or even in perpetuity. Some of these services can be considered as providing a "civic function": for example, a forest protecting source water, or a wetland helping to reduce downstream flooding and stress on existing municipal infrastructure. At the same time, natural assets are currently under stress from population growth, development and climate change impacts. In order to protect these assets and the services they provide, it would be beneficial to account for them and manage them under existing municipal frameworks, strategies and policies such as asset management plans, stormwater management plans and Official Plans. This

requires accounting and valuation of services provided by natural assets such as stormwater management and source water protection.

The Town of Halton Hills recognizes the role of natural systems in providing critical civic services and in helping to mitigate and adapt to the threats posed by climate change. In the 2019 Capital Budget Council approved funding to initiate a project to inventory and assess the stormwater management services provided by natural assets which can inform strategies to manage them. The Town approached the Credit Valley Conservation Authority (CVC) to lead the project with support from the Friends of Greenbelt Foundation that provided grant funding of \$20,000. The results of the project will support the inclusion of NAs into municipal decision-making strategies in an effort to help ensure the sustainable provision of ecosystem goods and services and to reduce vulnerability to climate change impacts.

The purpose of this report is to provide an update on the completion of Phase 1 of the project and outline the next steps.

## **COMMENTS:**

### **Inventory of Natural Assets**

One of the key deliverables of the project is an inventory of natural assets within the Town's area. GIS data were provided by CVC, Conservation Halton and the Town. CVC then reviewed, validated and where necessary digitised the necessary data to delineate and sum up the natural assets in the Town's area.

For the purpose of the inventory, natural assets were categorized as either open space, wetlands of various types, or woodlands. The Town of Halton Hills holds the following natural assets noted in **Table 1**. These natural assets are mapped and may be viewed in **Appendix A**. A separate column was added to show the area of the assets that are owned by the Town to distinguish them from other privately and publicly owned assets (e.g., those owned by Conservation Authorities).

**Table 1 - Area of Natural Assets in the Town of Halton Hills**

Natural Asset Type	Total area in the Town of Halton Hills (Hectares)	Area Owned by The Town of Halton Hills (Hectares)
Open space	2,435.01	230.61
Wetlands	2,226.17	91.58
Woodlands	6,741.19	293.23

### **Natural Asset Stormwater Services: Level of Service and Valuation**

A hydrology model (EPA SWM model constructed and applied by CVC) was applied to access the performance/level of stormwater services, i.e. both water quantity and water quality control, provided by natural assets in the Town under both current and climate

change conditions. Valuation of these services was based on the cost of replacing their stormwater management performance with engineered infrastructure, such as stormwater ponds or infiltration trenches, if they were to be removed. Overall, stormwater management services provided by natural assets in the Town was valued at about \$2.8 billion, of which over \$190 million is provided by the assets owned and under control by the Town.

For example, the natural assets located in the Hungry Hollow Ravine encompass 75 ha of woodlands, 45 ha of wetlands and around 30 ha of open green space that provide close to \$60 million in stormwater quantity and quality control. **Appendix C** shows the natural asset areas in the Hungry Hollow Ravine and value of their services in more detail.

To account for the changing climate, natural asset performance was reassessed based on projected precipitation patterns under climate change conditions of 2065. Under the climate change scenario, it has been estimated that performance of natural assets remains unchanged. However, since the magnitude and intensity of rainfall is greater under climate change conditions, the inflow to the natural assets will be larger, and a bigger stormwater management pond or infiltration chamber will be required to provide the same control as is being provided by natural assets. This climate change analysis added an additional \$259 million to their valuation. A breakdown of the stormwater services provided by natural assets in The Town is presented in **Table 2** below. The comparison of service values under both existing and climate change conditions are demonstrated in **Appendix B**. **Appendix C** also shows those similar values for the Hungry Hollow Ravine example.

**Table 2 – Value of Stormwater Management Services of Natural Assets under Existing and Climate Change Conditions in the Town of Halton Hills**

Natural Asset Type	Value of SWM Services of NAs under Existing Conditions		Value of SWM Services of NAs under Climate Change	
	All	Owned	All	Owned
Wetland 1: Palustrine	\$161,630,039	\$3,638,288.81	\$172,725,910	\$3,888,056.64
Wetland 2: Isolated	\$262,925,466	\$6,497,635.95	\$298,882,889	\$7,386,246.12
Wetland 3: Riverine	\$375,219,380	\$43,772,880.08	\$403,671,328	\$47,092,068.20
Wetland: All Types	\$799,774,884	\$53,908,804.83	\$875,280,126	\$58,366,370.96
Woodland	\$1,089,687,666	\$47,399,511.68	\$1,206,659,878	\$52,487,598.76
Open Space	\$951,681,672	\$90,129,942.08	\$1,018,679,874	\$96,475,072.25
All NAs	<b>\$2,841,144,221</b>	<b>\$191,438,259</b>	<b>\$3,100,619,877</b>	<b>\$207,329,042</b>

## Next Steps

As part of the proposed Phase 2 of the project, the Town, in partnership with CVC, will select case studies sites for creation of an asset registry which compiles information on NAs in a format similar to the Town's asset management principles. It is anticipated that Phase 2 will involve the components below. Note that the exact scope is to be determined based on the Town's priorities and allocated budget.

- Quantifying and valuing levels of a wider variety of services provided by natural assets, including air quality improvement, recreation and property value enhancement.
- Performing a natural asset condition assessment, highlighting assets that may require intervention. As an example, a woodlot which ranks low among condition indicators due to invasive pests impacts (e.g., Emerald Ash Borer) or a lack of regenerative layer will be highlighted for further assessment and possible intervention.
- Estimating replacement cost of the natural assets in the study area(s)
- Conducting guided structured workshop with municipal staff to facilitate identification of:
  - Threats and risks to these assets and services they provide,
  - Potential effects to condition and level of service provision from the risks to natural assets.
- Where practical, identifying management and maintenance scenarios for the natural assets, including enhancement/restoration.
- Assessing the benefit-cost ratio for selected management scenarios.
- Developing an interactive asset registry capable of exploring and exporting the data developed in this project.

## **RELATIONSHIP TO STRATEGIC PLAN:**

This Report is an integral part of the Corporate Asset Management (CAM) Program which aligns with the Town of Halton Hills Strategic Action Plan related to Municipal Service Delivery, Financial Sustainability and Sustainability:

1. Effective, efficient and economical delivery of the Town's existing services;
2. Establish sustainable financing, asset management and master plans to acquire, operate, maintain, renew and replace all assets;
3. Preserve, protect and enhance the Town's environment.

## **FINANCIAL IMPACT:**

The Natural Assets Phase 1 project update report presents the valuation of natural assets and the services they provide from a stormwater management perspective. At this stage there is no financial impact to the Town. Phase 2 of the project will shed more light on sustainable funding requirement (the future investments needed to refurbish or replace) necessary to preserve and protect the Town's natural assets and maintain the

current levels of services. Additionally, Phase 2 will help prioritize investment into addressing at-risk natural assets highlighted in the condition assessment.

**CONSULTATION:**

CVC consulted with Conservation Halton, the Asset Management Network Team and staff in general from different departments throughout the project and during the preparation of this report.

**PUBLIC ENGAGEMENT:**

Public engagement was not required at this stage.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. This report supports the Environmental Health pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Excellent.

**COMMUNICATIONS:**

Staff will communicate the Report to departmental staff by making the document available on the HUB.

**CONCLUSION:**

Staff recommends the approval and endorsement by Council of the Report and to continue with the CAM program to be in compliance with the O.Reg.588/17: Asset Management Planning in Municipal Infrastructure. The Town continues to be a strong advocate in preserving its natural assets and is committed to improve resiliency of the environment and community in the face of climate change.

The goal of the Town and CVC is to continue the partnership and funding opportunities associated with endeavors in this crucial area.

Reviewed and Approved by,

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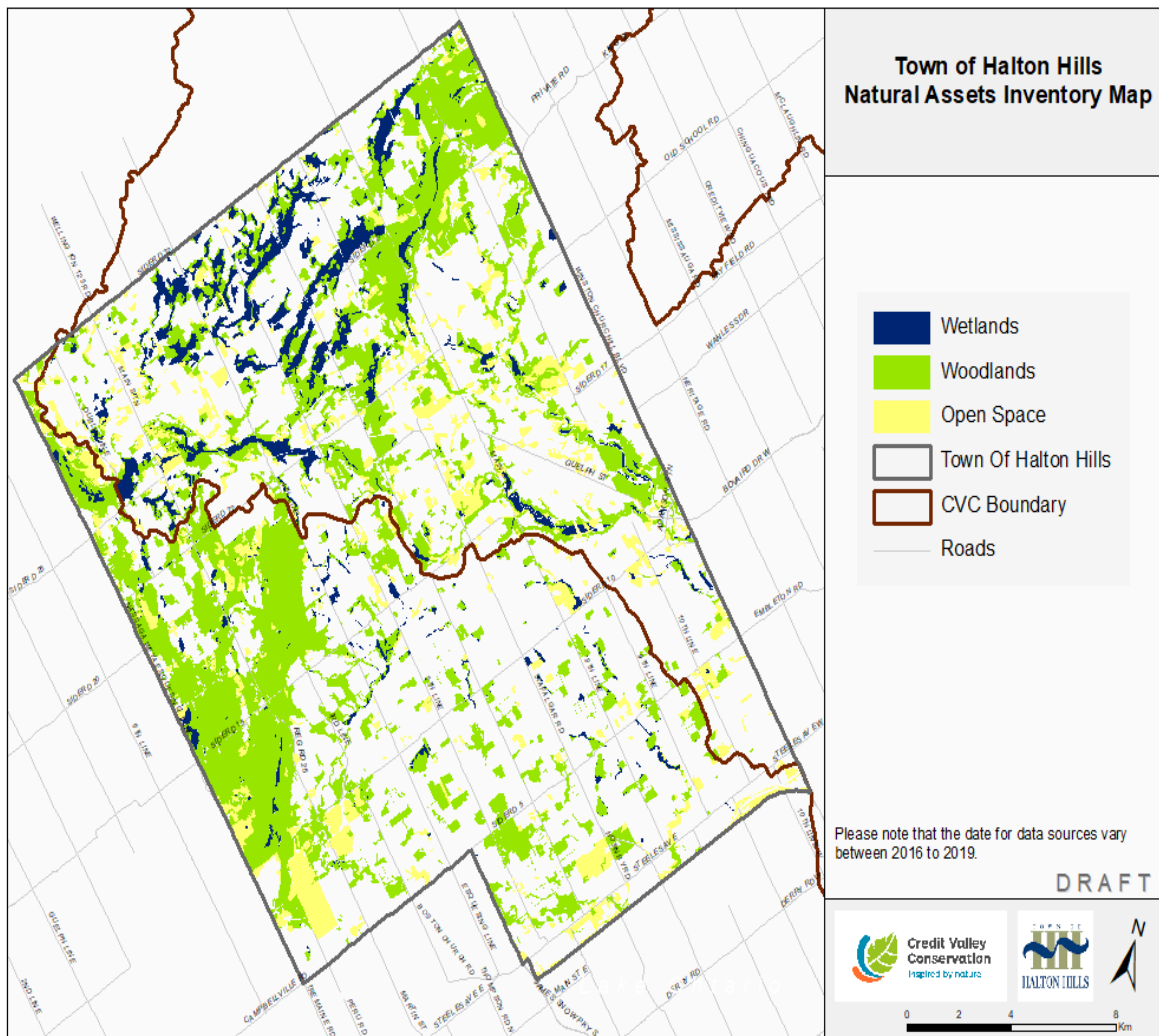
Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "Brent Marshall". The script is cursive and stylized.

