



PLANNING, PUBLIC WORKS AND TRANSPORTATION COMMITTEE AGENDA

Meeting #: PPT-03-2020
Date: Tuesday, February 18, 2020, 3:30 p.m.
Location: Halton Hills Town Hall, Council Chambers
1 Halton Hills Drive
Members: Mayor R. Bonnette, (Ex-Officio), Councillor M. Albano, Chair,
Councillor C. Somerville, Councillor J. Fogal, Councillor B. Lewis,
Councillor M. Johnson, Councillor B. Inglis

Pages

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST
3. COMMITTEE DELEGATIONS/PRESENTATIONS
4. REPORTS & MEMORANDUMS FROM OFFICIALS

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

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

- a. REPORT NO. PD-2020-0012 3
PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0012 dated February 3, 2020 regarding Conditional water allocation for 10759 Eighth Line (6 SDE from the Georgetown residential infill pool).
- b. REPORT NO. TPW-2020-0003 7
TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2020-0003 dated January 31, 2020 regarding John Street Neighbourhood Traffic Calming.
- c. REPORT NO. TPW-2020-0009 13
TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2020-0009 dated January 24, 2020 regarding Transportation Pass Funding Agreement.

- d. **MEMORANDUM NO. PD-2020-0001** 25
PLANNING AND DEVELOPMENT MEMORANDUM NO. PD-2020-0001 dated February 5, 2020 regarding Halton Consolidated Streamlined Mineral Aggregate Review Protocol 2020 Update.
- e. **MEMORANDUM NO. TPW-2020-0001** 37
TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2020-0001 dated January 29, 2020 regarding Annual Province Wide School Crossing Guard Appreciation Day – March 25, 2020.
- f. **MEMORANDUM NO. TPW-2020-0002** 39
TRANSPORTATION AND PUBLIC WORKS MEMORANDUM NO. TPW-2020-0002 dated February 7, 2020 regarding Winter Storm Preparedness – January 2020.

5. CLOSED SESSION

Committee to Convene into Closed Session if necessary.

- a. **REPORT NO. PD-2020-0016**
PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0016 dated February 5, 2020 regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose. (OPA 32)

6. RECONVENE INTO OPEN SESSION

Motion to approve items pertaining to Closed Session.

7. ADJOURNMENT

REPORT

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

REPORT FROM: Jeff Markowiak, Director of Development Review

DATE: February 3, 2020

REPORT NO.: PD-2020-0012

RE: Conditional water allocation for 10759 Eighth Line (6 SDE from the Georgetown residential infill pool)

RECOMMENDATION:

THAT Report No. PD-2020-0012, dated February 3, 2020, regarding the “Conditional water allocation for 10759 Eighth Line (6 SDE from the Georgetown residential infill pool)” be received;

AND FURTHER THAT 6 single detached equivalents (SDE) of water system capacity be allocated from the Georgetown residential infill pool to 10759 Eighth Line conditional on the issuance of building permits within 18 months of the date of Council approval of this report, failing which, Council, may at its discretion, withdraw the respective water allocation.

BACKGROUND:

On February 10, 2020, Council approved a Zoning By-law Amendment (Report PD-2020-0007) to permit the creation of 5 new single detached residential lots (6 total including the retained lot) on the property municipally known as 10759 Eighth Line (Georgetown); see SCHEDULE 1- CONCEPTUAL SITE PLAN. The site is also currently the subject of a Consent application to formally create the 5 new lots, which was reviewed concurrently with the Zoning By-law Amendment application.

This report recommends allocation of 6 SDE to 10759 Eighth Line to facilitate the development of the 5 new lots and 1 retained lot.

COMMENTS:

As per Region of Halton comments, the 5 new single detached lots and 1 retained lot require 6 single detached equivalents (SDE) of capacity as the previous residence that existed on-site was serviced by private well and septic. The Region of Halton requires

allocation of the 6 SDE as a condition of the Consent application, which is anticipated to receive conditional approval shortly. Certificates to allow the creation of the 5 new lots cannot be issued until Council approves the necessary SDE allocation.