Brent Marshall, Chief Administrative Officer

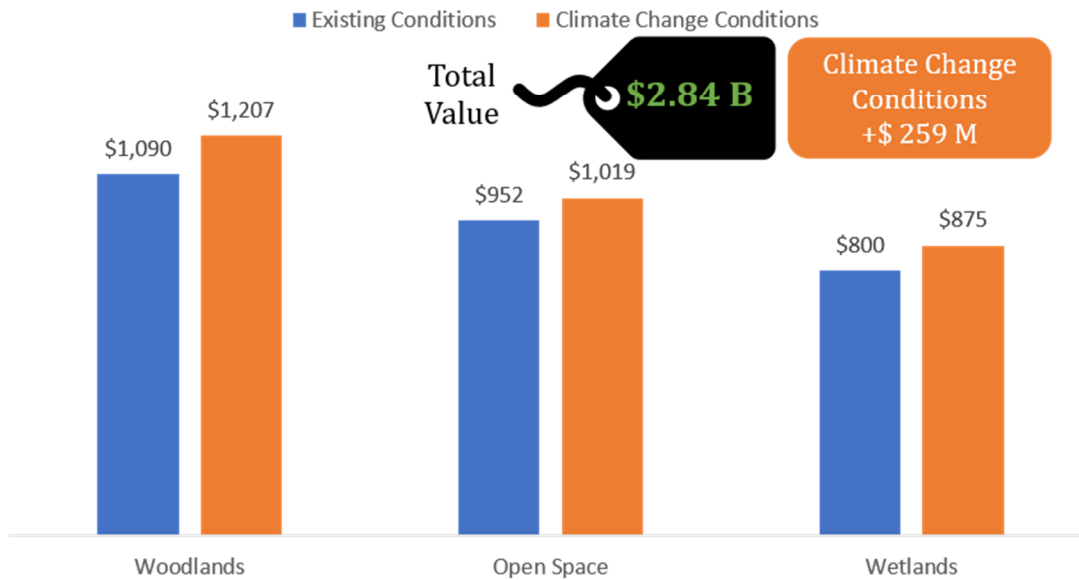


## APPENDIX A - Natural Assets Inventory: Location of Natural Assets in the Town of Halton Hills



## APPENDIX B i – Natural Assets Stormwater Management Services Valuation – All Assets

### Value of SWM Benefits (\$M) from Natural Assets in the Town of Halton Hills

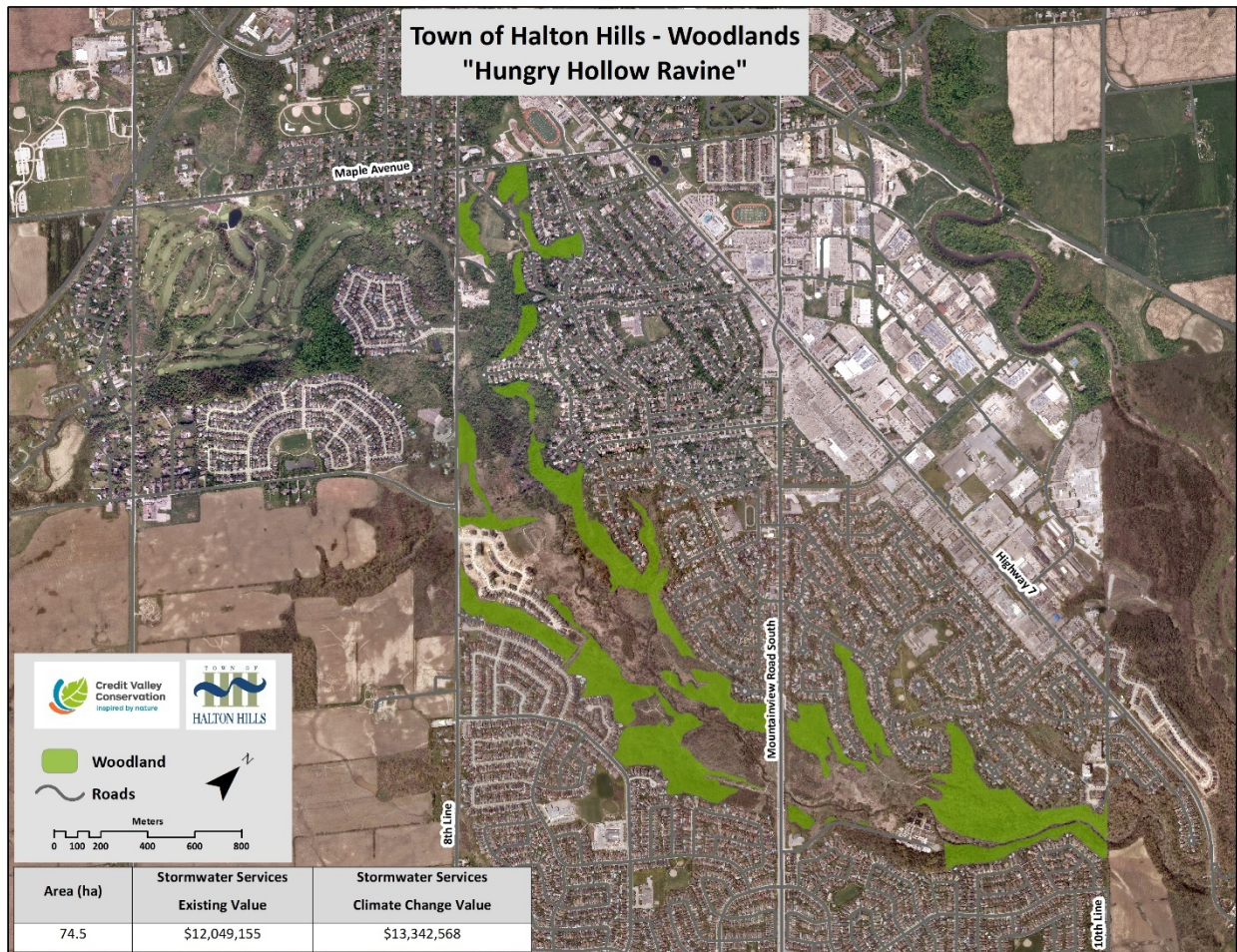


## APPENDIX B ii – Natural Assets Stormwater Management Services Valuation – Assets Owned by the Town of Halton Hills

### Value of SWM Benefits (\$M) from Owned Natural Assets in the Town of Halton Hills

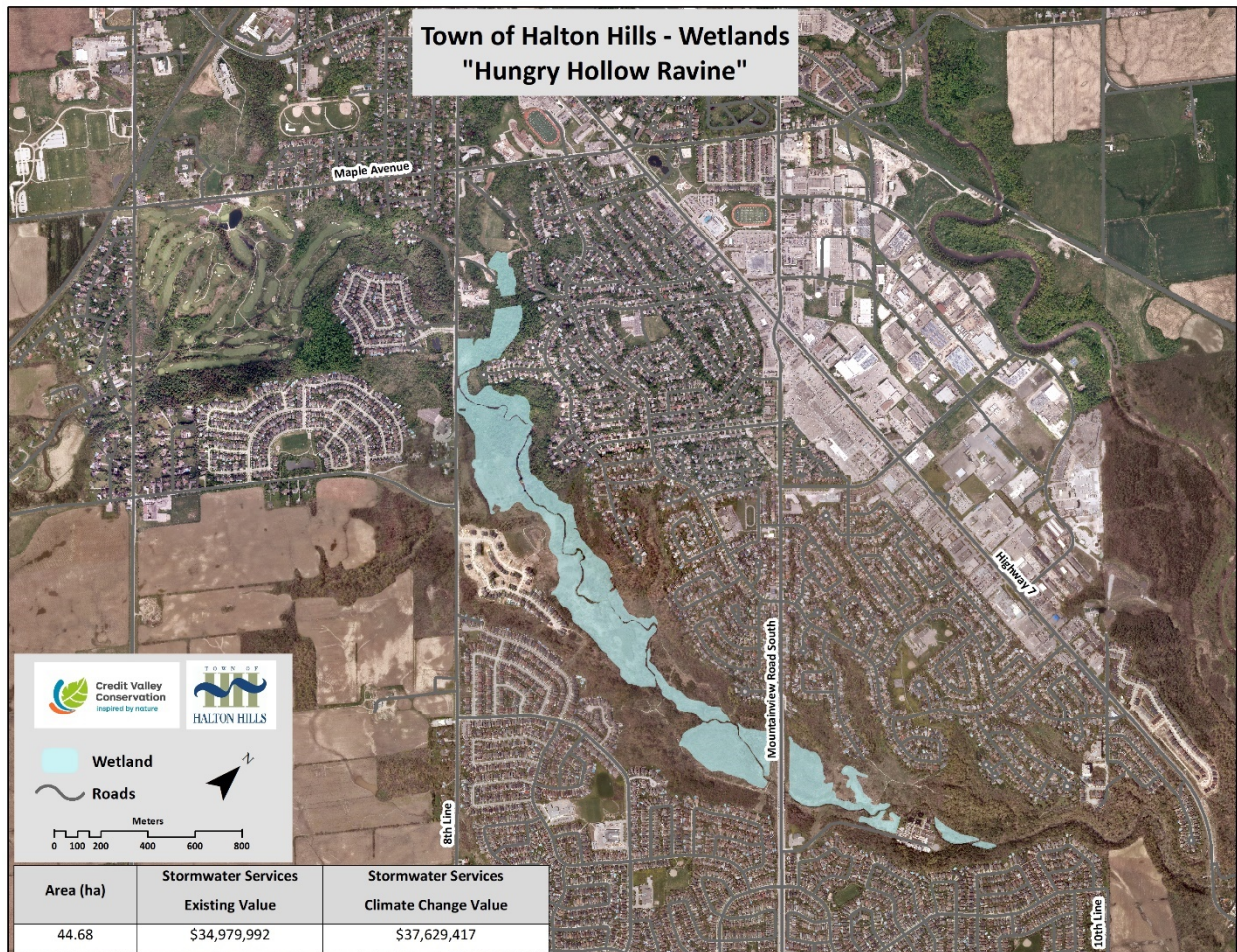


## APPENDIX C i – Hungry Hollow Ravine: Value of Stormwater Management Services Provided by Woodlands



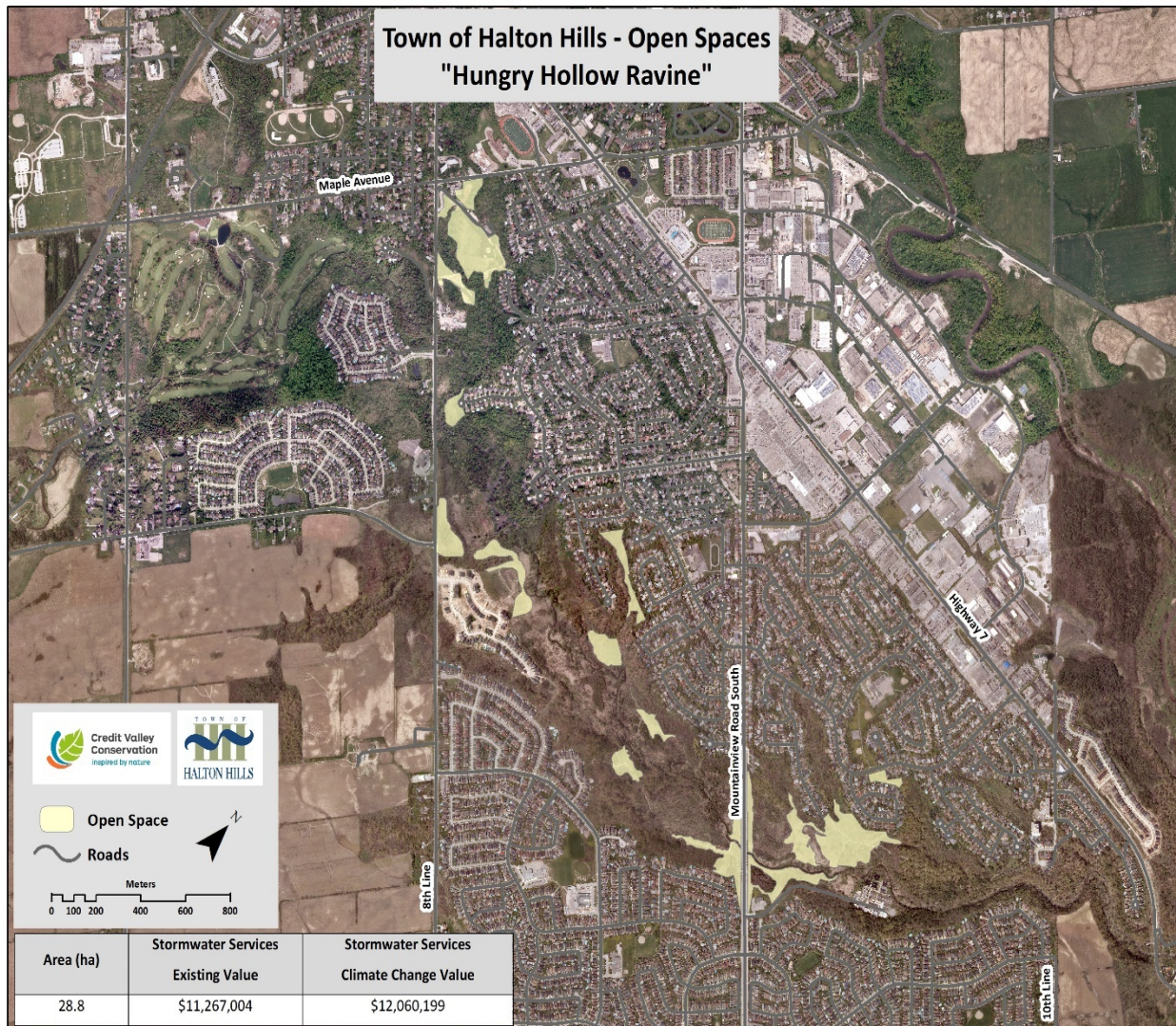


## APPENDIX C ii – Hungry Hollow Ravine: Value of Stormwater Management Services Provided by Wetlands





## APPENDIX C iii – Hungry Hollow Ravine: Value of Stormwater Management Services Provided by Open Space



## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Kevin Okimi, OALA, CSLA, PMP  
Manager of Parks and Open Space

Suzanne Jones  
Clerk & Director of Legislative Services

**DATE:** October 7, 2019

**REPORT NO.:** RP-2019-0032

**RE:** Off Leash Dog Park at Trafalgar Sports Park - Update

### RECOMMENDATION:

THAT Report RP-2019-0032 dated October 3, 2019 regarding the Off-Leash Park at Trafalgar Sports Park – Update be received;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the updated Management Agreement as outlined in Report RP-2019-0032;

AND FURTHER THAT Council

A) Approve the request to implement a surcharge of \$5.00 per dog license to be directed into a fund to be used for the improvement of Leash Free Parks; and

B) Direct the initial contribution of the dog license surcharge (pending Council approval) of up to \$16,000 (over five years) be directed towards the construction of the Off-Leash Park at Trafalgar Sports Park;

OR

C) Deny the request to implement a surcharge of \$5.00 per dog license.

AND FURTHER THAT Council

A) Approve the updated financing model as requested by Leash Free Halton Hills as outlined in Report RP-2019-0032 [\$15,500 total projected funding (5.2%) with \$8,000 funding available (2.7%)], and refer the project to Budget Committee for consideration as part of the 2020 Capital Budget;

OR

B) Require that Leash Free Halton Hills agree to contribute 10% of the project total (\$30,000) prior to the project proceeding as approved in the original joint project;

AND FURTHER THAT any shortfall in the cashflow required for the project be funded from the Tax Rate Stabilization Reserve until funding is received through future revenues from the surcharge or fundraising and can be repaid to the reserve, as outlined in Report RP-2019-0032;

AND FURTHER THAT staff report back on the status of fundraising commitments and project status in 2020 as outlined in Report RP-2019-0032.

**BACKGROUND:**

In October 2002, a community group known as Halton Hills – Dog Owners Group (HH-DOG) was formed. The group worked together with Town staff for a leash free zone trial. A Management Agreement was signed between HH-DOG and the Town of Halton Hills which outlines the roles and responsibilities of HH-DOG and working in cooperation with the Town to maintain the off-leash areas at Prospect Park (Acton) in 2002 and an additional park at Cedarvale Park (Georgetown) in 2006. In 2018, the group formed a new executive and changed their name to Leash Free Halton Hills.

In 2007, Council Approved the Recreation and Parks Strategic Action Plan which outlines the need for off-leash Parks. The plan states:

“Provision of off-leash parks are best developed by way of opportunity and should ideally be developed as a joint capital project when an affiliated organization is willing to take responsibility of their operation and/or enforcement. At present, it appears as though the provision of off-leash dog zones is adequate to meet the localized demand until at least 2016, although continued maintenance and monitoring of usage levels is recommended.”

The strategic plan recommended that staff continue to monitor and engage community groups interested in the establishment, maintenance and ongoing management of the off-leash dog zones including the establishment of an appropriate cost-sharing agreement for new facilities.

In response to renewed community interest, on June 20<sup>th</sup>, 2016 Council approved Resolution No. 2016-0012 with respect to Leash Free Parks that read in part:

THEREFORE BE IT RESOLVED THAT staff be directed to coordinate with HHDOG to identify future leash free options in existing and future parkland areas and report back to the Community Affairs Committee.



In December 2018, Council approved Report RP-2018-0028 which read in part:

AND FURTHER THAT Council endorse the Proposal for an Off-Leash Park at Trafalgar Sports Park in principle, subject to the conditions outlined in Report RP-2018-0028;

AND FURTHER THAT staff report back on the status of fundraising in 2019 along with a detailed financing strategy for consideration by Council as part of the 2020 capital budget deliberations.

The conditions outlined in the report were as follows:

- Council Approval of a detailed financial strategy;
- fundraising targets (10% of the total budget) met by group;
- update of Management Agreement conditions if necessary.

## **COMMENTS:**

The purpose of this report is to provide an update on the joint capital project for a leash free park in Trafalgar Sports Park in advance of the 2020 Capital Budget Committee and to update the joint project requirements as requested by Leash Free Halton Hills (LFHH). The conceptual plan for the Trafalgar Sports Park Leash Free Park is included as Appendix A.

## **Public Input**

As outlined in the original joint project, a public consultation process was undertaken to receive comments on the proposal for a leash free park at Trafalgar Sports Park. A web page and survey were set up on the Town's Let's Talk Halton Hills site from June to September 2019 to receive feedback on the proposal. Overall, there was support for the proposal (81%), and over 200 responses were received. There were some concerns about the overall need for leash free parks, operations of the current leash free parks, and the potential of leash free parks displacing other needed programs and facilities (i.e. washrooms, youth activities, etc.). There were also some concerns expressed that Trafalgar Sports Park is not as accessible and requires most users to drive to the site. Generally though, the project was supported by the majority of respondents. The summary of the Let's Talk Halton Hills consultation including comments, is included as Appendix B.

## **Update on Fundraising:**

LFHH has raised a total of \$8,000 of funding to be committed to the TSP Leash Free Park. Leash Free Halton Hills continues to plan fundraising activities including: pet walkathon, Christmas in the Park, membership BBQ, in-park advertising and a calendar. Leash-Free Halton Hills also participates in community events where possible, such as: Canada Day activities, Fall Fairs, and Santa Claus Parades.

Leash Free Halton Hills is hoping the fundraising will continue to increase awareness of off-leash availability in Halton Hills and increase membership including park usage. The

group has set up a page on their website (<https://leashfreehaltonhills.com/new-park-proposal/>) about the proposal.

Although they have not secured the total amount of fundraising as outlined in the original joint project approved by Council (\$30,000), LFHH is willing to commit to raising an additional \$2,500 per year for the next three years to be used towards this project. This would result in a total of \$15,500 raised by LFHH towards the project (\$8,000 in 2019, \$7,500 projected fundraising 2019-2022).

The amount raised to date is short of the 10% of the project total (\$30,000 required) which will be further discussed below. The projected total represents approximately 5.2% of the total funding approved in principle by Council. The current amount raised (\$8,000) represents 2.7% of the total project cost.

### **Dog License Surcharge:**

To offset the lower contribution, LFHH has requested that the Town consider charging a \$5.00 per license surcharge on all dog licenses sold, to provide a capital funding stream that could offset the balance of the funds still to be raised in order to meet the 10% fund raising target.

The Town Clerk and Licensing/Enforcement staff have reviewed this request and have identified the following concerns:

- Current dog licensing fees are in line with neighbouring municipalities, increasing fees may be a disincentive for residents to license their dogs.
- The Town provides options to purchase a 1 year, 2 year or 3 year license. A \$5.00 increase equals a 13% increase on a 1 year license, a 9% increase on a 2 year license, and a 6% increase on a 3 year license. These are substantial increases.
- The additional fee (surcharge) would be charged to all residents obtaining a license, whether or not they are users of local dog parks.

Based on the historic total number of licenses issued annually, this type of surcharge would raise approximately \$3,200 annually. LFHH is requesting that the first 5 years of this surcharge be directed towards the Trafalgar Sports Park Leash Free Park for a total contribution of \$16,000. Funds collected after the initial amount would be used for future leash free area improvements.

Staff does not recommend implementing a surcharge for the reasons outlined above but has provided Council with options to approve the surcharge or not.

A breakdown of dog licensing revenue collected and additional revenue based on Leash Free Halton Hills' proposed \$5.00 increase is attached as Appendix C. Additionally, municipal comparison pricing is attached as Appendix D.

**Joint Project funding considerations:**

Membership levels in Leash-Free Halton Hills have varied from year to year. Leash Free Halton Hills is encouraged that recent membership levels are increasing slowly as a result of rebranding and improved communication. Currently, membership in Leash Free Halton Hills varies between 100 and 120 families. Current membership rates for 2019 are \$20.00 for one year or \$35.00 for two years. Additional services such as Greyhound owners pay a premium rate to access features such as Greyhound Hour (dedicated park use).

However, Leash Free Halton Hills notes it is challenging to recruit membership compared to traditional sports groups for the following reasons:

- leash free parks are open/free to all, regardless of membership;
- no permits required for use; and
- membership is optional.

LFHH has indicated that the factors above, as well as the need to continue to improve/manage the existing leash free parks, make providing the 10% funding match that has been provided in the past, not achievable from the group fundraising alone, given the scope of the project. Existing leash free parks do not have full amenities (such as water supply) which the group continues to fundraise for. Leash Free Halton Hills has also constructed shade structures in both leash free parks over the last few years (fully funded by the group).

The total budget of the project is from \$250,000-\$300,000 resulting in a 10% joint project match of \$25,000 to \$30,000, however, there may be opportunities to reduce the total cost through detailed design, material selections and value engineering.

If Council approves the surcharge requested by LFHH, it would provide approximately \$16,000 towards the joint project over the next 5 years. This in combination of with the group's commitment of \$15,500 would be a total contribution of \$31,500 which is just over the 10% of the total estimated project budget.

LFHH is requesting that Council consider the project on its own merits based on the funding committed by the group (projected at 5.2% or 10% depending on if the surcharge is approved).

LFHH is requesting that the project proceed regardless of whether the surcharge suggested by LFHH is approved or not, based on the current funding available and committed. Typically fundraising agreements are formalized with the finances available at hand, not projected fundraising revenues, unless special funding sources such as Trillium grants which have time limitations are part of the funding strategy. Should future fundraising commitments not be met, there may not be any way to recover the funds that were committed.

Staff recommend that the partnership be advanced when 10% of the funds are available or secured through firm commitments per the funding approved in the original joint

project, but have provided Council with options to approve the revised funding strategy and surcharge or not, based on Leash Free Halton Hills' request.

#### Management Agreement Updates

The original Management Agreement was prepared for the Prospect Park Leash Free Area. It does not specifically include the Cedarvale Park Leash Free Area, but has served as the basis of the operation at Cedarvale Park as well. While there are no major updates proposed to the Management Agreement, LFHH has identified that there are challenges with grass maintenance due to the fact that typical field/turf maintenance ends in late October and begins in Mid April, but depending on weather conditions turf may continue to grow beyond these times. The Town typically does not have seasonal staff and machines available outside of these core times to perform maintenance, though it is acknowledged that there is continued use of the leash free parks. Staff attempt to prioritize when possible to address these needs, but the group may be required to cut turf themselves at some of these shoulder seasons. It is recommended that Staff work with LFHH to update Schedule B of the Management Agreement which specifies responsibilities of each group, and that the management agreement be updated to include all leash free parks, including the new park at Trafalgar Sports Park if approved.

#### Next Steps

If Council approves the funding and proposed surcharge as proposed by Leash Free Halton Hills, the project will be included in the preliminary 2020 Budget for Council's consideration. Leash Free Halton Hills would continue to promote and fundraise. Leash Free Halton Hills would enter into a financial agreement to outline their commitment to funding over the next three years. Should Council decide to require the funding levels originally approved as part of the joint project and/or not approve the surcharge, Staff will report back on the status of the fundraising efforts and financing strategy in coordination with Leash Free Halton Hills as part of future budget processes once the fundraising targets have been met.

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

**A.3.** To provide a broad range of educational, recreational and cultural services that meet the needs of our residents.

**A.10** To encourage and promote community volunteerism.

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

**H.2** To ensure that infrastructure required for growth is provided in a timely manner.

**H.4** To partner with other orders of government, and the private sector, to plan and finance infrastructure expansion and improvements.

## **FINANCIAL IMPACT:**

If Council approves the funding strategy outlined in this report, the project will be included in the Preliminary 2020 Budget for Council review at Budget Committee. Any shortfall of fundraising/surcharge less than the 10% originally identified as part of the joint project funding will need to be funded from the Tax Rate Stabilization reserve either permanently, or on an interim basis until future funds are received. Should LFHH still be required to contribute the full \$30,000 (10%) of the project budget, the project will not be included in the 2020 Budget, but will be included in 2021 as part of the Capital Forecast as a potential community partnership project.

The additional operating costs of the leash free park based on the Town's responsibilities in the Management Agreement would be approximately \$10,000 / year for the new park at Trafalgar Sports Park, and the operating impact will be addressed in the detailed capital budget submission.

## **CONSULTATION:**

Town Staff have consulted with and will continue to work with Leash Free Halton Hills, Friends of Devereaux House, Clerks (Licensing & Enforcement Services), Transportation and Public works (Park & Cemeteries), and the Town Treasurer.

## **PUBLIC ENGAGEMENT:**

The Town posted the project information for the proposed Leash Free Park at Trafalgar Sports Park on the Town's Let's Talk Halton Hills Page in order to obtain broader public input than past surveys, as well as requesting input from user groups who use the park. The summary of the Let's Talk Survey is contained in Appendix B. In general, there was support for another leash free park located at Trafalgar Sports Park.

## **SUSTAINABILITY IMPLICATIONS:**

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

The recommendation outlined in this report advances the Strategy's implementation. This report supports the cultural vibrancy and social well-being pillar(s) of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Good.

## **COMMUNICATIONS:**

Staff worked with Leash Free Halton Hills to conduct a comprehensive public consultation on the proposed location at Trafalgar Sports Park to obtain broader community feedback on the proposal.

**CONCLUSION:**

Leash Free Halton Hills is requesting that Council approve a modified funding strategy and surcharge on dog license fees, for the joint capital project for the construction of an Off-Leash Park at Trafalgar Sports Park.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "M. J. Leighton". The script is cursive and fluid.

Moya Jane Leighton, Manager of Accounting and Town Treasurer

A handwritten signature in black ink, appearing to read "Warren Harris". The script is cursive and somewhat stylized.

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "Brent Marshall". The script is cursive and bold.

Brent Marshall, Chief Administrative Officer



# TRAFALGAR SPORTS PARK

## Off-Leash Dog Area

### LEGEND

- ① Additional Parking (~ 20 spots)
- ② Small Dog Run / Greyhound Run (Turf)
- ③ Rural Character Fence Enclosure
- ④ Shelter
- ⑤ Off-Leash Dog Area (Turf)
- ⑥ Planted Tree 'Islands'
- ⑦ Perimeter Walking Trail (Granular)
- ⑧ Potential Dog Wash Station (TBD)
- ⑨ Potential Water Play Access (TBD)



③



④



⑥



⑦



⑧



⑨



Trafalgar Sports Park

Context Map

①

②

③

④

⑤

⑥

⑦

⑧

⑨

FOR REVIEW  
Recreation and Parks  
Department  
AND DISCUSSION



# Survey Report

27 June 2017 - 24 September 2019

## Off-Leash Dog Park

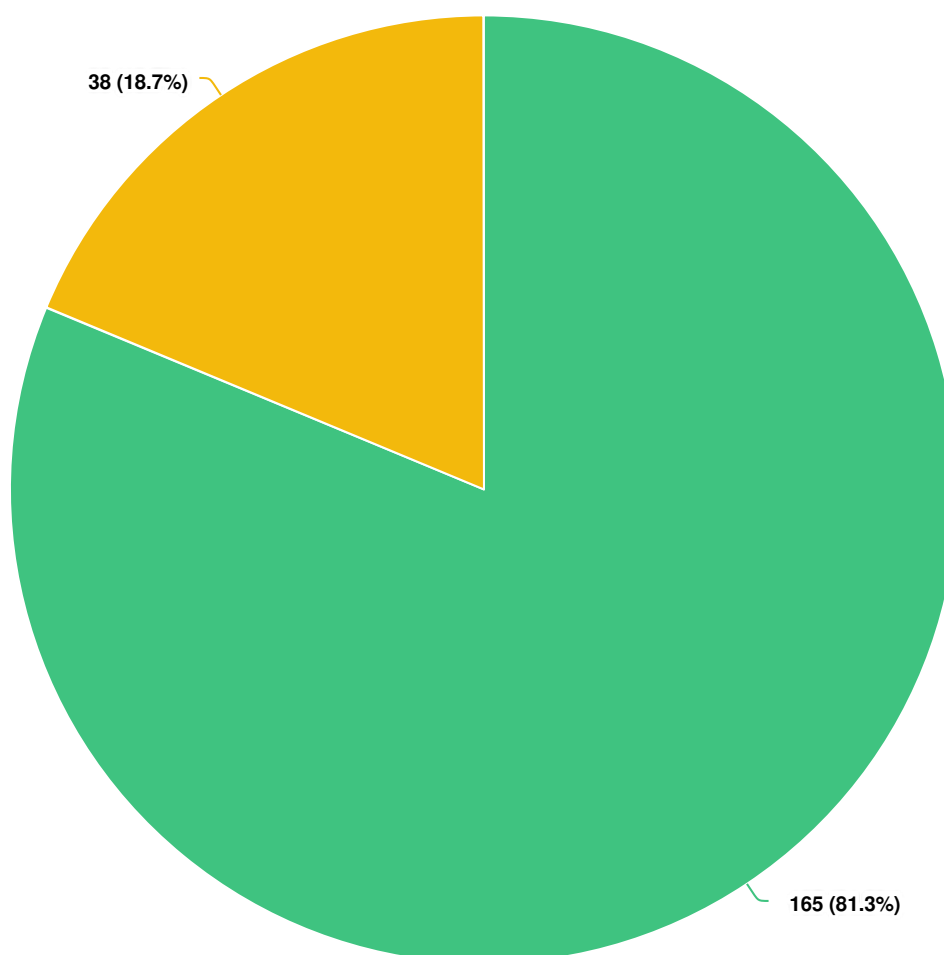
PROJECT: Off-Leash Dog Park - Trafalgar Sports Park

**Let's Talk Halton Hills**





**Q1** 1. Do you support the construction of an off-leash dog park at Trafalgar Sports Park?



**Question options**

● Yes ● No

*Optional question (203 responses, 2 skipped)*

## Q2 Why or why not?

Anonymous

6/26/2019 05:19 PM

Dog parks are a breeding ground for Parvo and Heartworm along with many others. If you want your dog to get sick, bring them to a dog park!

Anonymous

6/27/2019 08:21 AM

The current location at Cedarvale is overused and often crowded. It would be nice to have a new location with better drainage, available drinking water on site, , and up-to-date amenities. It will also accommodate our growing population and offer a new leash free option for variety.

Anonymous

6/27/2019 11:14 AM

I would like to have one close to home and like to have another one in Halton Hills

Anonymous

6/27/2019 11:29 AM

Dog parks are important for canine socialization. The park at cedarvale is small so another park would be great for the town. Dog parks are a growing need in places where people live.

Anonymous

6/27/2019 11:31 AM

Cause it is a park for children and dog parks should be separate

Anonymous

6/27/2019 11:35 AM

Dogs need larger space than current leash free park to run & play. Also, small and large dog times could be offset at each park.

Anonymous

6/27/2019 11:39 AM

it would be nice to have another, possibly bigger dog park in georgetown.

Anonymous

6/27/2019 12:18 PM

There needs to be more areas that are safe for dogs and owners to stretch their legs as backyards get smaller, ticks and coyotes Increase etc... Dogs are people too and need more areas

Anonymous

6/27/2019 12:41 PM

I think money should be spent on kids programs... Or Use the money for a washroom at the park. Not everyone is very welcome to dogs...

Anonymous

6/27/2019 12:42 PM

I think money should be spent on kids programs... Or Use the money for a washroom at the park. Not everyone is very welcome to dogs...

Anonymous

6/27/2019 12:54 PM

i love dogs

Anonymous

6/27/2019 01:20 PM

Dogs need to have places to run wild for those people who don't have backyards.

Anonymous

6/27/2019 02:20 PM

as long as it doesn't eliminate or significantly reduce the size of the proposed youth activity areas (skate park, etc)

Anonymous

6/27/2019 03:18 PM

Its needed.

Anonymous

6/27/2019 03:46 PM

Many people already use it as an off leash area, pen it in and make it official.

Anonymous

6/27/2019 04:19 PM

We have a lot of dogs in Georgetown and the 1 Park is too small to accommodate everyone.

Anonymous 6/27/2019 04:31 PM	Cedar ale/park one is too small and cliqu-ish
Anonymous 6/27/2019 05:45 PM	Dogs need a safe place to run
Anonymous 6/27/2019 05:55 PM	Would be fantastic to have another one in town
Anonymous 6/27/2019 06:13 PM	As Georgetown continues to grow it makes sense to add another leash less park
Anonymous 6/27/2019 06:14 PM	because dogs need to be able to run and have fun off leash..any living creatures needs some free just run for fun time just to be honest I do not have a dog..I have cats but have friends with dogs and love dogs and think they need a play to play without having to be stuck on a leash all the time We need one with a water feature if possible!!
Anonymous 6/27/2019 07:09 PM	
Anonymous 6/27/2019 07:22 PM	Promotes people to be active and social with their pet.
Anonymous 6/27/2019 07:32 PM	Need a better dog park with amenities and facilities for the humans.
Anonymous 6/27/2019 07:39 PM	Yes. More space for dogs especially with vision 2020 houses
Anonymous 6/27/2019 07:45 PM	NO. I do NOT want to see our tax dollars fund this. I am a dog owner and walk my lab every day. The few times I went to the leash free park were not impressive. Many owners don't watch what their dogs are doing. My dog was often intimidated by other dog's behaviours.
Anonymous 6/27/2019 07:49 PM	There are too few places for the many dogs in Georgetown
Anonymous 6/27/2019 07:52 PM	What a fantastic place for a park. Easily accessed from Georgetown, Erin and Acton! I hope this happens!
Anonymous 6/27/2019 07:57 PM	They need an area to exercise and be able to socialize as well.
Anonymous 6/27/2019 08:08 PM	We need more off leash park the cedarvale one is OK but that's the only option
Anonymous 6/27/2019 08:09 PM	Georgetown needs a second dog park with more amenities for the dogs like ramps, large tree stumps for them to jump on/off, possibly close to creek/river so they can run into to cool off. Trafalgar Park is closer to us then Cedarvale I have 3 dogs that love to run!
Anonymous 6/27/2019 08:14 PM	
Anonymous	There is only one small off leash park. Big dogs need more room and little

6/27/2019 08:51 PM

Anonymous

6/27/2019 09:16 PM

Anonymous

6/27/2019 10:33 PM

Anonymous

6/27/2019 10:33 PM

Anonymous

6/27/2019 11:19 PM

Anonymous

6/27/2019 11:35 PM

Anonymous

6/28/2019 05:39 AM

Anonymous

6/28/2019 07:07 AM

Anonymous

6/28/2019 07:38 AM

Anonymous

6/28/2019 08:39 AM

Anonymous

6/28/2019 08:42 AM

Anonymous

6/28/2019 08:59 AM

Anonymous

6/28/2019 11:28 AM

Anonymous

6/28/2019 03:13 PM

Anonymous

dogs need their own space. The overcrowding at cedarvale can lead to dog fights.

It is overdue, the current park in Georgetown is often overcrowded and in need of upgrades. The second park in Georgetown will help to allow these issues to be addressed. Also, the current parks do not properly address the current needs of the community.

There is a shortage of leash-free dog parks in Halton Hills to accommodate the number of residents with dogs. As a result, people resort to letting their dogs off-leash in other public parks, ball fields, school yards, etc.

There is a shortage of leash-free dog parks in Halton Hills to accommodate the number of residents with dogs. As a result, people resort to letting their dogs off-leash in other public parks, ball fields, school yards, etc.

The current single off leash park at Cedarvale is great but rather crowded and small

The one at cedarvale is always overly busy, it would be nice to have a second one. Also people are always taking their dogs off leash at Trafalgar so it would be better or just have a designated off leash there.

Close to home, lots of room

An additional off leash park is needed as the current parks at Cedarvale and Prospect parks are in high use, and with the increasing population of Halton Hills, the dog population will also increase. Owners need a safe place to exercise their dogs off leash. TSP is located on the west side of Georgetown, so is accessible to residents of Acton and Georgetown, and allows families to attend sporting events and have the opportunity to exercise their dog safely at the same time.

Yes. I believe that cedarvale park is to small Dog need to be able run and it would nice if it is large enough that the owners can walk the perimeter to exercise as well. This allows the dogs to exercise more then just rough house (which is fine as well) with other dogs

Georgetown is growing and a other is required.

I think that our area needs to extend their reach to our pets as well. Many families benefit from the social aspect of bringing dogs to the park. You meet people in your neighbourhood and are able to become a bigger part of the community.

It is closer for those who live in the rural areas around trafalgar.

We need more room for the dogs

I have dogs and they need space to run and have fun! One dog park in town is not enough.

I have a puppy and I think this would be amazing! The other dog park has

6/28/2019 04:30 PM	wood chips would prefer grass and also a little dog area
Anonymous 6/28/2019 05:13 PM	We need more safe places that people can come together with their animals
Anonymous 6/28/2019 06:39 PM	Of course why is this a question? I expect all people to be served and dog parks are a necessity.
Anonymous 6/29/2019 09:40 PM	It's convenient and my yard is not fenced in.
Anonymous 6/29/2019 10:28 PM	I go to TSP often for my kids sports and would love to bring my dog at the same time.
Jennifer 7/02/2019 10:34 AM	I support it to allow dogs to have a safe enclosed area to run free.
Anonymous 7/02/2019 12:47 PM	Park is desperate for other sports related amenities already. Parking is already tight at times We need real washrooms for humans! The port a potties are not sufficient. This is 1 reason why we have trouble getting teams for soccer tournaments. I support another dog park, just not in this location
Anonymous 7/03/2019 11:04 AM	My dog walks off leash but obviously it's not allowed so the more parks he can go free the better! Plus we're always there for one of my kids sporting events so it would make my life easier
Anonymous 7/03/2019 12:09 PM	It is a place to socialize animals and create friendships with other adults within our community
Anonymous 7/03/2019 12:10 PM	Variety of places for my dog to play
Anonymous 7/03/2019 12:22 PM	Park is busy with children playing soccer every night and most weekends. Based on the experience at Cedarvale owners do not leash their dogs outside the leash free area and they are often on the soccer field. Feel same will happen at TSP
Anonymous 7/03/2019 12:34 PM	I really don't think our tax dollars should go towards this. There are too many other items needing to be covered. The below items are far more important.
Anonymous 7/03/2019 01:15 PM	More places to bring dogs to interact with each other and other people
Anonymous 7/03/2019 02:29 PM	Dog owners need another area to let dogs run free and socialize with other dogs. We need more than one.
Anonymous 7/03/2019 04:58 PM	Yes, if it means that on-leash areas will have fewer unleashed dogs on them. Otherwise, no.
Anonymous 7/03/2019 06:03 PM	Gellert community centre would be a much better option. Trafalgar sports park would require most users to drive whereas a significant number of people can walk to the Gellert.
Anonymous 7/03/2019 07:45 PM	More areas to go would be great. It would also be perfect to do while kids are at soccer. There is also LOTS of parking, which Cedervale does NOT have.

Anonymous 7/03/2019 07:58 PM	Currently only two parks, also a great time for families to take the dogs while kids or doing other sports.
Anonymous 7/03/2019 09:07 PM	It's nice to have another place for dogs to play.
Anonymous 7/03/2019 10:02 PM	It is important to my family to have a leash free place for our dogs to play and socialize with other dogs.
Anonymous 7/03/2019 10:45 PM	Dogs and humans co-exist better and easier when both have room to run. (Please note I do not have a dog.)
Anonymous 7/04/2019 05:10 AM	I own a dog and have used the current dog park and will never return. We have a dog park that is used irresponsibly already. Dogs are continuously off leash in cedarvale park where they are not allowed to be and owners trying to chase them down. Dogs have been attacked and owners do not take responsibility for it. At tsp there are ball diamonds and soccer fields and future tennis courts for the dogs to run onto. In my experience at the off leash park there is more time spent chatting than watching dogs. Owners bring ill trained, bad mannered and unvaccinated dogs to run and it causes a lot of issues for those of us that are responsible pet owners. There was just another round of kennel cough running through the park for example. I just believe the money could be better spent on improving the leash free zone we already have rather than creating another area. Or better yet, put the money towards something for kids to do
Anonymous 7/04/2019 05:53 AM	They are bad for the dogs and the owners never take accountability for their dogs
Anonymous 7/04/2019 10:04 AM	We already have a dog park...
Anonymous 7/04/2019 10:34 AM	There is a need for a second park, but I would hate to see some of the other components cut to accommodate. Have some concerns with users allowing their dogs to be off leash and defecating on the fields.
Anonymous 7/05/2019 04:29 PM	Because my neighbour has been having numerous dogs (not all her own) barking and running around her backyard. I am tired of listening to it and welcome alternatives to disturbing one's neighbours.
Anonymous 7/05/2019 08:06 PM	It is a sports park not a dog park and there would be too many irresponsible dog owners who let their dogs run free as it is. More likelihood that kids would get hurt and there would be poo on the fields.
Anonymous 7/06/2019 09:36 PM	Total waste of tax dollars. People who use these parks to not supervise their animals. Nor do they clean up after them. All they do is sit in groups, smoke and drink coffee. Their dogs mob other dogs and if you complain they laugh at you and tell you to mind your own business. Better use for tax dollars is to fix sidewalks and roads. How about better garbage pick up. off leash parks are a breeding ground for fleas and ticks.
Anonymous 7/07/2019 11:32 AM	Off lease options provide good socialization for dogs, helping avoid injuries when dogs encountered other dogs or children in other settings.

Anonymous 7/08/2019 02:01 PM	There are other off-leash dog parks in Halton Hills. Trafalgar Sports Park should remain a sports park for the community to use (not for dogs) and should be expanded as per the plans in place already.
Anonymous 7/09/2019 11:05 AM	We need more dog park options in Halton Hills!
Anonymous 7/09/2019 11:12 AM	There already is one in Cedarvale! I have NEVER seen more than 4-5 dogs there. Certainly not full to capacity....maybe then consider another dog park.
Anonymous 7/09/2019 11:22 AM	It's full sun. No need for a dog park in full sun.
Anonymous 7/09/2019 12:08 PM	ratio of dog parks currently not sufficient
Anonymous 7/09/2019 09:54 PM	The current off leash park is poorly designed due to poor drainage .It is also insufficient for the growing number of dogs and owners that want to exercise their dogs off leash as well as socialize with like minded owners.
Anonymous 7/10/2019 02:07 PM	Current park is on the smaller side. The location is easily accessible and could be used while children are participating in activities at the Sport Park.
Anonymous 7/10/2019 03:59 PM	I have a dog
Anonymous 7/10/2019 05:50 PM	My experience has been that owners of dogs at off-leash parks tend to use the entire park as off-leash zones thereby limiting the use of the entire park for the rest of the population.
Anonymous 7/12/2019 11:19 AM	I live close to the park.
Anonymous 7/12/2019 11:23 AM	I have a very energetic 7 month old lab that needs to run and having another option would be great.
Anonymous 7/12/2019 11:26 AM	An extra dog park in Halton Hills will be a big convenience for the owners and fun for dogs.
Anonymous 7/12/2019 11:30 AM	Its needed in Halton Hills Cedarval Park one is to small
Anonymous 7/12/2019 11:30 AM	People often let their dogs off the leash in this park already, this way they can in a designated space. Need more than the space at Cedarvale Park.
Anonymous 7/12/2019 11:31 AM	I have not taken my dog to the off-leash park as I have heard around Town that people that go there do not look after their own dogs and some dogs are aggressive.
Anonymous 7/12/2019 11:32 AM	Because its so far away from where anyone lives. If you are promoting a healthy living mandate why not retrofit it into an existing park like the underutilized side of the fairgrounds? Trafalgar sports park is inaccessible and inconvenient unless travelling by car. There are also no crosswalks to safely get to it by foot when crossing Trafalgar.
Anonymous	It is important to have safe, fenced, free roam spaces available for dogs as it

7/12/2019 11:32 AM

is needed for proper socialization, exercise, and mental wellbeing.

Anonymous

7/12/2019 11:37 AM

I support irk the existing by law is enforced. I live next to a park and many dogs are off leash

Anonymous

7/12/2019 11:40 AM

I have two huskies, and although I live in a house with a small yard, it is good for them to be socialized with other dogs. We try to take them to dog parks regularly for this reason.

Anonymous

7/12/2019 11:42 AM

Halton Hills needs another dog park!

Anonymous

7/12/2019 11:49 AM

I do, but it would depend on the changes to TSP. I think the plans for TSP (courts, splash pad etc) are also important. I wouldn't want to see the dog park in place of these things but if it can be incorporated while keeping the other amenities that would be ideal.

Anonymous

7/12/2019 11:54 AM

It's out of the way for people to walk to.

Anonymous

7/12/2019 11:57 AM

To help reduce dogs off-leash in other areas

Anonymous

7/12/2019 11:57 AM

It will take away from other valuable amenities. It's a family space and some people are afraid of dogs or allergic. I put people before dogs.

Anonymous

7/12/2019 11:59 AM

People are using the park now as a leash free zone, this would give them somewhere safe to go without affecting others.

Anonymous

7/12/2019 11:59 AM

Though it would be nice for dog users, the reduction of other services in favour of dogs, given 2 existing dog parks. We currently have no beach volleyball or BMX or a washroom building, I do not support the dog park if it means these potential services are cut.

Anonymous

7/12/2019 12:00 PM

FAMILIES THAT ATTEND SPORTING EVENTS AT THIS LOCATION ALWAYS BRING PETS WITH THEM.

Anonymous

7/12/2019 12:03 PM

I believe there should be more PARKS in the city and if it's an off-leash dog park - it's even better because it serves more than one purpose.

Anonymous

7/12/2019 12:04 PM

I like the idea of a new off-leash zone

Anonymous

7/12/2019 12:07 PM

Not at the expense of reducing existing or eliminating planned expansion of facilities, play areas, etc.

Anonymous

7/12/2019 12:16 PM

Halton Hills needs another 2 dog parks. No I am not a dog owner. We also need 1 for Georgetown South. Nice area at 10th Line and 10 Sideroad looks like a good spot.

Anonymous

7/12/2019 12:21 PM

I think many more people could utilize alternate use of the space.

Anonymous

7/12/2019 01:10 PM

That would allow parents to exercise their dog while the children play sports



Anonymous 7/12/2019 01:12 PM	Lots of dogs in Georgetown. Cedarvale too crowded.
Anonymous 7/12/2019 01:25 PM	Shortage of space for off leash area for Georgetown, too crowded and overused, no grass anymore. I drive from Georgetown to Acton off leash park because of the condition of the Cedarvale location.
Anonymous 7/12/2019 01:32 PM	Dogs have never been more integrated as family members as they are today. They are often excluded from fun zones. In today's world where many are isolated by social media addictions it's a great way to get back in the real world and socialize with fellow community members.
Anonymous 7/12/2019 02:11 PM	it keeps pets off the fields ... or should!!
Anonymous 7/12/2019 02:15 PM	I do but I would love to have an idea of the areas that will be reduced or eliminated because that is not clear on the map.
Anonymous 7/12/2019 02:52 PM	We already have two
Anonymous 7/12/2019 03:02 PM	We have a dog and never take her to an off leash dog park I don't think it is safe for my dog.
Anonymous 7/12/2019 03:58 PM	Many residents in Halton Hills have dogs.
Anonymous 7/12/2019 05:14 PM	I find the dog park at Main and 8th line to small
Anonymous 7/12/2019 05:25 PM	The current off leash park in very small.
Anonymous 7/12/2019 05:58 PM	There are too few areas in Georgetown for off-leash exercise and socializing. A huge percentage of residents are dog owners and should benefit from this amenity every bit as much as people who play sports.
Anonymous 7/12/2019 06:27 PM	Too close to all other exterior activities - dog will be in park and parking areas. Dog could get loose and scare people who are not comfortable with dogs. Why not use Gellert community centre? Washroom are there if needed. It's a smaller facility less people could be affected just have video monitoring for safety .
Anonymous 7/12/2019 07:17 PM	That piece of the park would better serve the people by retaining it for any of the amenities listed. I have been to the dog park at Cedarvale a few times and it is mostly empty, but in the park itself there are many dogs running around the soccer fields with owners not even near them. I believe the same thing would happen at the Trafalgar Sports Park. Also, every time I walk the town trails, I come across many dogs (approx. 80%) that are already off leash. They are abusing the spaces already allotted for off-leash as well as those that aren't allotted.
Anonymous 7/12/2019 07:36 PM	Great to have extra space for dogs to run and socialize with each other

Anonymous 7/12/2019 08:42 PM	Not if it requires the other amenities to be scaled back or eliminated completely.
Anonymous 7/12/2019 09:10 PM	I don't walk my dog there
Anonymous 7/12/2019 10:02 PM	I have seen too many people let their dogs run off leash in public parks with little children around. Even with intimidating dogs like Doberman Pincers, Rottweilers and others. I think dog owners need somewhere else to go other than the one or two places they have in Halton Hills right now to choose from.
Anonymous 7/13/2019 09:27 AM	The Town of Halton Hills needs a good sized off leash area for dogs to have a proper run and walk.
Anonymous 7/13/2019 10:17 AM	If the town doesn't feel the need for the park, than don't do it.
Anonymous 7/13/2019 01:45 PM	Great location for people to bring their dogs.
Anonymous 7/13/2019 04:34 PM	A dog park would provide activity for seniors who cannot take advantage of other more active venues. Also it is centrally located. Also it might promote understanding between dog owners and non dog owners. Also the existing 2 dog parks are substandard when you compare them to Milton's - time for an upgrade in our town.
Anonymous 7/13/2019 05:35 PM	Owners should be able to exercise their animals without the municipality having to provide space.
Anonymous 7/14/2019 06:21 PM	Great area for dogs in subdivisions to get good run and play time and socialize. Petowners with other family members in the park can exercise pets at the same time
Anonymous 7/15/2019 10:14 AM	I like the idea of a pathway so I can exercise at the same time as them. A off leash path is what is important to me. Not so much as a park.
Anonymous 7/15/2019 02:15 PM	It is too far away from residents in Georgetown South. It's very evident when you are out in our neighbourhoods that this is a very dog friendly community. There is already a dog free zone in that end of town. You are concerned about water supply for the dog park. What about running water for the kids who play soccer?? This sports field really is not close to a big housing area like Georgetown south. There is no side walk to get there, the train goes through that area. Why would we want kids to go to that area for a youth activity zone.
Anonymous 7/17/2019 08:32 AM	Make sure the drainage of pet waste does not affect surrounding area please
Anonymous 7/17/2019 01:44 PM	This would be a valuable contribution to our community and would get lots of use.
Anonymous 7/17/2019 06:44 PM	We have a lot of dogs. Better facilities than the current one would be great.