If Council approves the allocation of 6 SDE to 10759 Eighth Line the following amounts will be left remaining in the respective Georgetown water allocation pools:

- 273 SDE in the residential infill pool; and
- 47 SDE in the non-residential pool.

RELATIONSHIP TO STRATEGIC PLAN:

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

Achieve Sustainable Growth:

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

Provide Sustainable Infrastructure & Services:

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

FINANCIAL IMPACT:

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

CONSULTATION:

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

PUBLIC ENGAGEMENT:

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

SUSTAINABILITY IMPLICATIONS:

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

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

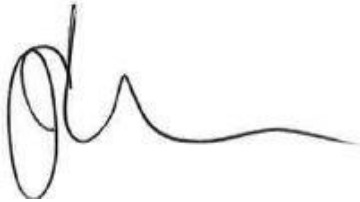
COMMUNICATIONS:

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

CONCLUSION:

This report recommends that 6 single detached equivalents (SDE) of water system capacity be allocated from the Georgetown residential infill pool to the 5 new single detached lots and 1 retained lot that were previously approved to be created at 10759 Eighth Line. The allocation of the 6 SDE is recommended to be conditional on the issuance of building permits for the single detached dwellings within 18 months of the date of Council approval of this report.

Reviewed and Approved by,



John Linhardt, Commissioner of Planning and Development



Brent Marshall, Chief Administrative Officer

SCHEDULE 1 – CONCEPTUAL SITE PLAN



REPORT

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

REPORT FROM: Roumen Kotev, Traffic Analyst

DATE: January 31, 2020

REPORT NO.: TPW-2020-0003

RE: John Street Neighbourhood Traffic Calming

RECOMMENDATION:

THAT Report No. TPW-2020-0003 dated January 31, 2020, regarding the John Street Neighbourhood Traffic Calming, be received;

AND FURTHER THAT the proposed traffic calming measures within the John Street Neighbourhood be implemented.

BACKGROUND:

Report No. TPW-2019-0004 provided a new Traffic Calming Implementation Protocol to ensure its effectiveness based on community needs, changing technology, and current industry practices. An overall neighbourhood traffic calming approach will be considered to ensure that all roads within the area are reviewed and evaluated to determine the appropriate traffic calming measure. The neighbourhood approach will also benefit the objective of educating the community and enhancing personal accountability related to speeding and aggressive driving.

Report No. TPW-2019-0002 indicated the 2019 Traffic Engineering Work Plan. The John Street Neighbourhood Traffic Calming project was included in the work plan and would incorporate the new Traffic Calming Implementation Protocol.

COMMENTS:

Over the last number of years, staff has undertaken numerous studies to assess the requirement for traffic calming on John Street between Mountainview Road North and Victoria Street. The new traffic calming protocol indicates that conditions 1 and 2 of the screening process criterion must be satisfied for either intrusive or non-intrusive traffic calming measures to be warranted.

John Street fully satisfies the screening process. The most recent data indicates infiltration traffic exceeding 30%. In addition, although the posted speed limit is 50km/h, the operating speed is 68.75 km/h with daily traffic volumes of 2763 vehicles.

In 2018, staff implemented non-intrusive traffic calming measures in the form of warning signs and pavement markings on John Street. These measures demonstrated a small reduction in traffic speeds; however, it was evident that additional traffic calming measures warranted consideration.

As indicated in the new Traffic Calming Implementation Protocol, a neighbourhood approach was taken to ensure that all roads within the area are reviewed and evaluated. This included the following roads within the neighbourhood:

1. John Street between Mountainview Road North and Victoria Street
2. River Drive between Mountainview Road North and Rosetta Street
3. Victoria Street between John Street and Metrolinx parking lot
4. Rosetta Street between River Drive and Caroline Street
5. Caroline Street between Rosetta Street and Saint Michaels Street
6. Saint Michaels Street between Caroline Street and Metrolinx parking lot

Staff are recommending both non-intrusive and intrusive traffic calming measures within the neighbourhood and are illustrated in Attachment 1. The traffic calming details for each street are indicated below.