Anonymous 7/18/2019 04:21 PM	Our animal family members need place to meet new friends and get some extra exercise
Anonymous 7/21/2019 08:27 AM	We need more dog parks with water fountains
Anonymous 7/22/2019 06:14 PM	To give dog owners a safe and dedicated location for dogs to socialize and exercise. It will also keep dogs off the soccer fields and other non-designated areas. Fantastic Location!
Anonymous 7/23/2019 08:50 AM	A good space there will provide needed community support for pets and residents.
Anonymous 7/28/2019 08:34 PM	Yes because I have dogs and different off leash options are great! There are more then enough dogs in Georgetown that it would get a ton of use!
Anonymous 7/28/2019 10:07 PM	Yes we have dogs. Please no shavings. It's not a footing liked by either of our dogs. Needs to be high and dry. Small dog section separate from larger dogs.
Anonymous 7/28/2019 11:26 PM	The responsible pet owners and their dogs deserve another space to enjoy dedicated safely to them. The ones available are simply too small and not enough for the size of residents with dogs that reside in the Georgetown area.
Anonymous 7/29/2019 07:39 AM	I have two dogs and am always looking for a space where they can run off leash.
Anonymous 7/29/2019 07:56 AM	Especially if it has water access! On hot summer days it's the perfect heat relief for dogs
Anonymous 7/29/2019 07:56 AM	We need a safe place to let dogs run
Anonymous 7/29/2019 10:20 AM	Additional park space is needed due to town's growth, and existing parks at Cedarvale and Prospect are in high use. Park at TSP would be accessible for Georgetown and Acton residents.
Anonymous 7/29/2019 07:32 PM	Safety for Animals and people. Current one is too small for a growing community.
Anonymous 7/31/2019 08:58 AM	There are just so many dog owners in Georgetown, it would be a nice change being that a lot of home owners are putting nasty signs on their lawns!
Anonymous 8/02/2019 11:43 AM	Will help to serve a different area if the community that isn't as close to Cedarvale Park.
Anonymous 8/06/2019 10:34 AM	As a dog owner, I believe that the addition to a third dog park in Georgetown will provide more variety and options.
Anonymous 8/19/2019 01:25 PM	Those who have dogs should be able to have choices as to where to take them so they can run free and socialize. A socialized dog is better for our society. Giving the dogs the opportunity to participate in "pack-like" behaviours are natural and make them better for everyone.

Anonymous

8/23/2019 10:59 AM

So many dogs in Georgetown great to have another place to take them!

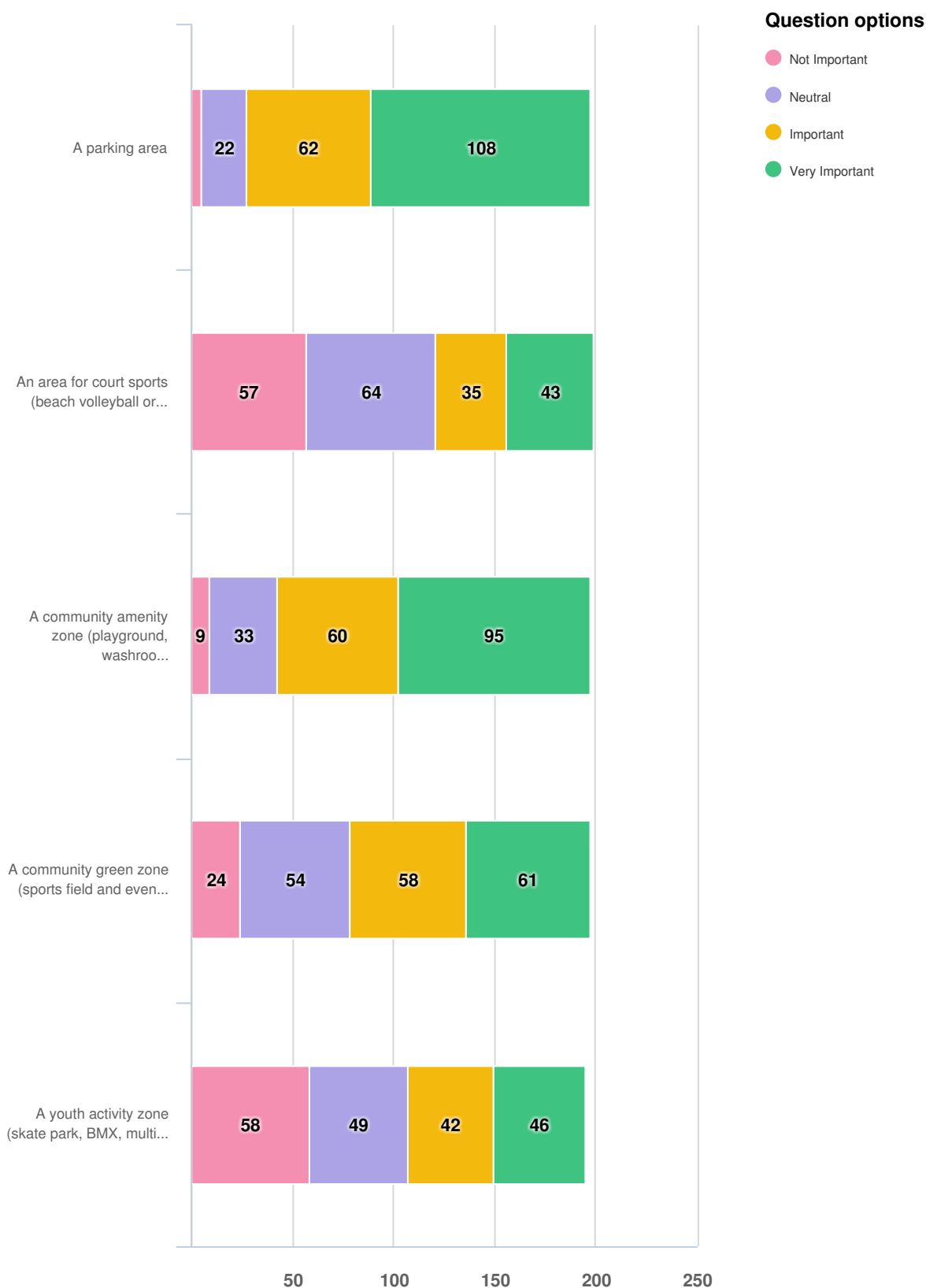
Anonymous

9/05/2019 02:01 PM

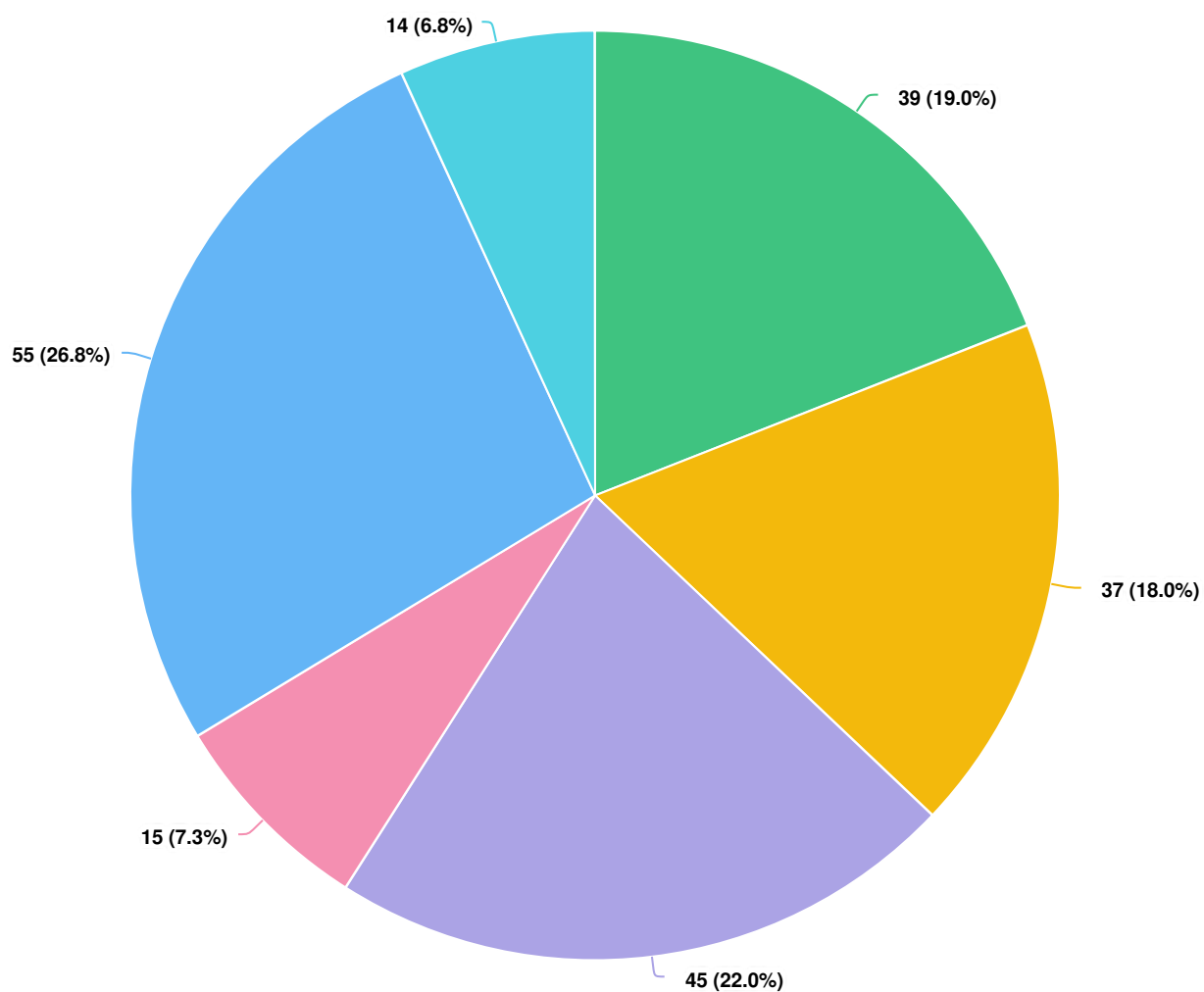
It will improve community bonds by having a place to gather and talk while playing with dogs

**Optional question** (154 responses, 51 skipped)

**Q3 | 2. To facilitate the off-leash dog park, some changes might be required to other components of the Trafalgar Sports Park. Please state the level of importance of the following proposed amenities:**



**Q4** 3. How often would you use the Trafalgar off-leash dog park?



**Question options**

Other Would not use the off-leash dog park Monthly Weekly Twice a week Daily

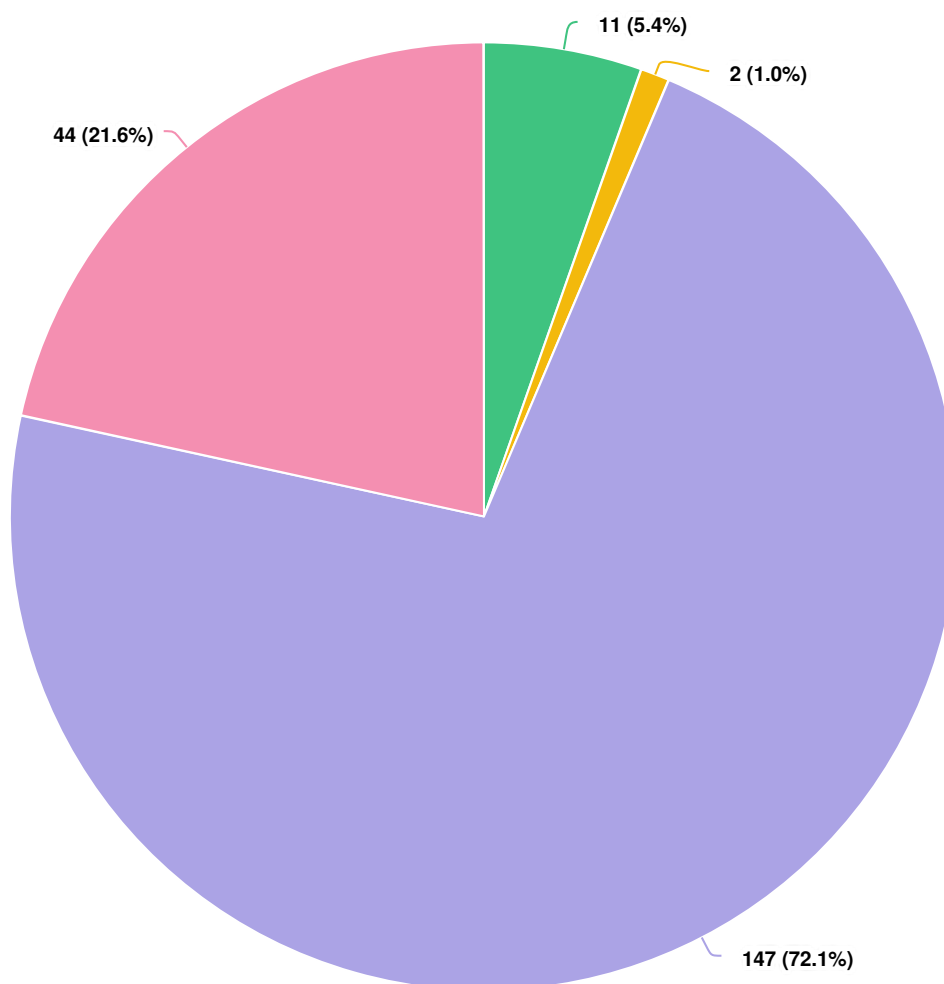
(205 responses, 0 skipped)

**Q5** Please specify:

Anonymous 6/27/2019 02:20 PM	I would only use it sporadically
Anonymous 6/27/2019 04:31 PM	Every day I have the dogs
Anonymous 6/27/2019 06:13 PM	Our dog recently passed away so for now we would not use the park
Anonymous 6/28/2019 06:39 PM	I don't have a dog currently but totally support parks. I had to drive to peel to get an appropriate park.
Anonymous 7/03/2019 01:15 PM	I live in acton now, I used to be in Georgetown. I would bring my dog there if I was still in Georgetown
Anonymous 7/07/2019 11:32 AM	Was marred of the park and will try it soon.
Anonymous 7/12/2019 11:49 AM	It would depend on how busy it is. Currently Cedervale has issues with kennel cough etc and for that reason, I don't take my dog there.
Anonymous 7/12/2019 03:58 PM	When I get a dog I would use it.
Anonymous 7/12/2019 06:27 PM	I would just go for a neighbourhood walk. I do off leach at home
Anonymous 7/12/2019 08:42 PM	Not presently a dog owner so N/A at the present time.
Anonymous 7/15/2019 10:14 AM	I'd probably use it 4 x per week as I'm away on weekends
Anonymous 7/16/2019 11:13 AM	Maybe every couple of months.
klomp.ca 7/26/2019 08:15 AM	Irregular as i don't own a dog, but like to visit dog parks.

**Optional question** (13 responses, 192 skipped)

**Q6** 4. How would you get to the Trafalgar off-leash dog park?



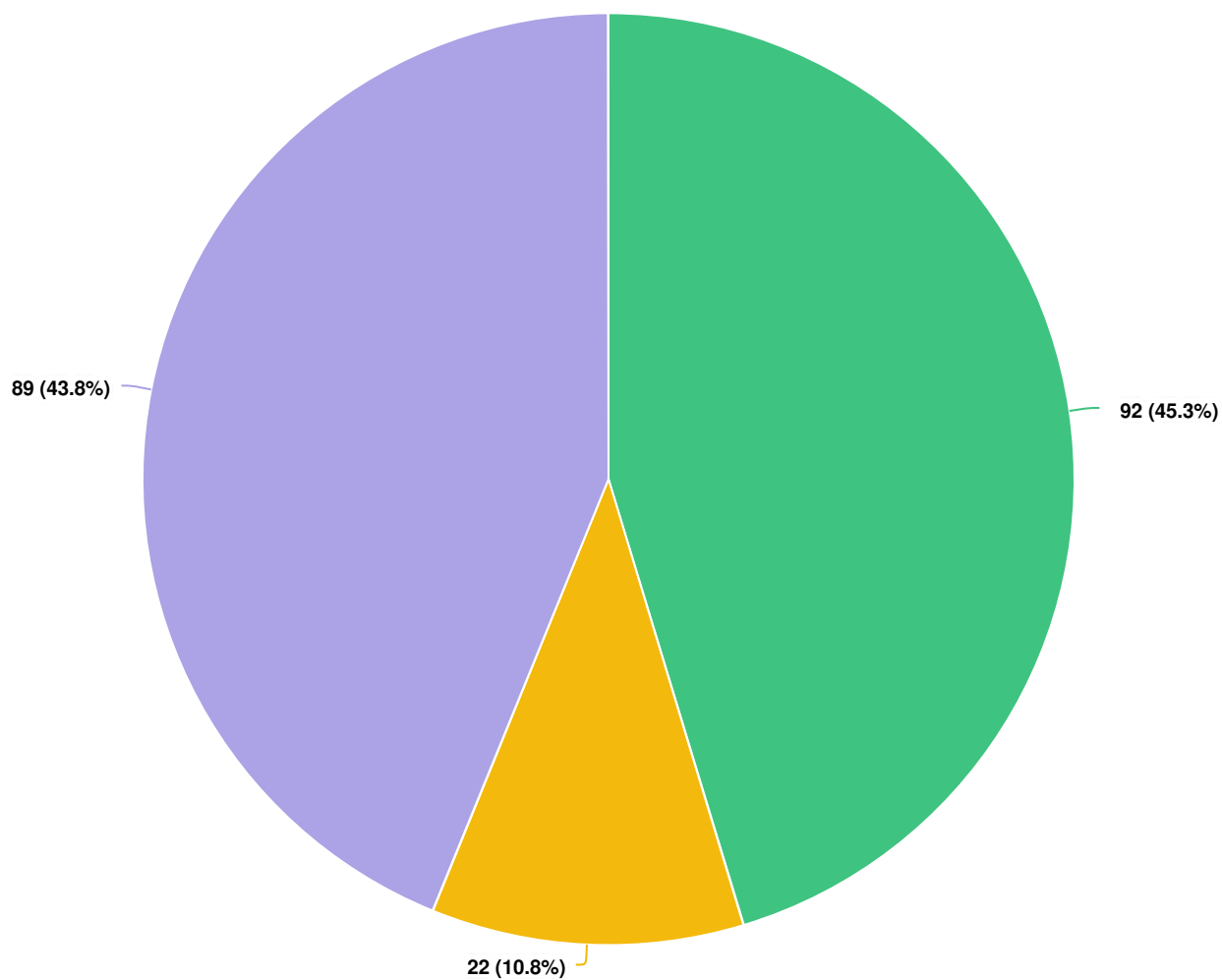
**Question options**

☐ I don't use the off-leash dog park ☐ Drive ☐ Cycle ☐ Walk

*Optional question (204 responses, 1 skipped)*



**Q7** 5. Which off-leash dog park do you use currently most often?

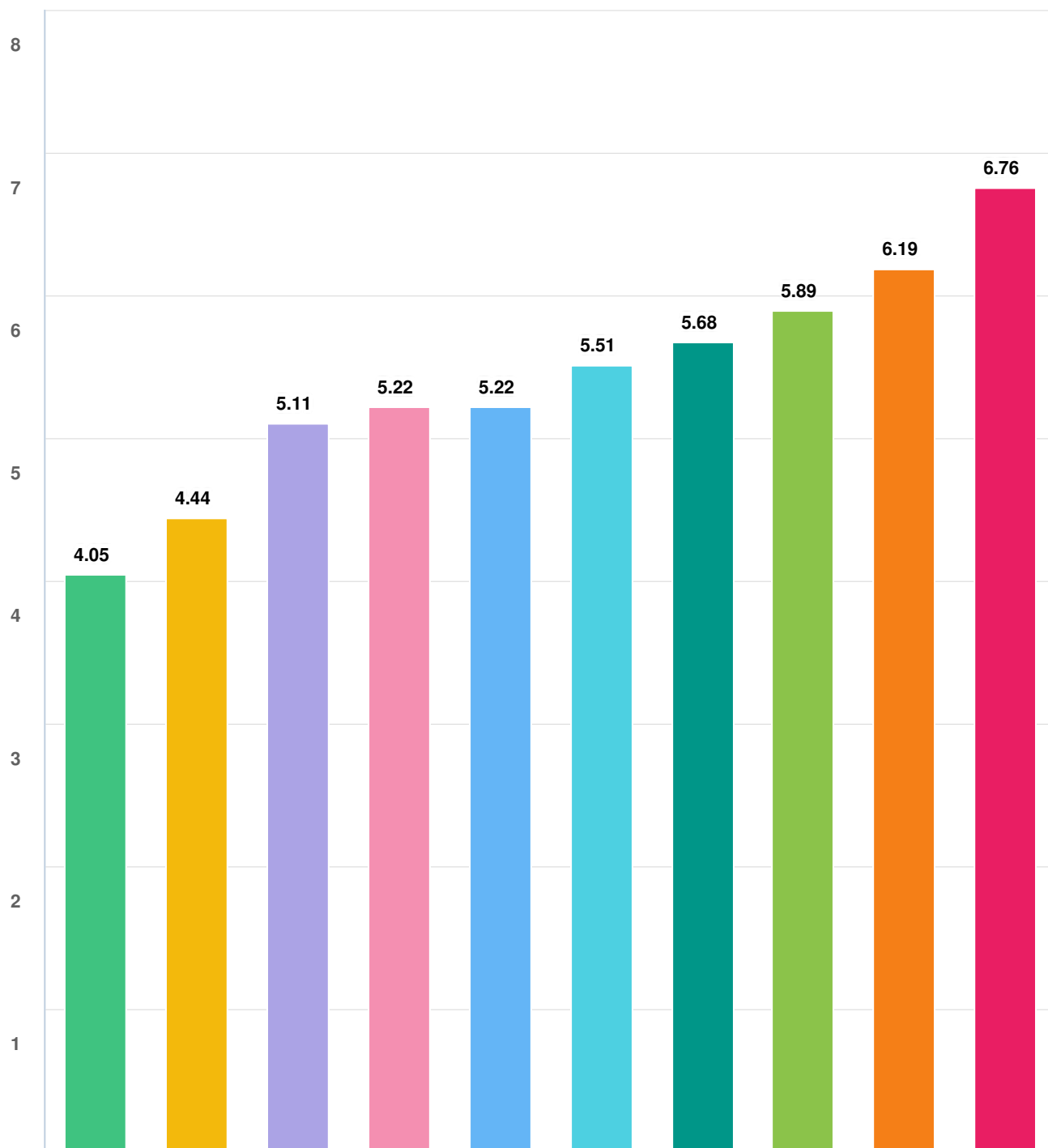


**Question options**

☐ I don't use the off-leash dog park    ☐ Prospect Park    ☐ Cedarvale Park

*Optional question (203 responses, 2 skipped)*

**Q8** 6. Rank the following features of the off-leash dog park in order of importance (1 being first priority and 10 being last priority):



**Question options**

- Signage
 ● Agility Equipment
 ● Water Play
 ● Pathways
 ● Designated Small Dog Area
 ● Parking
- Lighting
 ● Seating Area
 ● Shade Structure
 ● Water/Drinking Fountain

**Q9 | 7. Do you have any other questions or concerns to share?**

Anonymous

6/26/2019 05:19 PM

Dogs can be walked anywhere, kids can't play anywhere, I am happy to discuss this further.

Anonymous

6/27/2019 08:21 AM

It would be helpful to have greater bylaw/canine enforcement visibility to help enforce leashfree code of conduct in and around the parks.

Anonymous

6/27/2019 11:14 AM

Anonymous

6/27/2019 11:29 AM

Agility equipment, unless maintained well and kids don't climb in it, is a liability and easily damaged. People should bring their own water to limit spread of illness from communal water bowls

Anonymous

6/27/2019 11:31 AM

The dog parks we have attract enough irresponsible dog owners adding a dog park to a child and family play area like this is not a good idea.

Anonymous

6/27/2019 03:46 PM

Regardless of whether the off leash area goes through, washroom facilities and shaded areas are required!

Anonymous

6/27/2019 05:05 PM

No children Need Grassy area

Anonymous

6/27/2019 05:55 PM

I used #1 as the top feature.

Anonymous

6/27/2019 06:14 PM

I love dogs, don't have one but I fully fully support a dog park in town that is bigger than what I see at Cedarvale..the one on Heritage Road at Steeles is my idea of a great park.I use to work near there and love to walk over and watch the dogs play and having fun..it made me laugh and smile

Anonymous

6/27/2019 07:09 PM

How to manage less desirable behavior

Anonymous

6/27/2019 07:32 PM

ALL dogs must have vaccinations up to date incl. Kennel cough!

Anonymous

6/27/2019 07:45 PM

I love the Trafalgar park being used for kids sports etc. as it is now as I don't think the youth have many options here. A box track would be awesome! Do NOT support another leash free zone for dogs.

Anonymous

6/27/2019 07:49 PM

We very much need a dedicated small dog park. The current parks allow big dogs that intimidate my little dog so are not safe for us. A new park would be fantastic.

Anonymous

6/27/2019 08:01 PM

Sm dog area is a must or would not use

Anonymous

6/27/2019 08:09 PM

In question #6, I answered as 1 being very important to 10 being not important. Maybe you should visit Totoredaca Dog Park on Heritage Rd & 407 to get an idea on how a dog park could be set up and take those ideas and make this one even better!

Anonymous 6/27/2019 08:14 PM	No
Anonymous 6/27/2019 09:16 PM	The ranking in question 6 does not allow for multiple choices of equal priority. Further, the survey duplicates several of the questions asked back in the survey several years back. Let's get on with the project.
Anonymous 6/27/2019 10:33 PM	A new leash-free dog park in Halton Hills, especially at Trafalgar Sports Park, will be a positive addition to our community's recreation space. I have met so many people (and dogs) at Cedarvale and Prospect dog parks and built some great friendships as well as business contacts. These parks bring us closer together as a community!
Anonymous 6/27/2019 10:33 PM	A new leash-free dog park in Halton Hills, especially at Trafalgar Sports Park, will be a positive addition to our community's recreation space. I have met so many people (and dogs) at Cedarvale and Prospect dog parks and built some great friendships as well as business contacts. These parks bring us closer together as a community!
Anonymous 6/27/2019 11:35 PM	I listed my choice above as 1=most important and 10= least important because it didn't specify. While cedarvale park is a great space for dogs, most breeds need more stimulation then just an open field! Agility equipment and water play options not only give the dogs more fun but actually are proven to help build confidence in dogs and help promote play and socialization. I really hope this dog park happens.
Anonymous 6/28/2019 07:07 AM	The creation of an additional off leash park is essential. Dog owners view their pets as important family members and need a safe space to exercise them. Providing an additional park will offset stress on the existing parks, and hopefully help to reduce the incidents of off leash dogs in non designated areas. This will help to create a positive experience for all community members.
Anonymous 6/28/2019 08:42 AM	I think this is a great idea! I hope others will see the value in bring people together. This will be a great way to help our area get to know each other! It's also a great place for children. For me, I would love to let my dogs and children play in a close area that I know is safe.
Anonymous 6/28/2019 06:39 PM	Get it done. Taxes are high but required for proper services. Do it well or don't bother.
Anonymous 6/28/2019 10:12 PM	Agility would be amazing!! And water play would be great since most fun water areas don't allow dogs
Anonymous 6/29/2019 09:40 PM	I am loving the expansion of TSP for more than soccer and diamonds! And we are already regulars there :)
Jennifer 7/02/2019 10:34 AM	In relation to above I ranked 10 as the most important and then down from there.
Anonymous 7/02/2019 12:47 PM	Youth in Georgetown need more to do - developing TSP offerings would be a help. While I support another dog park, this isnt the spot. What about south georgetown - that is where the majority of the population is & many more could access it without having to drive. Adding to the parking chaos, not to mention the environmental impact of driving to Tsp, is not ideal in my opinion.

Anonymous 7/03/2019 12:10 PM	Better maintenance by the town
Anonymous 7/03/2019 12:22 PM	Dogs are already off leash at TSP. This will just encourage more use of the fields for dogs off leash. There are too many children in the park to make it safe to have a leash free park here. The dogs will be off leash throughout the park. A leash free park needs to be on its own property. Not combined with other uses
Anonymous 7/03/2019 12:34 PM	This all sounds so silly. Tax dollars for water play for dogs. We will be needing so many recreation items for people when the new developments start in Georgetown South. How about the long promised seniors Center at Gellert.
Anonymous 7/03/2019 10:45 PM	Waste disposal is not on the list of considerations above, but should be.
Anonymous 7/04/2019 05:10 AM	I don't want to sound negative but it's just not needed. We have one. There are so many other things our town needs before a second dog park. I love dogs and do a lot to ensure mine is well exercised and well socialized. A dog park is not necessary for either of those.
Anonymous 7/04/2019 05:53 AM	Waste of the town's money the other one isn't even close to overcrowded
Anonymous 7/04/2019 10:04 AM	A designated LARGE / GIANT breed dog area! We have an English Mastiff (like Zeus in your photo above) and although he is friendly and well trained, he is met with much resistance and trepidation by other dog park users. Mastiffs, Great Danes, and other 100+ pound dogs deserve a space to run and play too. If not a designated area, then a designated day / time.
Anonymous 7/06/2019 09:36 PM	Why is the town wasting tax payer dollars? Support and think of the seniors who need transportation in the town. There are still dead trees in the woods and parks from the 2013 storm that have not been removed. Work on Hungry Hollow pathways. Two off leash parks in town are more than enough. Dog owners who use these parks are too lazy to walk their dogs. They drive there and do not supervise their animals.
Anonymous 7/08/2019 02:01 PM	I am concerned how a leash-free dog area at Trafalgar Sports Park would impact existing amenities like soccer fields used by young kids or future amenities that are planned. I believe a separate area, not TSP, would be a better option to consider for a leash-free dog park.
Anonymous 7/10/2019 02:07 PM	Having garbage cans for disposal of pet waste. Small fencing around trees to protect them from the dogs and to ensure longevity. Hardy tree species to dog urine (if that exists).
Anonymous 7/10/2019 03:59 PM	Myself and my dog were attacked at a dog park in Toronto by a husky. A separate area for small dogs at the park makes sense for safety alone.
Anonymous 7/10/2019 05:50 PM	Myself and my children have had many unpleasant encounters with dogs off-leash all over Georgetown. Dogs on leashes must be enforced.
Anonymous 7/12/2019 11:30 AM	Some is needed to visit the dog park to ensure rules are being followed, training for dog owners on what is acceptable behaviour in park

Anonymous

7/12/2019 11:32 AM

Please look at ways to retrofit existing parks with off leash areas. Trails and paths like High Park has in Toronto are great examples. Trafalgar sports park offers no connectivity and is completely contradictory of your a) climate initiatives, b) active transportation initiatives b) transportation initiatives etc. I do not

Anonymous

7/12/2019 11:37 AM

Anonymous

7/12/2019 11:39 AM

Anonymous

7/12/2019 11:57 AM

Current sports park badly needs washrooms and drinking fountains. If the Town is serious about sustainability, then drinking fountains and water bottle fill stations are fundamental. Current parking is already congested, especially during game turnarounds, so additional parking will be needed for new (doggie) users.

Anonymous

7/12/2019 11:57 AM

No dog park please.

Anonymous

7/12/2019 12:04 PM

I'd like to have an off-leash area around Gallert community centre, if possible. This would benefit people living at south Georgetown. Around Downtown, we already have Cleverdale park.

Anonymous

7/12/2019 01:32 PM

Having running fresh water for drinking would be great.

o\_JOHN\_o

7/12/2019 01:44 PM

We need something closer the new Mountainview Rd. and Argyll Rd. area, this area is under served.

Anonymous

7/12/2019 02:11 PM

agree with leash free park but does it need to be that big??

Anonymous

7/12/2019 05:58 PM

I would like to see some trees in the dog park for shade. Also arborist wood chip areas for play when it is muddy.

Anonymous

7/12/2019 06:27 PM

Cedarvale Park & Prospect Park are enough.

Anonymous

7/12/2019 10:02 PM

The off leash dog park must be securely fenced in and kept safely far enough away from other public areas to ensure everyone's safety. There is a lot of green space right now at the Trafalgar sports park. I am confident that there can be a fenced in small area for off leash dogs while still allowing plenty of space for other outdoor recreational fun for people of all ages. I have a dog. I do not like off leash parks ... too many irresponsible dog owners

Anonymous

7/13/2019 08:08 AM

Anonymous

7/13/2019 09:27 AM

Victoria BC has a wonderful leash-free park. It has a wide open field and pathways through wooded areas and the entire area is fenced in for safety. A great model.

Anonymous

7/13/2019 01:45 PM

none

Anonymous

7/13/2019 04:34 PM

Existing dog parks are only useful when users follow the rules. No dog should be in the park if the handler cannot recall the dog to avoid problems. A dog park volunteer group might work with bylaw enforcement and puppy schools to create a protocol for removing hazardous dogs and handlers until they can demonstrate compliance with the rules. If there is no interest in regulating the use of the dog park the whole idea should be scrapped in order to avoid the injuries to pets and people that have occurred in neighbouring poorly regulated dog parks.

Anonymous

7/13/2019 05:35 PM

Off leash parks would probably increase the risk of animals spreading infections.

Anonymous

7/15/2019 12:39 PM

Invest in dog waste vaults to keep the park clean. Keep dog park away from watercourses.

Anonymous

7/15/2019 02:15 PM

We think a off leash park would make more sense in the Georgetown South area due to the number of residents currently there who are dog owners and the number of homes that are scheduled to be built in our area

Anonymous

7/17/2019 08:32 AM

Don't allow pet waste to contaminate area like Prospect Park a

Anonymous

7/17/2019 01:44 PM

It would be great as well to have a few small zones dedicated to a two-dog meeting spot. When two pups meet for the first time a small dedicated zone like that is perfect.

Anonymous

7/17/2019 06:44 PM

Please do not install anymore artificial turf in HH due to environmental concerns (micro plastics). There should be a facility in Georgetown s. I am concerned about potential for one \$-wise if this one is approved. The location for this one is not very accessible without a car

Anonymous

7/22/2019 06:14 PM

So glad to hear this proposal.

Anonymous

7/28/2019 11:26 PM

Poop bag dispenser. Bulletin board for community posts. (Lost dog, fundraisers etc)

Anonymous

7/29/2019 07:56 AM

Should be accessible 24/7 so lighting and plowed parking in winter very important

Anonymous

7/29/2019 01:58 PM

I don't think multiple pathways are needed, maybe just one boardwalk at the entrance to avoid the pits. ? I don't know what they mean by water play, a pool that can be filled and drained daily would be amazing. Especially on those hot days. I don't think a doggie splash pad is needed.

Anonymous

7/29/2019 07:32 PM

Dog park and child's splash pad not a good mix in my opinion. Thank you for your efforts

**Optional question** (66 responses, 139 skipped)

## Town of Halton Hills Dog Licensing Fact Sheet

### SCHEDULE A

Currently the Town of Halton Hills has 1,174 “active” dog licenses;

- Active 1 year licenses = 307
- Active 2 year licenses = 322
- Active 3 year licenses = 545

Breakdown of revenue received by the Town per year for the purchase of dog (tag) licenses;

YEAR	1 YEAR LICENSE PURCHASED	2 YEAR LICENSE PURCHASED	3 YEARLICENSE PURCHASED	TOTAL LICENSES PURCHASED	REVENUE
2017	244 @ \$34.00	205 @ \$55.00	207 @ \$81.00	656	\$36,338
2018	252 @ \$34.00	177 @ \$55.00	214 @ \$81.00	643	\$35,637
2019 to date	202 @ \$34.00	80 @ \$55.00	135 @ \$81.00	417	\$22,203

Scenario - Breakdown of revenue based on Leash Free Halton Hills proposed \$5.00 increase;

YEAR	1 YEAR LICENSE PURCHASED	2 YEAR LICENSE PURCHASED	3 YEARLICENSE PURCHASED	TOTAL LICENSES PURCHASED	REVENUE
2017	244 @ \$39.00	205 @ \$60.00	207 @ \$86.00	656	\$39,618
2018	252 @ \$39.00	177 @ \$60.00	214 @ \$86.00	643	\$38,852
2019 (to date)	202 @ \$39.00	80 @ \$60.00	135 @ \$86.00	417	\$24,288

Scenario Based on 3 year data:

- Additional Revenue with \$5.00 increase in fees (proposed additional revenue for Leash Free Park development);

2017 – 656 licenses sold x \$5.00 per license = **\$3,280 to Leash Free Park development**

2018 - 643 licenses sold x \$5.00 per license = **\$3,215 to Leash Free Park development**

2019 – 417 licenses sold x \$5.00 per license = **\$2,085 (as of July 30, 2019)**

*\* Estimated year end 2019 -*

*620 licenses sold x \$5.00 per license = \$3,100 to go towards Leash Free Park development*

**3 year total (Years 2017. 2018, estimated 2019) = \$8,580 to Leash Free Park development**



**SCHEDULE B - Other Municipalities' Dog (Tag) License Pricing**

<b>MUNICIPALITY:</b>	<b>License (Dog Tag) Type</b>	<b>Fee</b>	<b>Late Fee</b>	<b>Seniors Discount Fee</b>	<b>Comments</b>
<b>MILTON</b>					
	Spayed / Neutered	\$41.00	\$51.00	\$34.85	Annual fees must be paid by deadline or late fee applies. Uses third party for their licensing. Proof of spayed/neutered/microchipping/vaccinations not required (customer to click on "I verify that...") Contracted to use Burlington Animal Control facility for strays. Two leash free parks - both run and operated by Leash Free Milton through membership fees.
	Non Spayed / Neutered	\$80.00	\$90.00	\$68.00	
	Microchipped (Spayed / Neutered)	\$34.00	\$44.00	\$28.90	
	Microchipped (Non Spayed / Neutered)	\$60.00	\$70.00	\$51.00	
<b>MUNICIPALITY:</b>	<b>License (Dog Tag) Type</b>	<b>Fee</b>	<b>Late Fee</b>	<b>Seniors Discount Fee</b>	<b>Comments</b>
<b>OAKVILLE</b>					
	Spayed / Neutered	\$30.00	N/A	\$15.00	Licensing handled through the Oakville & Milton Humane Society. \$2.00 surcharge for on-line purchases. Proof of spay/neuter required. Offer annual fees only. Currently two leash free dog parks which are solely funded by private donations.
	Non Spayed / Neutered	\$60.00	N/A	\$30.00	
	Microchipped (Spayed / Neutered)	N/A	N/A	N/A	
	Microchipped (Non Spayed / Neutered)	N/A	N/A	N/A	
<b>MUNICIPALITY:</b>	<b>License (Dog Tag) Type</b>	<b>Fee</b>	<b>Late Fee</b>	<b>Seniors Discount Fee</b>	<b>Comments</b>
<b>BURLINGTON</b>					
	Spayed / Neutered	\$26.52	\$36.52	N/A	Annual fees must be paid by deadline or late fee applies. Proof of spay/neuter required. Have their own animal facility and humane society. Three leash free dog parks with one park funded solely by private donations.
	Non Spayed / Neutered	\$53.04	\$63.04	N/A	
	Microchipped (Spayed / Neutered)	N/A	N/A	N/A	
	Microchipped (Non Spayed / Neutered)	N/A	N/A	N/A	

Of Note:

**CALEDON**- Does not license dogs. Dogs must be microchipped or have ID Tag. One leash free dog park.**ORANGEVILLE** - All aspect off animal control and licensing done through OSPCA. Shelter in Orangeville. One leash free dog park.**Guelph-Eramosa** - Current fees - spayed/neutered = \$25. non spayed/neutered = \$30. Utilize Guelph Humane Society**Erin** - OSPCA Orangeville & district Brac are appointed as by-law officers. Licenses sold through 3rd party. Current fee = \$35**Centre Wellington** - Current fees = \$40/ late fee = \$50. One dog park

## REPORT

**REPORT TO:** Chair and Members of Community and Corporate Affairs Committee

**REPORT FROM:** Kevin Okimi, Manager of Parks and Open Space

**DATE:** October 1, 2019

**REPORT NO.:** RP-2019-0033

**RE:** Municipal Cemeteries By-law Update

### RECOMMENDATION:

THAT Report RP-2019-0033 dated October 1, 2019 regarding the Municipal Cemeteries By-law Update be received;

AND FURTHER THAT staff be directed to carry out the public notice procedures outlined in the *Funeral, Burial and Cremation Services Act, 2002* for the Municipal Cemeteries By-law contained within Report RP-2019-0033;

AND FURTHER THAT the Mayor and Clerk be authorized to execute the draft Municipal Cemeteries By-law as contained within Appendix A of Report RP-2019-0033, subject to any minor amendments due to the public notice process;

AND FURTHER THAT staff forward copies of the Municipal Cemeteries By-law as contained within Appendix A of Report RP-2019-0033 to the Bereavement Authority of Ontario (BAO) for filing and final approval;

AND FURTHER THAT Council direct staff to repeal the Municipal Cemeteries By-law 2012-0082, once the new By-law receives final approval from the BAO.