1. John Street

Staff are proposing the installation of two (2) asphalt-based speed humps strategically placed on John Street between Mountainview Road North and Victoria Street. The first speed hump is proposed approximately 90 metres east of Victoria Street on the flat section of the road to reduce vehicle speeds before going down the steep hill. The second speed hump is proposed in the vicinity of John Street Park, approximately 150 metres west of Mountainview Road North.

2. River Drive

Both residents on River Drive and Daniela Court have expressed concerns with aggressive driving. Staff conducted the necessary studies and determined that conditions 1 and 2 of the screening process were not fully satisfied to warrant traffic calming measures. However, it is staff's opinion that River Drive traffic volumes will increase and will be negatively impacted once the speed humps are installed on John Street.

Staff are proposing the installation of two (2) asphalt-based speed humps between Rosetta Street and Daniela Court, on the flat section of the road. This will assist to ensure that aggressive driving patterns are not transferred from one road to another. Additionally, staff is proposing the installation of a yellow centre line and a white edge

line on the north side of River Drive to provide more positive guidance to motorists and further discourage aggressive driving.

3. Victoria Street

It is not expected that there will be changes in traffic volume or driving patterns on this section of the road. However, staff has determined the need for improvement through the installation of a yellow centre line. This will provide more positive guidance for motorists to and from the Metrolinx parking lot.

4. Rosetta Street

It is recommended to install a painted stop line with a 15 metre yellow tail at the intersection with River Drive to provide more positive guidance to motorists on approach to the intersection.

Staff are also recommending to improve pedestrian facilities at the intersection leading into the Metrolinx parking lot. These improvements consist of the extension of the sidewalk on the north side of River Drive to Rosetta Street, the installation of a painted crosswalk on the north leg of the intersection along with the installation of a sidewalk on the west side leading into the Metrolinx parking lot. These proposed works will be coordinated with the existing Metrolinx project.

5. Caroline Street

On the north side of Caroline Street, staff recommends the installation of hazard marker warning signs to advise motorists of the existing hydro poles.

6. Saint Michaels Street

Staff are proposing the installation of a painted stop line along with a 15 metre yellow tail to provide more positive guidance to motorists on the approach to the intersection with Metrolinx parking lot.

RELATIONSHIP TO STRATEGIC PLAN:

The recommendation of this report supports the following Strategic Objective of the Strategic Plan:

A.5 To ensure the use of appropriate design strategies to create safe communities.

FINANCIAL IMPACT:

The estimated cost to complete this project is \$30,000.00 and has been included in the approved capital budget.

CONSULTATION:

This report was discussed internally within the department and the Fire Department.

PUBLIC ENGAGEMENT:

Staff engaged John Street residents through phone conversations, emails, and various on-site meetings to discuss their concerns. Phase 1 of the John Street traffic calming project was implemented through non-intrusive traffic calming measures.

In November 2019, the “Let’s Talk Halton Hills” platform launched to provide all interested residents with the proposed John Street Neighbourhood traffic calming measures. This platform provided residents with the option of reviewing all relevant materials on-line, obtaining answers to their questions, and providing feedback.

The webpage generated a total of 344 views with a total of 17 registered constituents commenting on the project. A breakdown of the comments indicated 9 being in favour, 3 being against, and 5 requesting further information about the project.

On November 21, 2019, staff held a Public Information Centre (PIC) at the Halton Hills Cultural Centre. The PIC provided interested residents with the opportunity to review all materials depicting the proposed John Street Neighbourhood traffic calming measures.

The PIC was advertised through the following channels:

- Notices in both the Georgetown Independent Free Press and the Acton Tanner over a two week period
- Hand-delivered letters were issued to all residents within the study area
- Radar Message Board was installed on John Street advertising the PIC’s time and location for seven days.
- Notice on the “Let’s Talk Halton Hills” platform.

The PIC was well received with 29 residents in attendance living within the neighbourhood. Nine of the residents in attendance left written comments, all of which were firmly in favour of the proposed traffic calming measures.

SUSTAINABILITY IMPLICATIONS:

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

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

This report supports the Social Well-being pillar of Sustainability, and in summary, the alignment of this report with the Community Sustainability Strategy is Good.

COMMUNICATIONS:

Staff have advise the affected residents of the proposed recommendation report and Council meeting for their information. Staff will hand deliver letters to all affected residents and update the “Let’s Talk Halton Hills” website to notify the community about

Councils' decision on the implementation of the proposed John Street Neighbourhood traffic calming measures.

CONCLUSION:

Based on study results and public feedback, staff recommends the implementation of the proposed intrusive and non-intrusive traffic calming measures within the John Street Neighbourhood study area as indicated in Attachment 1.

Once approved by Council, it is anticipated that this work will commence in the spring of 2020.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Maureen Van Ravens". The signature is written in a cursive style with a large initial 'M'.

Maureen Van Ravens, Director of Transportation

A handwritten signature in black ink that reads "Chris Mills". The signature is written in a cursive style with a large initial 'C'.

Chris Mills, Commissioner of Transportation and Public Works

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





Brent Marshall, Chief Administrative Officer

John Street Traffic Calmed Neighbourhood





Proposed traffic calming measures

John Street

- Two speed humps
- Four speed hump signs 
- Two "Traffic Calmed Neighbourhood" signs 
- Two "Watch for Children" signs (EXISTING) 
- Two "Playground" signs (EXISTING) 

River Drive

- Two speed humps
- Four speed hump signs 
- Two "Traffic Calmed Neighbourhood" signs 
- Yellow centre line from Mountainview Road North to Rosetta Street
- White edge line from Mountainview Road North to Rosetta Street

Victoria Street

- Yellow centre line from John Street to Metrolinx parking lot

Rosetta Street at River Drive

- White stop line
- Yellow centre tail

St. Michaels Street

- White stop line
- Yellow centre tail

Caroline Street

- Three "Hazard Marker" Signs 



REPORT

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

REPORT FROM: Deanna Locey, Transit Supervisor

DATE: January 24, 2020

REPORT NO.: TPW-2020-0009

RE: Transportation Pass Funding Agreement

RECOMMENDATION:

THAT Report No. TPW-2020-0009, dated January 24, 2020 regarding the Transportation Pass Funding Agreement, be received;

AND FURTHER THAT the Mayor and the Clerk and Director of Legislative Services be authorized to execute an agreement with Halton Region for the SPLIT Program;

AND FURTHER THAT the Mayor and the Clerk and Director of Legislative Services are hereby authorized to execute any subsequent Agreements and any documents ancillary hereto, to facilitate this ongoing Program, to the satisfaction of the Clerk and Director of Legislative Services.

BACKGROUND:

Halton Region's Subsidized Pass for Low Income Transit (SPLIT) Program provides affordable transportation options for low-income households within Halton Region. The SPLIT Program is available for all students, adults, and seniors in Halton living with low income. Halton Region determines program eligibility based on established income criteria, which are inclusive of all individuals receiving assistance from the Ontario Works or Ontario Disability Support Program.

The SPLIT Program was first introduced in 2011 and subsidized the purchase of monthly transit passes offered in partnership with the City of Burlington, Town of Milton, and Town of Oakville. Through the program, monthly bus passes were purchased directly from transit service providers at a reduced rate equal to 50 percent of the regular monthly pass cost for adults and less than 50 percent of the cost for students and seniors.

In May, 2017, through Halton Region’s report SS-10-17 regarding Subsidized Passes for Low Income Transit SPLIT Update, Halton Region staff recommended modifications to the SPLIT Program to include the Town of Halton Hills’ ActiVan and taxi scrip programs, and to increase the annual funding allocation to Halton District School Board and Halton Catholic District School Board.