### BACKGROUND:

The Town of Halton Hills owns, operates and maintains active cemeteries and is therefore required by law to comply with the legislation found in the *Funeral, Burial and Cremation Services Act, 2002* and to secure approval of the Town's by-law from the Bereavement Authority of Ontario. The Town's *Municipal Cemeteries By-law* authorizes the Town to operate a municipal cemetery and details the operational requirements in compliance with the provincial legislation.

The Municipal Cemeteries By-law relates to the use, protection and regulation of Town owned or operated cemeteries, including details on the requirements for monuments, burials, and other related services offered by the Town. The existing Municipal

Cemeteries By-law 2012-0082 was approved in 2012 as part of a comprehensive review to align with provincial legislation.

In 2018, the Town acquired Hillcrest Cemetery in Norval from the Trustees of the Cemetery. Hillcrest Cemetery had its own by-laws, but jurisdiction now falls under the Town's overall Municipal Cemeteries By-law.

### **COMMENTS:**

The last comprehensive review of the *Municipal Cemeteries By-law* was completed in 2012 to ensure consistency with the latest provisions of the *Funeral, Burial and Cremation Services Act, 2002 (FBCSA)* that came into effect on July 1, 2012.

As part of the consolidation of the Hillcrest Cemetery Bylaw, along with a review of all recent regulatory updates, staff has prepared a new *Municipal Cemeteries By-law* to replace the provisions of current By-law 2012-0082.

The changes to the municipal by-law are primarily administrative in nature related to ensuring consistency for all Town owned/operated cemeteries, including the Hillcrest Cemetery, and minor changes due to the updates to the *FBCSA*.

Staff is also recommending a change to prohibit inscribing on the base of the monument based on a recent issue that was raised by a resident. The recent issue was a request to inscribe on the top portion of the base which is limited in space, and may result in illegible or poor quality lettering. There may also be long term impacts to the integrity of the base. For these reasons the monument engravers prefer not to do this, and staff typically encourages other options that are more appropriate. By prohibiting this in the bylaw, staff can review specific requests on a case by case basis to ensure the perpetual care of the monuments and general appearance of the cemeteries while providing the best options to residents purchasing cemetery services.

The proposed by-law is shown in Appendix A. The revisions and additions to existing By-law 2012-0082 have been highlighted to illustrate the proposed changes.

In order to ensure compliance with the *Cemeteries Act (Revised)* staff must submit two executed copies to the Bereavement Authority of Ontario (BAO) upon completion of the prescribed public notice process: newspaper and on-site posting plus correspondence with monument suppliers and local funeral homes. The BAO must approve the by-law before it is able to be finalized.

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

This report is operational in nature and not directly related to the Strategic Plan.

### **FINANCIAL IMPACT:**

There is no direct financial impact related to this report.

**CONSULTATION:**

Staff from Park & Cemetery Operations (Public Works) was consulted in the preparation of the updates to the Bylaw.

**PUBLIC ENGAGEMENT:**

Local funeral home representatives were consulted in the preparation of the updated bylaw. A public notice will be prepared in accordance with the BAO's requirements, including being sent to all monument providers who have provided services in the past year. Any comments received by the public will be incorporated into the final bylaw for execution. The bylaw is not considered to be in effect until approved by the BAO.

**SUSTAINABILITY IMPLICATIONS:**

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

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

The new by-law will be referenced in Cemetery promotional and sales materials, and in the Town's Recreation Guide.

**CONCLUSION:**

Staff requires the execution of the *Municipal Cemeteries By-law* to meet Town regulatory standards and ensure consistency for all Cemetery sites, and for compliance with the *Funeral, Burial and Cremation Services Act, 2002*.

Reviewed and Approved by,



Warren Harris, Commissioner of Recreation and Parks



Brent Marshall, Chief Administrative Officer



**BY-LAW NO. 2012-0082 2019-**

A By-law for the operation of municipally owned cemeteries in the Town of Halton Hills.

**WHEREAS** The Corporation of the Town of Halton Hills owns, operates, and maintains cemeteries in the Town of Halton Hills;

**AND WHEREAS** the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33 and Ontario Regulation 30/11 provides that an owner of a cemetery may make By-laws governing rights, entitlements and restrictions with respect to interment and scattering rights in the said cemetery;

**AND WHEREAS** Section 11(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, authorizes a lower-tier municipality to pass by-laws respecting, *inter alia*, public assets of the municipality acquired for the purpose of exercising its authority under the *Municipal Act, 2001* or any other Act;

**AND WHEREAS** pursuant to subsection 8(3) of the *Municipal Act, 2001*, a by-law enacted under Section 11 of the *Municipal Act, 2001* respecting a matter may regulate and prohibit respecting the matter, require persons to do things respecting the matter, and provide for a system of licenses respecting the matter

**AND WHEREAS** section 9 of the *Municipal Act, 2001* provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, 2001* or any other Act;

**AND WHEREAS** sections 23.1, 23.2, 23.3 and 23.5 of the *Municipal Act, 2001*, authorize a municipality to delegate certain powers and duties, and impose certain restrictions upon such delegation;

**AND WHEREAS** section 442 of the *Municipal Act, 2001* provides that where a duty or liability is imposed by statute or agreement upon any person in favour of a municipality, or in favour of some or all of the residents of a municipality, the municipality may enforce it and obtain such relief and remedy as could be obtained in a proceeding by the Attorney General, in a relator proceeding by any person in the name of the Attorney General, or in a proceeding by the residents on their own behalf or on behalf of themselves and other residents;

**AND WHEREAS** section 445 of the *Municipal Act, 2001* provides that, where a municipality is satisfied that a contravention of a by-law has occurred, the municipality may make an order requiring the contravening person to do work to correct the contravention of the by-law;

**AND WHEREAS** section 446 of the *Municipal Act, 2001* provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, such matter or thing may be done at the person's expense and that the municipality may recover the cost of doing such thing or matter by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

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

PART 1 DEFINITIONS

1. In this By-law:

**Act** means the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, including all the Regulations enacted thereunder;

**Care and Maintenance Fund** means a trust fund established pursuant to the provisions of the *Act*, into which monies received from the Interment Rights Holder for perpetual care and maintenance of the Cemetery, including Lots, Monuments and memorials, are paid;

**Cemetery(ies)** means each and every municipal cemetery located within the Town of Halton Hills, including Fairview and Greenwood Cemeteries, and any other municipal cemetery, and also including those inactive or abandoned cemeteries of which the Town is the registered owner;

**Cemetery Services** means services provided for the interment or disinterment of human remains, and shall include entombment human remains, scattering of cremated human remains at a Cemetery and any other services arising therefrom or incidental thereto, as well as the preparation of Flower Beds and planting on a Lot;

**Certificate of Interment Rights** means the document certifying the holder's rights to interment (s) within a given Lot, Columbarium Niche or Scattering Grounds;

**Child** means a person aged 3 years to 17 years;

**Columbarium** means a structure designed for the purpose of interring cremated human remains in compartments or niches;

**Contract** means an agreement to purchase interment rights in the form attached as Form 1 to Schedule 'D' to this By-law;

**Council** means the Council of the Corporation of the Town of Halton Hills;

**Cremation Section** means that section of a Cemetery designated for the interment of cremated remains;

**~~Director~~ Commissioner** - means the ~~Director~~ Commissioner of Recreation & Parks, or his designate;

**Flower Bed** means that portion of a Lot upon which natural or artificial floral tributes, trees, shrubs, vegetation or arrangements, are placed with the intention of improving the appearance of same;

**Floral Tributes** means freshly cut or artificial flowers, annual or perennial herbaceous plants or potted plants;

**Grave** means a Lot in the ground intended for casket and/or cremation burials as outlined in Schedule 'C' 3.1;

~~**Grave** means a Lot in the ground which has a minimum size of 0.914 metres by 2.44 metres (3ft x 8ft) for an adult, 1.22 metres by 1.22 metres (4ft x 4ft) for a child, or 0.61 metres by 0.61 metres (2ft x 2ft) for an infant;~~

**Indigent** means those without any financial means who require assistance as prescribed by provincial legislation or regional social services;

**Infant** means a person aged 0-2 years;

**Inter** means the burial of human remains and includes the placing of human remains in a lot, niche inurnment and scattering in the scattering garden.

**Interment Rights Holder** means the person who holds the interment rights with respect to a Lot whether the person is the purchaser of the rights, the person named in

the Certificate of Interment Rights or such other person to whom the interment rights have been assigned;

**Limited Means** refers to those requiring a level of financial aid as determined by the Director Commissioner;

**Lot** means an area of land in a Cemetery containing, or set aside to contain, human remains and includes a Grave, a Scattering Grounds, a tomb, a crypt or compartment in a mausoleum, and a niche or compartment in Columbarium, and any similar facility or receptacle;

**Marker** means any plaque or other form of marker affixed to a burial Lot that lies flat on the ground;

**Monument** means any tombstone, plaque, headstone, cornerstone or other structure or ornament affixed to a burial Lot, mausoleum crypt, Columbarium niche or other structure or place intended for the deposit of human remains, but shall not include statues and figurines;

**Resident** means a person who has ever resided in or paid property tax to the Town;~~**Resident** means a person who resides in the Town, pays property tax or has moved outside of the Town for the sole purpose of receiving nursing or palliative care;~~

**Scattering Grounds** means any designated area within a Cemetery for the scattering, strewing, or commingling of cremated human remains in a common ground;

**Plot** means two or more Lots, the rights to inter for which have been sold as a unit; and

**Town** means The Corporation of the Town of Halton Hills.

**PART II      ADMINISTRATION**

2. (1) The Director Commissioner shall be responsible for the administration and enforcement of this By-law.

- (2) The Director Commissioner shall:
- (a) operate and manage Cemeteries in a manner to ensure compliance with provincial legislative requirements for the operation of cemeteries, including but not limited to:
    - (i) repurchasing interment rights sold as required by the *Act*;
    - (ii) completing and submitting any required filings and documentations on behalf of the Town to satisfy approval and filing requirements under the *Act*;
  - (b) carry out Cemetery Services as prescribed in this By-law;
  - (c) engage in the sale of Lots, including entering into Contracts with, or providing consents or Certificates of Interment Rights to, purchasers of lots or other Cemetery Services, in the forms attached as Schedules to this By-law;
  - (d) administer and invest any Care and Maintenance Funds established pursuant to the *Act* and this By-law in such manner as may be directed by Council; and
  - (e) execute Agreements with Funeral Homes or other service providers to authorize appointments for staff to act as agents of the cemetery per Form 5 of Schedule 'D' to this By-law.
- (3) The Director Commissioner may:
- (a) appoint designated areas, including Scattering Grounds, within a Cemetery;
  - (b) designate areas within a Cemetery from which the public is to be excluded;
  - (c) make regulations and impose conditions upon which a designated



area shall be used; and

(d) make regulations and impose conditions for the orderly use of a Cemetery.

(4) Pursuant to Section 23.2(4) of the *Municipal Act, 2001*, Council states that it is of the opinion that the powers being delegated to the Director Commissioner by this By-law are of a minor nature. In determining whether or not the said powers are of a minor nature, Council, in addition to other factors considered by it, has had regard to the number of people, the size of the geographic area and the time period affected by the Director Commissioner's exercise of the delegated powers.

### **PART III CEMETERY SERVICES**

3. (1) No person shall engage in, perform, or direct, or cause the performance or direction of, any Cemetery Services in a Cemetery unless the person has entered into a Contract or otherwise obtained the approval of the Director Commissioner.

(2) No person shall engage in, perform, direct, or cause the performance or direction of any Cemetery Services contrary to the provisions of this By-law or the Contract.

(3) The sale and transfer of Lots shall be regulated by the applicable provisions of the *Act*, this By-law (including all applicable Schedules hereto) and the Contract respecting the Lot.

(4) A person entering into a Contract shall:

(a) complete and submit the applicable form(s) as provided in the Schedules to this By-law;

(b) submit the fee as set out in the Town's Rates and Service Charges By-law; and

(c) provide all documentation as required under the *Act* and this By-law.

4. Unless otherwise authorized by the Director Commissioner, no person shall move, or cause the moving of, any Monument or Marker placed on a Lot

5. The Town shall:

(1) provide services to ensure the reasonable maintenance of lawns, roadways, trees and general grounds, and shall provide Plot levelling from time to time as required;

(2) inspect Monuments for stability on a regular basis and take action to remedy hazardous situations ~~after 30 days' notice to the Interment Rights Holder,~~ provided that in the event that the Director Commissioner, in his sole discretion, should consider the hazardous situation to be imminently dangerous to persons or property, the Town may take action to remedy the hazardous situation without prior notice to the Interment Rights Holder;

(3) not be responsible for the care of plant material or ornamentation situated on a Lot or Plot, unless full service of flower bed has been purchased.

(4) not be responsible for the loss of, theft of, or damage to, personal effects left on a Lot or Plot, or to materials permitted in a Flower Bed that are disturbed as a result of regular, day-to-day maintenance or interment procedures.

6. (1) Every contractor is required to carry out any required works in strict compliance with all applicable Provincial Legislation.

(2) Every contractor entering a Cemetery to perform Cemetery Services shall, prior to such entry, provide to the Town:

(a) satisfactory proof of Public Liability and Property Insurance covering the contractor and the Town as the third party for an amount not less



than two million dollars (\$2,000,000.00) with a maximum deductible of one thousand dollars (\$1,000.00) per claim; and

- (b) satisfactory proof of Workers' Safety and Insurance Board ("WSIB") coverage for the services performed by the contractor and any approved sub-contractors.

- 7. All interments shall be performed in strict conformity with the requirements of the *Act*, this By-law (including all applicable Schedules hereto) and the Contract respecting the Lot.

#### **PART IV CARE OF GRAVES AND CEMETERY GROUNDS**

- 8. (1) Unless otherwise provided under this By-law, or authorized by the Director Commissioner, no person shall, and every Interment Rights Holder shall ensure that no person retained or invited by the Interment rights Holder shall:

- (a) change the grading of a Grave;
- (b) erect a Marker or Monument not in compliance with the requirements of Schedule C;
- (c) plant or place any natural or artificial floral tributes, grasses, statues or figurines in a Cemetery other than in Flower Beds;
- (d) place any saddle wreath unless securely affixed to the Monument;
- (e) plant or place any floral tributes, natural or artificial trees, shrubs, or arrangements greater than 4 feet (1.22 metres) in height, or having thorns or features that may be hazardous to the public; or
- (f) place or install any border, fence, railing, wall, walk, pathway, coping or edgings.

- (2) Interment Rights Holders may add ornamental shrubs or trees of a dwarf variety approved by the Director Commissioner to either side of a Monument provided such planting remains fully within the confines of the Lot at all times. All such plantings are subject to the Director Commissioner's approval.

- 9. (1) Interment Rights Holders may plant and care for a Flower Bed in accordance with this By-law.

- (a) Flower beds are permitted at the head of the Grave in a level bed extending 12 inches (300 mm) from the front of the Monument or Marker for its entire length, and in the absence of a Monument or Marker, a Flower Bed 12 inches (300 mm) wide by 12 inches (300 mm) long may be located at the head of the Grave.

- (2) The Interment Rights Holder shall ensure that:

- (a) any vegetation or floral tributes on a Lot that are not maintained in good condition, or that are greater than 4 feet (1.22 metres) in height are removed;
- (b) all funeral flowers and containers are removed from the Grave site within seven (7) days following the interment;
- (c) all materials within the Flower Bed are removed when dead, faded or unsightly; and
- (d) all authorized identification signage is removed within one (1) year following the interment.

10. (1) The Town may without prior notification remove:
  - (a) wreaths found in the Cemetery from April 1 through October 15;
  - (b) any ornamentation or vegetation that is:
    - (i) contrary to the dignity and decorum of the Cemetery due to the ornamentation's content, condition, temporary method of installation or incompatibility with its surroundings;
    - (ii) a risk to staff or the general public through breakage or combustibility; or
    - (iii) a hindrance to the regular day-to-day maintenance or interment procedures.
11. (1) Where the Director Commissioner is satisfied that there has been a contravention of this By-law, the Director Commissioner may make an order requiring the Holder of the Interment Rights of the Lot and any other persons responsible for the contravention to do such work as may be necessary to correct the contravention.
- (2) An order under subsection (1) shall set out,
  - (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
  - (b) the work to be done and the date by which the work must be done.
- (3) An order under subsection (1) may require work to be done even though the facts which constitute the contravention of this By-law were present before this By-law came into force.
- (4) In default of any work directed or required by the Director Commissioner under this Section being done by the person directed or required to do it, the work shall be done at the person's expense.
- (5) The Town may recover the costs of doing any work under subsection (4) by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.
- (6) The costs in subsection (5) shall include interest calculated at a rate of 15 per cent, per annum calculated for the period commencing on the day the Town incurs the costs and ending on the day the costs, including the interest, are paid in full.

## **PART V      GENERAL PROHIBITIONS**

12. (1) No person shall:
  - (a) interrupt or cause a disturbance to any burial services or other Cemetery Service;
  - (b) enter or remain in a Cemetery between dusk and dawn, unless otherwise authorized;
  - (c) engage in any activity that creates a nuisance or that interferes with the quietness and use of the Cemetery by other persons;
  - (d) permit any animal, domesticated or otherwise, to enter or remain in a Cemetery;
  - (e) consume or possess any alcoholic beverage within a Cemetery;
  - (f) operate a vehicle on a designated roadway in a Cemetery in excess of 10 kilometres per hour;

- (g) unless otherwise permitted, no person shall drive, operate or park any vehicle in a Cemetery except upon a designated roadway or parking area;
- (h) climb, remove, damage or deface any Marker, fence, bench, Monument, building, structure, equipment or sign;
- (i) disturb in any manner grounds prepared for burial, the erection of Monuments or Markers, or any other Cemetery Service;
- (j) engage in any activity not otherwise permitted in this By-law or authorized by the Director Commissioner; or
- (k) remove or damage any flowers, plants, sod, or other material:
  - (i) from a Lot without the express permission of the Interment Rights Holder; or
  - (ii) from elsewhere in the Cemetery without the express permission of the Director Commissioner.

## **PART VI ENFORCEMENT**

13. (1) An enforcement officer or Town employee may order any person believed to be contravening, or to have contravened, any provision of this By-law to:
- (a) immediately desist from any activity that constitutes or contributes to such contravention; or
  - (b) to leave the Cemetery immediately.
- (2) An enforcement officer or Town employee may order any person engaging in an activity that requires a Contract to produce the original copy of the Contract for inspection.
- (3) No person shall fail to comply with an order given by an enforcement officer or Town employee under Subsections (1) or (2).
- (4) Every person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine and any other penalties prescribed by the provisions of the *Provincial Offenses Act*, R.S.O. 1990, c. P.33, as amended.
- (5) Where a duty or liability is imposed by this By-law or by a Contract upon any person in favour of the Town or in favour of some or all of the residents of the Town, the Town may enforce it and obtain such relief and remedy as could be obtained under the provisions of the *Municipal Act, 2001*.