Memorandum No. P&I-2017-0025 indicated that effective September 1, 2017, the approved subsidies are available as a one-time monthly purchase option in Halton Hills as follows:

- 50 percent subsidy of ActiVan tickets in sheets of 10 tickets (either 2 or 4 sheets);
 - Sold at a price of \$3.00 per ticket;
 - SPLIT Program price will be \$1.50 per ticket;
 - Clients will continue to pay the additional \$1.00 cash fare for after-hours and weekend service.
- 50 percent subsidy of the client’s portion of taxi scrip dollars (to a maximum of 4 taxi scrip books, or \$80 face value);
 - Currently sold at 60 percent of face value (one book of \$20.00 value sold for \$12.00);
 - SPLIT Program price will be \$6.00 per book.

COMMENTS:

In 2019, a total of 1,910 ActiVan and taxi scrip booklets were sold to residents eligible for the SPLIT Program. The total subsidy amount provided by Halton Region in 2019 was \$20,694. Table 1 provides an overview of booklets and tickets sold through the SPLIT Program from 2017 to 2019.

Table 1: Overview of SPLIT Pass Sales 2017 to 2019

	2017	2018	2019
ActiVan Tickets (sold in sheets of 10)	34	356	1,026
Taxi Scrip Booklets (inclusive of Youth Taxi Scrip tickets)	36	328	884

On a monthly basis, Town staff access data from an online portal provided by the Region to reconcile purchases and invoice the Region for the required subsidy amount. This process ensures that the Town receives the full value of each ActiVan pass and/or taxi scrip booklet sold.

In order for the Town to continue participating in the SPLIT Program, a Transportation Pass Funding Agreement is required for execution. The Agreement, as indicated in Attachment 1, articulates the current program parameters, funding arrangements, and associated administrative functions required to administer the program.

RELATIONSHIP TO STRATEGIC PLAN:

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

The following Strategic Action was identified under Sustainability:

- E. Address the Social Pillar of Sustainability by focusing on improving services for seniors, youth and the disabled.

FINANCIAL IMPACT:

There is no financial impact associated with this Report. The Town recovers the full cost of each ActiVan pass or taxi scrip booklet sold for the SPLIT Program.

CONSULTATION:

Not applicable.

PUBLIC ENGAGEMENT:

Not applicable.

SUSTAINABILITY IMPLICATIONS:

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

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

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

COMMUNICATIONS:

Not applicable.

CONCLUSION:

The Halton Region’s Subsidized Passes for Low Income Transit (SPLIT) Program will provide residents with financial constraints the subsidy necessary to access the Town’s accessible transit services. This will address existing mobility barriers for many residents of Halton Hills. Clients of the Town’s ActiVan, Taxi Scrip, and Youth Taxi Scrip Programs who meet the eligibility requirements of the SPLIT Program will continue to be able to access these services with fares reduced by up to 50 percent.

The program is provided by Halton Region and delivered in partnership by staff of both the Town of Halton Hills and Halton Region, with no direct cost to the Town. In order for the Town to continue participating in the SPLIT Program, a Transportation Pass Funding Agreement is required to be executed with Halton Region.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Maureen Van Ravens". The signature is written in a cursive style with a large initial 'M'.

Maureen Van Ravens, Director of Transportation

A handwritten signature in black ink that reads "Chris Mills". The signature is written in a cursive style with a large initial 'C'.