## **PART VII GENERAL**

14. If a Court of competent jurisdiction declares any Section, or part of a Section, of this By-law to be invalid, it is the intention of Council that the remainder of this By-law shall continue to be in force.
15. The short title of this By-law is the *Municipal Cemeteries By-law*.
16. By-law ~~2010-0037~~2012-0082 is hereby repealed.
17. This By-law shall come into full force and effect on the day that it receives approval from the Registrar as required under the *Act*.

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

**BY-LAW** read and passed by the Council for the Town of Halton Hills this                      day of                      , ~~2018~~2019.

\_\_\_\_\_  
MAYOR – Rick Bonnette

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

## SCHEDULE A

### SALE AND TRANSFER OF LOTS

1. (1) A person requesting to purchase interment rights at a Cemetery shall enter into a Contract with the Town in the form, as provided in Form 1 to Schedule 'D' to this By-law, at the applicable rates established by the Town's Rates and Service Charges By-law.  
  
(2) Prior to entering into the contract, the Town shall provide each purchaser with:
  - a) a copy of the consumer information guide;
  - b) a copy of the current cemetery Price List;
  - c) a copy of the Cemetery By-law
  - d) a copy of the contract; and
  - e) any other information as required under the Act.
- (3) Any Contract only permits the Interment Rights Holder to:
  - (a) inter human remains at the Cemetery;
  - (b) scatter cremated human remains in a Scattering Grounds;
  - (c) contract with the Town for other Cemetery Services on the Lot purchased; and
  - (d) make decorative arrangements and other work on the Lot as permitted in this By-law.
- (4) No Certificate of Interment Rights shall be issued to a Purchaser named on a Contract until all required fees and charges in the Town's Rates and Services By-law are paid in full.
- (5) No sale of interment or scattering rights to third parties is permitted.
2. (1) No transfer or assignment of Interment Rights under a Contract shall be effective until the consent of the Town thereto has been obtained. Such consent shall not be unreasonably withheld.
- (2) A person wishing to assign his/her interment rights shall apply for the Town's consent to such assignment by providing the Director Commissioner with:
  - (a) a completed Assignment of Interment Rights in the prescribed form as provided in Form 2 to Schedule 'D' to this By-law;
  - (b) the original Certificate of Interment Rights as issued to the applicant or completed Affidavit as provided in Form 4 to Schedule 'D' of this By-law; ~~and~~
  - (c) (payment of the transfer of ownership fee as set out in the Town's Rates and Service Charges By-law; and
  - ~~(e)~~(d) Payment of the care and maintenance fees for the grave or lot, if purchased prior to 1955.
- (3) The approved Assignment in Form 2 to Schedule 'D', together with the original Contract shall constitute the Certificate of Interment Rights in favour of the assignee upon payment of the applicable fees and all rights of the assignor under the Certificate of Interment Rights shall be considered terminated upon the issuance of the Town's consent pursuant to Subsection (1).
- (4) No consent to an assignment will be issued until Subsection (2) is complied with.
- (5) Only one Certificate of Interment Rights can be issued at any one time for a Lot or Plot.

3. (1) A person may cancel his Contract for interment rights within the thirty (30) day cooling off period after purchase only if:
  - (a) no part of the interment rights has been exercised; and
  - (b) all the requirements of the *Act* and this By-law are otherwise in compliance.
- (2) A person who wishes to cancel his Contract for interment rights within the thirty (30) day cooling off period subject to Subsection (1) shall:
  - (a) submit to the Town a completed Cancellation of Interment Rights in the prescribed form as provided in Form 2 to Schedule 'D' to this By-law; and
  - (b) return to the Town the original Certificate of Interment Rights as issued by the Director Commissioner.
- (3) Upon receipt of all the documentation required in this By-law, the Director Commissioner shall cancel the interment rights of the Rights Holder in accordance with the *Act* and this By-law and refund all monies paid by the purchaser within thirty (30) days from the request for cancellation. and repurchase the rights at the current market rate, less care and maintenance fees
- (4) Upon payment to the applicant by the Director Commissioner of the amount prescribed by the Town's Rates and Service Charges By-law for the cancellation of the interment rights,
  - (a) the Contract as executed for the purchase of interment rights shall be terminated, and shall be null and void, and
  - (b) the Interment Rights Holder ceases to be the owner of the Lot and both the Interment Rights Holder and the person cancelling the interment rights shall have no further rights of interment or conducting any other Cemetery Services on the Lot.
4. (1) Lots for burial purposes shall be sold according to the existing plans of the Cemeteries and according to future plans as new sections are opened in accordance with the fees and charges provided in the Town's Rates and Service Charges By-law.
- (2) Lots may be reserved for only at-need sales at the discretion of the Director Commissioner.
- (3) Lots purchased in advance on an instalment plan shall:
  - (a) require a non-refundable down payment of 25% to be deposited in the Care and Maintenance Fund; and
  - (b) be fully paid within 6 months and before interment.
- (4) Notwithstanding Subsection (2), no Certificate of Interment Rights will be issued, and no Cemetery Services will be provided until all costs associated with the Lot purchase have been paid in full.
- (5) The Town shall purchase unused Lots or Niches from an Interment Rights Holder in accordance with the *Act* and this By-law, when the Certificate of Interment Rights has been cancelled or the purchase has otherwise been authorized, subject to the following:
  - (a) the Town is not required to repurchase unused Interment or Scattering Rights in a plot (more than one lot) if one or more of the Interment or Scattering Rights in the plot has been exercised;
  - (b) the Interment Rights holder shall submit a Resale Endorsement and Transfer of Interment Rights form (Form 3 to Schedule 'D' to this By-law) to the Town;
  - (c) the Town will repurchase the interment rights at the price listed in

the Town's current Rates and Service Charges By-law less the Care & Maintenance Fund contribution made at the time of purchase and less the transfer of ownership fee; and

(d) the re-purchase and payment to the rights holder requesting the sale will be completed within 30 days of the receipt of Form 3 to Schedule 'D' to this By-law by the Town.

- (6) Plots shall be sold in sequence of designated rows until each row is completed, unless otherwise authorized by the Town.
- (7) For the purposes of the sale of products and services within a cemetery, the definitions contained within this By-law will be used to determine the appropriate rate within the Town's Rate and Service Charge By-law.



## **SCHEDULE B**

### **INTERMENTS AND DISINTERMENTS**

1.
  - (1) No Grave, Niche, or vault shall be opened or closed by any person other than a Town employee or a contractor hired by the Town.
  - (2) Lot openings and closings shall be performed by the Town upon request from the Interment Rights Holder, or the legally authorized representative of an Interment Rights Holder.
  - (3) Only human or fetal remains may be interred.
  - (4) Remains of other animals may not be placed in any Lot, Columbarium or Scattering Ground in a Cemetery.
  - (5) No interments/disinterment shall be made on Sundays or Holidays (Statutory or Civic), unless the interment is required to be conducted within 24 hours of death in accordance with any policies or regulations of the Ontario Ministry of Health or religious practice, or is otherwise authorized by the Director Commissioner.
  - (6) Interments may be performed all year as long as:
    - (a) access to the area is not impeded by site conditions; ~~and~~
    - (b) working conditions and public access for interment services are safe as determined by the Director Commissioner.
  - (7) Funeral services continuing within the Cemetery after 3:00 PM are subject to additional fees at the rate prescribed by the Town's Rates and Service Charges By-law.
  - (8) All scattering of cremated human remains shall:
    - (a) take place in a designated Scattering Grounds; and
    - (b) be scattered on the ground and raked into the earth.
2.
  - (1) A person requesting to inter or disinter human remains shall arrange with the Town for such interment or disinterment no less than:
    - (a) two (2) business days prior to the intended date of interment; and
    - (b) three (3) weeks prior to the intended date of disinterment.
  - (2) Failure to provide adequate notice may be subject to additional fees at the rate prescribed by the Town's Rates and Service Charges By-law.
  - (3) In addition to any other documentation which the Town may request to ensure proper operation and management of the Cemeteries, the person seeking to inter human remains shall provide the Town with a burial permit issued under the *Vital Statistics Act* for the interment on the day of the scheduled interment.
  - (4) No interment or disinterment shall take place unless all applicable interment charges and fees are paid.
3.
  - (1) A member of Town Staff shall be on site during all interments and scatterings.
4.
  - (1) ~~Subject only to Section 5 of this Schedule, interments shall be limited to one per each Lot.~~ Interments in a casket lot are limited to one (1) casket plus a maximum of three (3) cremated remains, or in the absence of a casket, a maximum of four (4) cremated remains.
  - (2) Double-depth Interments are not permitted unless otherwise authorized by the Director Commissioner.
  - (3) A minimum cover of 24 inches (610 mm) of earth shall cover the outside casket container.



5. (1) Cremation Interments within the Cremation Section shall be limited to two (2) per 2 feet x 2 feet (0.61 metres x 0.61 metres) flat marker cremation Lot, two (2) per 3 feet x 3 feet (0.91 metres x 0.91 metres) flat marker cremation lot at Hillcrest only, and four (4) per 4 feet x 4 feet (1.22 metres x 1.22 metres) upright monument cremation Lot.~~Interments within the Cremation Section shall be limited to two (2) per Lot.~~
- (2) Cremation Interments within casket Lots may be permitted to a maximum of four (4) per casket Lot or three (3) per casket Lot when interred in conjunction with a full-sized interment.
- (3) Urn Interments within a Columbarium shall be limited to two (2) cremated remains per 12 inch x 12 inch x 12 inch (305 mm x 305 mm x 305mm) niche or four (4) per 12 inch x 12 inch x 24 inch (305 mm x 305mm x 610 mm) niche unless otherwise authorized by the Director Commissioner.
6. (1) The Director Commissioner may refuse an Interment if:
- (a) the Interment or disinterment violates any applicable legislation, this By-law or the Contract for the applicable Lot;
  - (b) the required documentation and applicable fees are not submitted;
  - (c) insufficient resources are available for the Interment or disinterment to take place at the requested time and place; or
  - (d) the Local Medical Officer of Health, or the Interment Rights Holder or his/her legally authorized representative refuses to, or does not, provide consent.

**SCHEDULE C**  
**MARKERS AND MONUMENTS**

1. (1) No person but the Director Commissioner may:
  - (a) install or direct or cause the installation of, a Marker or Monument on a Lot;
  - (b) prepare or direct, or cause the preparation of, foundations for a Marker or Monument on a Lot.
- (2) The Interment Rights Holder of a Lot or his/her legally authorized representative may request the installation of a Marker or Monument on the Lot, or the inscription of an individual's name on a common Monument in a Scattering Grounds. To make such a request, the Interment rights Holder or his/her legally authorized representative shall:
  - (a) complete and submit an application to the Director Commissioner for approval in the prescribed form provided in Form 4 to Schedule D to this By-law;
  - (b) submit the appropriate fee for the preparation of the foundation as provided in the Town's Rates and Service Charges By-law; and
  - (c) pay any and all outstanding fees for any other Cemetery Services rendered by the Town pursuant to a Contract.
2. (1) No Marker or Monument shall be placed on a Lot unless:
  - (a) the location, design, plans and specifications of the Marker or Monument meet the approval of the Director Commissioner; and
  - (b) all outstanding accrued charges on the Lot have been paid in full.
- (2) No Marker or Monument shall be removed, no inscription shall be made thereon and no cleaning shall be done thereto, without the express permission of the Director Commissioner.
- (3) No more than one (1) Monument or Marker shall be erected on any one ~~Plot or~~ Lot and any Monument or Marker shall be situated centrally within the designated alignment.
- (4) No Monuments or Markers are allowed in the Scattering Ground. One (1) 2 inch x 6 inch (51 mm by 152 mm) plaque installed on the Monumentstone memorial provided is permitted per scattering.
- (5) Inscriptions that are not in keeping with the dignity and decorum of the Cemetery may be ordered removed without compensation.
- (6) Inscriptions are permitted on both sides of a monument when:
  - (a) a rights holder owns both sides of a lot;
  - (b) inscriptions do not impede a monument on an adjacent lot; or
  - (c) lots are separated by a pathway.
- (7) No pictures, plaques or other ornamentation is allowed on niche shutters or on a Columbarium unit except as approved by the Director Commissioner.
- (8) The installation of vases, benches, trees or plaques is permitted only through the Town administered program as approved by the Director Commissioner.
- (9) Temporary markers or crosses are permitted on any one plot or lot for up to one (1) year from the time of interment.

3. All Markers and Monuments shall comply with the specifications in the following table:

Table

Plot Size	Monument (Base & Diestone) Maximum	Marker Maximum	
		Length	Width
<del>Cremation Section</del>	<del>N/A</del>	<del>20"</del>	<del>12"</del>
<del>Single Casket Lot</del>	<del>24"</del>	<del>24"</del>	<del>18"</del>
<del>2 Lot Casket Plot</del>	<del>54"</del>	<del>48"</del>	<del>18"</del>
<del>3 Lot Casket Plot</del>	<del>68"</del>	<del>48"</del>	<del>18"</del>
<del>4 Lot Casket Plot</del>	<del>82"</del>	<del>48"</del>	<del>18"</del>
<del>5 Lot Casket Plot</del>	<del>96"</del>	<del>48"</del>	<del>18"</del>
<del>6 Lot Casket Plot</del>	<del>96"</del>	<del>48"</del>	<del>18"</del>

Lot/Plot Type		OPTION 1		OPTION 2		OPTION 3		OPTIONAL		OPTIONAL	
		Monument 1 per Lot or Plot		Pillow Marker 1 per Lot or Plot		Marker 1 per Lot or Plot		Foot Marker 1 per Lot		Cornerstone 2 or 4 per Lot or Plot	
Size (l x w)	Type	Length	Height	Length	Width	Length	Width	Length	Width	Length	Width
2' x 2'	Cremation					20"	12"				
3' x 3'	Cremation (Hillcrest only)					22" only	14" only				
4' x 4'	Cremation	24"	48"	24"	18"	24"	18"				
10' x 3' 6"	Single Lot	24"		24"	18"	24"	18"	24"	18"	6"	6"
10' x 7'	2 Lot Plot	54"		48"	18"	48"	18"	24"	18"	6"	6"
10' x 10' 6"	3 Lot Plot	68"		48"	18"	48"	18"	24"	18"	6"	6"
10' x 14'	4 Lot Plot	82"		48"	18"	48"	18"	24"	18"	6"	6"
10' x 17' 6"	5 Lot Plot	96"		48"	18"	48"	18"	24"	18"	6"	6"
10' x 21'	6 Lot Plot	96"		48"	18"	48"	18"	24"	18"	6"	6"
	Scattering Garden					6" only	2" only				

Option measurements are for maximums allowed unless otherwise specified.

4. (1) Monuments shall not exceed 4 feet (1.22 metres) in height, the base shall have a minimum ~~thickness~~ height of 6 inches (152 mm) and the diestone shall have a minimum thickness of 8 inches (203 mm).
- (2) Monument bases shall not exceed 14 inches (356 mm) in width on single casket Lots and 18 inches (457 mm) in width on larger casket plots.
- (3) Pillow markers may not exceed 12" (305 mm) in height at any point.
- (4) Markers shall have a flat and level surface, without any projections, and shall be set flush with the ground with a depth from 4 inches (101 mm) to 6 inches (152 mm).
- (5) Foot Markers shall not exceed 24 inches (610 mm) in length by 18 inches (457 mm) in width.
- (6) Flat Markers at Hillcrest Cemetery in the 3 feet x 3 feet (0.91 x 0.91 metres) cremation section located in South Ranges 1A and 1B must be a standard 22" (559 mm) in length by 14" (357 mm) in width.
- (7) Engraving memorial information on the base of the monument is not permitted without the approval of the Commissioner.
5. (1) Foundation installations for markers and monuments are performed four (4) times annually at the discretion of the ~~Director~~ Commissioner and shall not be constructed until the prepayment for installation has been received.
- (2) Foundations for Monuments shall be:
- (a) in place prior to the placement of any Monument;
- (b) installed to a depth of 1.52 metres (5 feet) or to the depth of the interment; and installed to a minimum depth of 5 feet (1.52 metres) unless otherwise authorized by the ~~Director~~ Commissioner;

- (c) in accordance with the approved dimensions provided in the application.

(3) Foundations for Markers shall be:

- (a) not permitted within a 2 feet (0.61 metres) x 2 feet (0.61 metres) cremation section
- (b) mandatory within Hillcrest Cemetery's 3 feet x 3 feet (0.91 x 0.91 metres) cremation section
- (c) not mandatory in any other section of the Cemeteries
- (d) installed to a maximum depth of 12 inches (305 mm).
- ~~(d)~~(e) installed 4 inches (102 mm) in depth for pillow markers

6. Applications for the removal of Monuments or Markers for repairs, inscriptions or replacements shall be made to the Director Commissioner in writing by the Interment Rights Holder, and shall provide:

- (a) the Cemetery location, section, row and Lot or Plot number;
- (b) the proposed dates of removal and re-installation;
- (c) the nature of the work to be performed; and
- (d) the name and address of the contractor retained to perform the removal and re-installation.

SCHEDULE 'D'

FORM 1



TOWN OF HALTON HILLS  
1 HALTON HILLS DRIVE, HALTON HILLS, ON L7G 5G2  
905-873-2601 ext. 2274  
CEMETERY CONTRACT  
CEMETERY OPERATOR LICENSE #3274489  
HST #R108126897

PURCHASER INFORMATION

Name: (hereinafter the Purchaser),  
Street Address:  
Town/City: Postal Code:  
Home Tel. Number: Alt. Tel. Number:  
Email:

RECIPIENT #1 RIGHTS HOLDER INFORMATION (if different from the Purchaser)

Name:  
Street Address:  
Town/City: Postal Code:  
Home Tel. Number: Alt. Tel. Number:  
Email:

RIGHTS HOLDER #2 INFORMATION (if different from the Purchaser)

Name:  
Street Address:  
Town/City: Postal Code:  
Home Tel. Number: Alt. Tel. Number:  
Email:

GREENWOOD CEMETERY (Site # 01208) FAIRVIEW CEMETERY (Site # 01189)  
HILLCREST CEMETERY Site #: 01196 HORNBY (Site #: 01197)

THIS CONTRACT MADE THIS DAY OF , 20

BETWEEN

The Corporation of the Town of Halton Hills (herein-after the Town),

AND

The Purchaser

Concerning cemetery Interment Rights for the recipient(s) as identified in this contract.

The Purchaser [if different than the Recipient(s)] represents being legally authorized or charged with the responsibility for the Recipient(s) cemetery Interment Rights and cemetery pre-paid supplies and services arrangements specified in this contract. This agreement will be enforceable to the benefit of and be binding upon the parties hereto and their respective heirs, heirs, executors, administrators, successors, and assigns.

CONTACTED BY: J.S. Jones & Sons Funeral Home  
MacKinnon Family Funeral Home  
Other

INTERMENT INFORMATION

DISINTERMENT INFORMATION

Name of Deceased:

Interment Date: Day / Month / Year / Time

Male Female Family Attending

Section/Niche Row Plot Grave/Unit

Owner of Plot:

Phone Number:

Standard Intermediate Vault

Crypt Shell Oversized

No Outer Container Urn

Lowering Device Required? Yes No

Grass Required? Yes No

ITEMS PURCHASED

Transfer of Interment Rights:

Section/Niche Purchase Price \$

Row Care & Maintenance

Plot

Graves/Unit HST \$

Plot Type: Purchase Subtotal \$

Niche Type: Basic/Mid/Select (Circle One)  
North/South/East/West (Circle One)

Resident Non-Resident

Interment:

Full Interment Purchase Price \$

Adult Limited Means Child Stillborn

Cremation Interment Purchase Price \$

Niche Interment Purchase Price \$

Scattering Garden Purchase Price \$

\$25 Care & Maintenance Fee for Scatterings Care & Maintenance \$

HST \$

Additional Charges:

Emergency Opening Purchase Price \$

Overtime Charges Purchase Price \$

HST \$

CONTRACT TOTAL: \$

AMOUNT PAID/DEPOSIT: \$

BALANCE DUE: \$

Minimum Contribution Levels to the Care & Maintenance Fund Based on the Total Price of Interment Rights:

- In-ground grave (24 square feet or larger): the greater of 40% and \$250
- In-ground grave (smaller than 24 square feet): the greater of 40% and \$150
- Niches: the greater of 15% and \$100
- Scattering ground – one scattering rights holder: the greater of 40% and \$100
- Scattering ground – more than one scattering rights holder: the greater of 15% or \$25
- Scattering ground – no scattering rights holder: \$25

The following sum will be allocated to the Care & Maintenance Fund held by the Town \$\_\_\_\_\_.