Chris Mills, Commissioner of Transportation and Public Works

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Brent Marshall, Chief Administrative Officer

TRANSPORTATION PASS FUNDING AGREEMENT

BETWEEN:

THE REGIONAL MUNICIPALITY OF HALTON

hereinafter referred to as the "Region"

- and -

THE CORPORATION OF THE TOWN OF HALTON HILLS

hereinafter referred to as the "Transit Company"

WHEREAS the Region funds the Subsidized Passes for Low Income Transit ("SPLIT") program to assist low income residents of the Region with the cost of public transportation by providing them with discounted ActiVan Tickets and/or Taxi Scrip Dollars;

AND WHEREAS the Transit Company has agreed to assist the Region with the SPLIT program by distributing the ActiVan Tickets and/or Taxi Scrip Dollars to Eligible Residents subject to certain criteria and terms and conditions established by the Region;

NOW THEREFORE in consideration of their respective obligations and agreements set out below, the parties agree as follows:

1.0 INTERPRETATION

1.1 In this Agreement, the following definitions will apply:

- (a) "ActiVan Ticket" means a ticket for ActiVan services purchased at the Transit Company by the Eligible Residents for a discounted rate;
- (b) "Applicable Legislation" means all applicable law, statutes, regulations, guidelines and policies, now or hereafter in existence having the force of law related to the Transit Company's care and/or services;
- (c) "Commissioner" means the Commissioner of Social and Community Services for the Region, or the Commissioner's delegate;
- (d) "Eligible Resident" means a resident of the Region that the Region determines meets its eligibility requirements for discounted ActiVan Tickets and/or Taxi Scrip Dollars;

- (e) “Funding” means the Regional funding used to reimburse the Transit Company for the costs of distributing discounted ActiVan Tickets and/or Taxi Scrip Dollars to Eligible Residents;
- (f) “Fee” means the fee charged by the Transit Company for the ActiVan Tickets and/or Taxi Scrip Dollars;
- (g) “Services” means the distribution by the Transit Company of discounted ActiVan Tickets and/or Taxi Scrip Dollars to Eligible Residents;
- (h) “Taxi Scrip Dollars” means the taxi scrip dollars purchased at the Transit Company for use of taxis in the geographic area of Halton Hills by the Eligible Residents for a discounted rate.

2.0 TERM AND TERMINATION

- 2.1 The term of this Agreement shall commence upon the execution of this Agreement and continue until December 31, 2020, subject to Funding availability.
- 2.2 Either Party may at any time provide thirty (30) days’ written notice to the other Party to suspend or terminate this Agreement. On receipt of such notice, the Transit Company will perform no further Services other than those reasonably required to complete the Services in progress as determined by the Region.
- 2.3 Notwithstanding Section 2.2, either Party may terminate this agreement for cause, with five (5) days’ written notice, where the other Party fails to comply with the terms and conditions set out in this Agreement. Upon the expiry of the five (5) days, the Transit Company will perform no further Services other than those reasonably required to complete the Services in progress as determined by the Region.
- 2.4 Without limiting the Region’s rights under Section 2.2 and Section 2.3, where either Party fails to comply with the terms and conditions in this Agreement, the compliant Party may as an alternative to termination undertake the dispute resolution procedure in Section 15 or may otherwise require the non-compliant Party to take remedial action to rectify or improve its performance.
- 2.5 Within thirty (30) days of the earlier of either the end of this Agreement or a notice of termination from the Region, the Transit Company will forward to the Region any and all records, files, reports, data, documentation or information in the possession of the Transit Company relating to the Services provided.

3.0 FUNDING

- 3.1 The Transit Company will provide an invoice to the Region on a monthly basis through a mutual portal system, in a form acceptable to the Region and in accordance with Section 5.
- 3.2 The Region will reimburse the Transit Company fifty percent (50%) of the cost of each ActiVan Ticket and/or Taxi Scrip Dollars, exclusive of applicable taxes, purchased by an Eligible Resident within thirty (30) days of receiving an invoice.
- 3.3 The invoice from the Transit Company immediately following a fare increase shall include notice to the Region of the new ActiVan Tickets and/or Taxi Scrip Dollars prices.
- 3.4 Despite the provision of Section 3.1, the Commissioner will, in his/her sole discretion, be entitled to amend the terms and conditions of payment set out above, of which thirty (30) days' written notice will be provided to the Transit Company.

4.0 SERVICES

- 4.1 The Region will establish an application process and identify Eligible Residents by applying the Region's eligibility requirements. Upon consent of the Eligible Resident, his/her name and approved fare type will be input by the Region into the secure SPLIT portal which can be accessed by the Region and authorized Transit Company staff. Eligible Residents will be eligible for one (1) year and must reapply thereafter.
- 4.2 The Transit Company will establish and apply a process for verifying and documenting the names of the Eligible Residents in order to ensure that ActiVan Tickets and/or Taxi Scrip Dollars are distributed to Eligible Residents only.
- 4.3 If the Transit Company's failure to exercise proper due diligence in the verification and documentation process required by Section 4.2 results in the provision of ActiVan Tickets and/or Taxi Scrip Dollars to individuals who are not Eligible Residents, the Region may not reimburse the Transit Company for the amount that represents the cost of the improperly distributed ActiVan Tickets and/or Taxi Scrip Dollars.

5.0 REPORTING AND MONITORING

- 5.1 The Transit Company will provide monthly documentation of the sale of ActiVan Tickets and Taxi Scrip Dollars via postal mail service or courier to the Region in a format satisfactory to the Region.

6.0 RECORDS

- 6.1 The Transit Company will maintain financial and other records related to this Agreement in a manner satisfactory to the Region. Such records will be made available to the Commissioner for review and/or audit upon reasonable notice to the Transit Company. The Region will be entitled to make copies of any of the Transit Company's records in connection with this Agreement.
- 6.2 The Transit Company will retain all records referred to in Section 6.1 for a minimum period of seven (7) years.
- 6.3 Section 6.0 will survive expiration or termination of this Agreement.

7.0 INDEMNIFICATION

- 7.1 The Transit Company indemnifies and saves harmless the Region, its councillors, officers, employees agents and contractors from any and all costs, claims, actions, loss, injury, expense, damages, fines, or recoveries, arising out of any act or omission of the Transit Company, its councillors, officers, employees, agents and contractors in connection with this Agreement.
- 7.2 The Region indemnifies and saves harmless the Transit Company, its councillors, officers, employees, agents and contractors from any and all costs, claims, actions, loss, injury, expense, damages, fines or recoveries arising out of any act or omission of the Region, its councillors, officers, employees, agents and contractors in connection with this Agreement.
- 7.3 The indemnities in Sections 7.1 and 7.2 include all reasonable legal costs (including fees and disbursements) incurred by the party indemnified, but does not include any administrative costs incurred by the party indemnified.
- 7.4 Section 7.0 will survive expiry or termination of this Agreement.

8.0 COMPLIANCE WITH LAWS

- 8.1 The Transit Company agrees that it will take any and all action and will do and provide the Services herein required to be provided in compliance with any law, the order of any Board or of any Court of competent jurisdiction, rule, regulation or requirement of the Government of Canada, or the Government of the Province of Ontario, or of any local Government, Board, Commission, Department or Officer. The Transit Company acknowledges and agrees that this Agreement may be terminated for the failure of the Transit Company to comply with any Applicable Law, rule, regulation, Policy or requirement.

9.0 FREEDOM OF INFORMATION

- 9.1 Either Party may audit the other Party's policies, practices and procedures with respect to the Party's compliance with *Personal Information Protection and Electronic Documents Act* (PIPEDA) or *Personal Health Information Protection Act* (PHIPA) and either Party will allow the other Party to enter the Transit Company's premises, talk to staff, review documents and take any other steps that may be necessary in this regard.
- 9.2 The Parties acknowledge that, in addition to any requirements under PIPEDA or PHIPA, both Parties have an obligation to comply with the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, as amended. Both Parties agree to assist and cooperate with the other Party in complying with the requirements of these Acts.
- 9.3 The Transit Company acknowledges that it may receive confidential information about the Region in the course of providing services pursuant to this Agreement. The Transit Company, its employees, agents and contractors will not divulge any confidential information about the Region acquired in the course of carrying out its services, without the prior written consent of the Region. Furthermore, the Transit Company will not use any confidential information acquired in the course of carrying out the services for any purposes other than the provision of services under this Agreement, without specific written authorization by the Region. For the purposes of this section, confidential information means any information that is not in the public domain.