Purchase of Interment Rights

- Casket Interments shall be limited to one (1) per each Casket Lot
- Cremation Interments within the Cremation Section shall be limited to two (2) per 2 feet by 2 feet flat marker cremation Lot, two (2) per 3 feet by 3 feet flat marker cremation Lot, and four (4) per 4 feet by 4 feet upright monument cremation Lot.
- Cremation Interments within casket Lots may be permitted to a maximum of four (4) per casket Lot or three (3) per casket Lot when interred in conjunction with a full-sized
- Urn Interments within a Columbarium shall be limited to two (2) cremated remains per 12 inch by 12 inch niche or four (4) per 12 inch by 24 inch niche unless otherwise authorized by the ~~Director~~ Commissioner.
- Written consent of all surviving Rights Holder(s) and any other required documentation as set out in the cemetery By-law is required for interments, cremations, disinterments and the placement of markers, monuments and inscriptions.
- The Town of Halton Hills Cemeteries By-law governs the operation of all municipal cemeteries and sets out the exercise of interment rights in the Cemetery, and the requirements and restrictions respecting the purchase of cemetery supplies and services from a source other than the municipality.
- To exercise interment rights as contracted here, the following documents are required: Burial Permit or Certificate of Cremation, Interment Rights Certificate, Interment Order.
- If a Purchaser transfers interment rights, the Purchaser must give notice of the transfer to the Town of Halton Hills and the Cemetery will issue a new Interment Rights Certificate to the transferee, upon receipt of the existing Interment Rights Certificate (or predecessor 'deed') and payment of administrative fee.
- The Town of Halton Hills Cemeteries By-Law contains specific restrictions on planting ornamentation and monument sizes that apply to this interment or scattering.

Memorialization

Care and Maintenance Fund Contribution for Marker and Monument Installation: In accordance with the Funeral, Burial & Cremation Services Act and Ontario Regulation 30/11, the following contributions will be made to the Care and Maintenance Fund for every installation of a marker or monument;

- In the case of installing a flat marker measuring less than 173 square inches: \$0.00
- In the case of installing a flat marker measuring over 173 square inches: \$50.00
- In the case of installing an upright monument measuring 4 feet or less in height or length, including the base: \$100.00
- In the case of installing an upright monument measuring more than 4 feet either in height or length, including the base: \$200.00

A marker, monument, or memorialization purchased and/or installed by anyone other than the Rights Holder(s) may be removed by the cemetery staff on the written request of the Rights Holder(s).

CONTRACT TERMS AND CONDITIONS

Permission for Interment

Permission for interment may only be granted to a legal representative should the Rights Holder(s) be deceased. The following parties, listed in descending order may act as legal representative to make decisions:

- Estate trustee, also called an executor or executrix, who is named in the deceased person's will (or an administrator appointed by the court)
- Spouse
- Adult children

If you are the legal representative, you may be asked to provide photo identification and proof of your authority, such as a will or court order, before making arrangements. The legal representative will have full signing authority as the Purchaser of the contract.

Payment Terms

- Lots purchased in advance on an installment plan shall:
  - Require a down payment of 25% at the time of purchase;
  - Be secured through either monthly post-dated cheques or credit card information to which the monthly installment will be charged; and
  - Be paid in full within 6 months of the purchase date and before any cemetery services can be carried out; i.e. interments, niche lettering, placement of memorials, etc.
- No Certificate of Interment Rights shall be issued to a Purchaser named on a Contract until all required fees and charges in the Town's Rates and Services By-law are paid in full.
- No interment or disinterment shall take place unless all applicable interment charges and fees are paid.
- No memorial shall be placed on a lot unless all outstanding charges on the lot have been paid in full.

Cancellation of Contract within 30 Days

- A Purchaser may cancel the contract within thirty (30) days of signing the contract and receive a full refund as long as no interment has taken place.
- The Purchaser agrees to provide an executed copy of the Cancellation of Interment Rights form to the Interment Rights Holder if the Purchaser cancels the Interment Rights under this Agreement.



Cancellation of Contract after 30 Days

- Upon receipt of a written request to cancel this Agreement at any time prior to the interment rights having been used, the Town will refund to the Purchaser the fees paid for the purchase of the interment rights, less the amount paid by the Town into the Care and Maintenance Fund.
- The Purchaser agrees to provide an executed copy of the Cancellation of Interment Rights form to the Interment Rights Holder if the Purchaser cancels the interment rights under this Agreement.

Private Sale of Interment Rights

- The Town of Halton Hills does not permit the private resale of interment or scattering rights to third parties. Rights holders wishing to sell interment or scattering rights prior to a burial or scattering having taken place may request a repurchase from the Town at the current market value less the Care and Maintenance.

Acknowledgement of Contract and Documentation

By initialling below, the Purchaser acknowledges receiving a copy of the Ontario Government’s Consumer Information Guide (where made available by the Registrar), Town of Halton Hills Cemeteries By-Law and the cemetery price list at the time of entering into this contract.

( ) I hereby acknowledge I have been offered and/or received a copy of the Ontario Government’s Consumer Information Guide.

( ) I hereby acknowledge I have been offered and/or received a copy of the Cemetery Price List.

( ) I hereby acknowledge I have received and reviewed a copy of the Cemeteries By-Law.

I have reviewed the Contract’s terms and conditions and hereby confirm that the Interment Rights, and specified in this contract (including the attached payment schedule, if applicable) are complete and correct. I direct the operator to proceed with the sale of the Interment Right(s), as identified in the contract in accordance with the Cemeteries By-law that are now or at any time hereafter in force.

The Terms and Conditions set out in this contract expire on \_\_\_\_\_ unless executed by the Purchaser and the operator. The contract date set out below is the date on which this contract is accepted by the operator.

( ) I acknowledge having received a copy of this contract, and will assume full responsibility for payment of the total contract amount to the operator in accordance with the contract’s terms and conditions.

Signature of Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Cemetery Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Information regarding this contract may be found on-line at [www.haltonhills.ca/cemeteries](http://www.haltonhills.ca/cemeteries).

Privacy Policy

The Purchaser acknowledges and provides consent to permit the Town of Halton Hills to collect, use and disclose your personal information in accordance with the requirements under the Funeral, Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11 for information within the cemetery public register. The Purchaser also understands that the Town of Halton Hills does not rent or sell personal information to third party organizations. The information is used for the purpose of administering cemetery records. Questions regarding the collection of this information should be directed to the Manager of Parks & Open Space (Cemeteries) at [cemeteries@haltonhills.ca](mailto:cemeteries@haltonhills.ca) or the Ministry of Consumer Services [www.ontario.ca/consumerservices](http://www.ontario.ca/consumerservices).

FOR CEMETERY USE ONLY:

CASH	_____
CHEQUE	_____
CREDIT CARD	_____
DEBIT	_____
INVOICE	_____

REQUEST FOR SERVICE		
DAY _____	MONTH _____	YEAR _____
TIME _____	P/W STAFF _____	
FAXED DATE _____	TIME _____	INITIALS _____



Deed No. \_\_\_\_\_

**FORM 2**

***CERTIFICATE OF INTERMENT RIGHTS made this***

**Rights Transfer Effective Date**

Pursuant to the provisions of The Cemeteries Act and Regulations and all amendments thereto, the By-laws of the Town of Halton Hills and the approval of the Ministry of Government Services for the Province of Ontario.

***Between***

THE CORPORATION OF THE TOWN OF HALTON HILLS (Cemetery Operator License #3274489)  
(hereinafter called the Town)

- and -

**Right's Holders Name**  
**Right's Holders Address**

(hereinafter called the "Purchaser")

**Witnesses, that in consideration of the sum of**

**Plot Price** plus  
**HST tax**, of which  
**Care & Maintenance Price** is set aside in the Care and Maintenance account

Dollars of lawful money of Canada now paid by the Purchaser (receipt whereof is hereby by the Town acknowledged), the Town doth grant, bargain, sell and convey to the Purchaser, his heirs, executors, administrators and assigns, the right of burial of human remains in the following grave(s) namely:

**Plot Name, Plot Type**  
**Plot Size**

**Cemetery Name and Site Number**, in the Town of Halton Hills, in the Regional Municipality of Halton subject to the provisions of the Cemeteries Act and Regulations there under, and of lawful By-laws of the Town of Halton Hills:

**AND the total number of interments based on lot type as per Bylaw No. 2012-00822019- is:**  
**2X2 Cremation Lot – Limit of two cremated remains**  
**3X3 Cremation Lot (Hillcrest Cemetery only) – Limit of two cremated remains**  
**4X4 Cremation Lot – Limit of four cremated remains**  
**Single Burial Lot – Limit of four cremated remains or three cremated remains when interred in conjunction with one full casket burial**  
**12X12X12 Columbaria Niche – Limit of two cremated remains**  
**12X12X24 Columbaria Niche – Limit of four cremated remains**

**Memorialization Permitted: One (1) upright monument or flat marker only, as prescribed in the cemetery bylaw**

Please refer to the Cemetery By-law provided to you at the time of purchase for a complete listing of bylaws that apply to your specific Interment Right. Cemetery By-laws are subject to change by the Town from time to time in accordance with the Funeral, Burial and Cremation Services Act, 2002.

**AND** the interment right capacity within the Columbarium is \_\_\_\_\_;

**AND** the said Purchaser hereby covenants that he will observe the requirements of Funeral, Burial & Cremation Services Act, and of the lawful By-laws of the Town of Halton Hills;

**AND** The Town does not permit the private resale of interment rights to third parties. Rights holders wishing to sell interment rights prior to a burial or scattering having taken place may request a repurchase from the Town at the current market value less the Care and Maintenance;

**AND** the said Purchaser hereby agrees that in the event of transfer of the said Interment Rights, this certificate cannot be transferred but will be returned to the Cemetery Owner who will issue a new certificate to the Transferee;

**AND** the Town will charge an administration fee for all transfer of ownerships and repurchases by the Town;

**AND** with respect to the erection or installation of markers, the Purchaser agrees to abide by the by-laws of the cemetery, wherein restrictions on the erection or installation of markers are given and by which By-Laws are attached hereto;

**AND** the Town hereby covenants that it has the right to execute and deliver to the Purchaser this Indenture, and that it will record this Indenture in the Register of the Cemetery, and that it will carry out and perform all lawful requirements of the Cemeteries Act and Regulations there under including the setting aside of forty percent (40%) of the total purchase price for care and maintenance on adult, child and cremation lots; and fifteen percent (15%) on Columbarium Niches, and \$25 on Scatterings, and its investment in accordance with the provisions of Funeral, Burial & Cremation Services Act;

**IN WITNESS WHEREOF** the Town hath hereunto affixed its corporate seal under the hands of its proper officers, on the day and year aforesaid.



THE CORPORATION OF  
THE TOWN OF HALTON HILLS

\_\_\_\_\_  
Mayor  
77

\_\_\_\_\_ Clerk

\_\_\_\_\_ Date of Issue

RESALE ENDORSEMENT & TRANSFER

OF INTERMENT RIGHTS

PART 1:

A) RIGHTS HOLDER(S) ENDORSEMENT OF RESALE

I/we, the Rights Holder(s) registered on the cemetery records, hereby wish to resell the Interment Rights which are located in:

Cemetery: 

☐ Greenwood (Site# 1208)

☐ Fairview (Site# 1189)

☐ Hillcrest (Site #01196)

☐ Hornby (Site# 1197)

Section/Niche:

Row:

Plot:

Graves/Unit:

back to the Town of Halton Hills (Cemetery Operator License #3274489).

Signature of Right’s Holder(s):

Note: If there are more than one Rights Holder, all living Rights Holders should sign the endorsement certificate.

B) TRANSFER OF OWNERSHIP TO ANOTHER PARTY

I/we, the Rights Holder(s) registered on the cemetery records, hereby wish to transfer the Interment Rights which are located in:

Cemetery: 

☐ Greenwood (Site# 1208)

☐ Fairview (Site# 1189)

☐ Hillcrest (Site #01196)

☐ Hornby (Site# 1197)

Section/Niche:

Plot:

Row:

Graves/Unit: to;

Name:

Address:

Phone Number & Email:

Email

Signature of Right’s Holder(s):

Note: If there are more than one Rights Holder, all living Rights Holders should sign the endorsement certificate.

PART 2 - CEMETERY OPERATOR ACKNOWLEDGEMENT AND ACCEPTANCE OF THE RESALE OR TRANSFER OF INTERMENT RIGHTS TO ANOTHER PARTY

The Town of Halton Hills hereby confirms that the cemetery records have been reviewed and that the above noted Rights Holder(s) are registered on the cemetery records and have the authority to resell the Interment Rights back to The Town. It is also confirmed that no monies are owing by the Rights Holder(s) to the Town of Halton Hills in respect of the Interment Rights and that the Interment Rights Certificate has been returned.

Accepted on behalf of The Town of Halton Hills by:

Staff Name (Please Print):

Signature:

Date of Resale or Transfer:

PART 3 – RIGHT’S TRANSFER ADMINISTRATION FEE

The administration fee of \$ (inclusive of HST) has been paid to the Town of Halton Hills to register the transfer of ownership of the said plot(s).

PRIVACY POLICY

The Purchaser acknowledges and provides consent to permit The Town of Halton Hills to collect, use and disclose your personal information in accordance with the requirements under the Funeral, Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11 for information within the cemetery public register. The Purchaser also understands that The Town of Halton Hills does not rent or sell personal information to third party organizations. The information is used for the purpose of administering cemetery records. Questions regarding the collection of this information should be directed to the Manager of Parks &



**TOWN OF HALTON HILLS**  
1 HALTON HILLS DRIVE, HALTON HILLS, ON L7G 5G2  
905-873-2601 ext. 2274

**CEMETERY CONTRACT FOR APPROVAL OF MONUMENTS & MARKERS**  
**CEMETERY OPERATOR LICENSE #3274489**

HST #R108126897

| Open Space (Cemeteries) at [cemeteries@haltonhills.ca](mailto:cemeteries@haltonhills.ca) or the Ministry of Consumer Services  
[www.ontario.ca/consumerservices](http://www.ontario.ca/consumerservices).

**PURCHASER INFORMATION**

| Name: \_\_\_\_\_ (herein-after the Purchaser),  
Street Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Tel. Number: \_\_\_\_\_ Alt. Tel. Number: \_\_\_\_\_  
Email: \_\_\_\_\_

| Cemetery: ☐ Greenwood (Site# [Q1208](#)) ☐ Fairview (Site# [Q1189](#))  
☐ [Hillcrest \(Site #01196\)](#) ☐ [Hornby \(Site# 01197\)](#)

THIS CONTRACT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

**BETWEEN**

| The Corporation of the Town of Halton Hills (herein-after the Town),

**AND**

The Purchaser

The Purchaser [if different than the Recipient(s)] represents being legally authorized or charged with the responsibility for the Recipient(s) cemetery Interment Rights and cemetery pre-paid supplies and services arrangements specified in this contract. This agreement will be enforceable to the benefit of and be binding upon the parties hereto and their respective heirs, heirs, executors, administrators, successors, and assigns.

**RIGHTS OWNER INFORMATION**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Tel. Number: \_\_\_\_\_ Alt. Tel. Number: \_\_\_\_\_

**DECEASED INFORMATION**

Name: \_\_\_\_\_

**MONUMENT COMPANY INFORMATION**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Tel. Number: \_\_\_\_\_ Contractor Signature: \_\_\_\_\_

**LOCATION**

Section/Niche \_\_\_\_\_ Row \_\_\_\_\_ Plot \_\_\_\_\_ Graves/Unit \_\_\_\_\_

**INSTALLATION AUTHORIZATION**

Signature of Purchaser:  
\_\_\_\_\_

IF SIDE BY SIDE INSCRIPTION ON DOUBLE MARKER OR MONUMENT INDICATE NAMES IN BOX:

LEFT	RIGHT
------	-------

PART A - FLAT MARKER

MATERIAL:    GRANITE ☐                      BRONZE ☐                      OTHER ☐ \_\_\_\_\_

SIZE:                      LENGTH \_\_\_\_\_                      WIDTH \_\_\_\_\_                      THICKNESS \_\_\_\_\_

PART B - UPRIGHT MONUMENT

BASE LENGTH	_____	DIESTONE LENGTH	_____
BASE HEIGHT	_____	DIESTONE HEIGHT	_____
BASE WIDTH	_____	DIESTONE WIDTH	_____

DESIGN FOR MONUMENT (Note: Monuments must not exceed 4 feet in height)

FRONT	SIDE

The cost of this installation will be \$\_\_\_\_\_ and must be paid when the request for base installation is made at the Town Office. Bases for memorials will be installed approximately 4 times annually in the following months: May, June, September, November or at the discretion of Town staff, weather permitting.

For Cemetery Use Only:

Monument Foundation Construction	\$ _____
H.S.T.	\$ _____
Marker Installation	\$ _____
H.S.T.	\$ _____
Amt. to Care and Maintenance Fund	\$ _____
H.S.T.	\$ _____
Corner Post Installation	\$ _____
H.S.T.	\$ _____
Footstone Installation	\$ _____
H.S.T.	\$ _____
CONTRACT TOTAL:	\$ _____
AMOUNT PAID/DEPOSIT:	\$ _____
BALANCE DUE:	\$ _____

CASH	<input type="checkbox"/>	CHEQUE	<input type="checkbox"/>	CREDIT CARD	<input type="checkbox"/>	DEBIT	<input type="checkbox"/>	INVOICE	<input type="checkbox"/>
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CONDITIONS OF CONTRACT

This contract is subject to provisions of The Town of Halton Hills Cemeteries By-Law.

Care and Maintenance Fund Contribution for Marker and Monument Installation: In accordance with the Funeral, Burial & Cremation Services Act and Ontario Regulation 30/11, the following contributions will be made to the Care and Maintenance Fund for every installation of a marker or monument;

- In the case of installing a flat marker measuring less than 173 square inches \$0.00
- In the case of installing a flat marker measuring over 173 square inches \$50.00
- In the case of installing an upright monument measuring more than 4 feet or less in height or length, including the base \$100.00
- In case of installing an upright monument measuring more than 4 feet either in height or length, including the base \$200.00

A marker, monument, or memorialization purchased and/or installed by anyone other than the Rights Holder(s) may be removed by the cemetery staff on the written request of the Rights Holder(s).

Privacy Policy

The Purchaser acknowledges and provides consent to permit The Town of Halton Hills to collect, use and disclose your personal information in accordance with the requirements under the Funeral, Burial & Cremation Services Act, 2002 and Ontario Regulation 30/11 for information within the cemetery public register. The Purchaser also understands that The Town of Halton Hills does not rent or sell personal

information to third party organizations. The information is used for the purpose of administering cemetery records. Questions regarding the collection of this information should be directed to the Manager of Parks & Open Space (Cemeteries) at [cemeteries@haltonhills.ca](mailto:cemeteries@haltonhills.ca) or the Ministry of Consumer Services [www.ontario.ca/consumerservices](http://www.ontario.ca/consumerservices).

FORM 5

IN THE MATTER OF BURIAL PLOT(S) IN ~~GREENWOOD~~ CEMETERY  
DESCRIBED AS SECTION ROW PLOT(S)

AFFIDAVIT

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Full Name) (Municipality type e.g. City, Town)  
of \_\_\_\_\_ in the \_\_\_\_\_  
(Municipality Name) (Region or County)  
of \_\_\_\_\_, being the rightful heir of successor of the  
(Region or County Name)

being the rightful heir of successor of the original owner of the above mentioned plot (the  
“Plot”) and lawfully entitled to make use of the Plot at \_\_\_\_\_ Cemetery,  
DO SOLEMNLY DECLARE THAT:

1. I understand that the Town of Halton Hills records for \_\_\_\_\_  
Cemetery indicate that the original owner of the Plot is  
\_\_\_\_\_.
2. (a) I have in my possession the original deed or other proof of ownership of the Plot;  
or  
(b) I am unable to locate the original deed or other proof of ownership of the Plot, nor  
is it in the records in the Town.
3. I agree to be responsible if any other person claims to be entitled to ownership of the  
Plot(s).
4. I agree to release, discharge, indemnify and hold harmless the Town of Halton Hills,  
its officers, employees and agents from any costs, claims or expenses, including  
legal fees resulting from any action taken against me or the Town of Halton Hills as  
a result of my use of the Plot.
5. I agree to pay any fees imposed under the Town of Halton Hills Cemeteries By-law,  
and Rates and Fees By-law.

I make this Affidavit in support of my application to use the Plot in \_\_\_\_\_  
Cemetery.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing  
that it is of the same force and affects as if made under oath.

DECLARED before me at the \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )  
\_\_\_\_\_ )  
Signature of Declarant

A ~~Commissioner~~Commissioner Director, etc.

**FORM 6**

**SCHEDULE OF AUTHORIZED REPRESENTATIVES**

~~Blue Springs Funeral Home 12  
Church Street East Acton, ONT  
L7J 1K4~~

~~JS Jones Funeral Home  
11582 Trafalgar Road, PO Box 255 Georgetown,  
ONT L7G 4Y5~~

~~MacKinnon Family Funeral Home, "Shoemaker Chapel" 55 Mill  
Street East  
Acton, Ontario, L7J 1H4~~