10.0 NOTICE

- 10.1 Any notice, election, demand, request, consent or objection required or contemplated to be given or made by any provisions of this Agreement will be given or made in writing and either delivered personally or sent by registered mail, postage prepaid, addressed:

to the Region at:

1151 Bronte Road
 Oakville, Ontario
 L6M 3L1
 Attention: Director, Employment & Social Services

to the Transit Company at:

1 Halton Hills Drive
 Halton Hills, Ontario
 L7G 5G2

and will be deemed to have been received, if delivered personally, upon delivery and if mailed, five (5) days after the mailing thereof in a Post Office in Ontario. Any party may from time to time change the address to which notice is to be sent by giving written notice to the other party hereto.

11.0 CONFLICT OF INTEREST

11.1 The Transit Company will have a policy in place which is satisfactory to the Region to prevent conflicts of interest in the management of the program. The Transit Company will disclose to the Region any existing or potential conflict of interest that may exist at the date of signing or arise during the term of this Agreement.

12.0 RIGHTS AND REMEDIES

12.1 Nothing contained in this Agreement will be construed as restricting or preventing either party from relying on any right or remedy available to it at common law or by statute in the event of any breach of this Agreement or any terms or conditions of this Agreement by either party.

13.0 NO EMPLOYMENT

13.1 The parties expressly declare that it is neither their intention, nor their agreement, that this Agreement or any arrangements between them, will be, establish or deemed to be the Region as employer of the Transit Company or the parties as partners, joint venturers, or as agents for one another.

14.0 NON-EXCLUSIVITY

14.1 Nothing in this Agreement will be construed as to give the Transit Company any exclusive right or privilege in providing the Services or other activities described herein. The Region will retain the right to perform or contract for the same or similar services to be provided for Eligible Residents in the same geographic area.

15.0 DISPUTE RESOLUTION

15.1 If any disputes arise in regard to this Agreement, the Region, while retaining the right to terminate this Agreement at any time as set out above, may follow the dispute resolution process set out below:

Step 1: A verbal warning from the Region will be issued to the Transit Company. The Regional representative will outline the non-compliance with respect to any of the terms and conditions or performance requirements outlined in this Agreement.

Step 2: If non-compliance continues, a written notice from the Region will be issued to the Transit Company, stating the non-compliance and setting a time period for the Transit Company to correct it and warning of termination should it not be corrected in the allotted time.

Step 3: If the non-compliance continues, the Region retains the right to terminate this Agreement in accordance with Section 2.3, at any time during the dispute resolution process at its sole discretion.

16.0 FORMALITIES

- 16.1 The parties acknowledge that this Agreement constitutes the entire agreement between them. Any change, alteration or amendment to this Agreement will be made in writing and signed by the parties.
- 16.2 This Agreement extends and enures to the benefit of, and is binding upon, parties and their respective successors and assigns.
- 16.3 Should any provision or provisions of this Agreement be illegal or unenforceable, it or they will be considered separate and severable from this Agreement, and the remaining provisions will remain in force and be binding upon the parties.
- 16.4 All agreements, covenants and indemnifications in this Agreement will survive the expiration or earlier termination of this Agreement.
- 16.5 The parties will, upon the reasonable request of the other, make, do, execute, or cause to be made, done or executed, all such further and other lawful acts, deeds, things, documents and assurances necessary to give effect to this Agreement.
- 16.6 Acknowledgement of Regional support will be made as per current visibility identity guidelines of the Region of Halton, Strategic Communications Division. The Transit Company will contact its Regional representative, Social and Community Services for all matters related to Regional recognition.

(executions on following page)

This agreement is being validly signed by the parties.

)	THE REGIONAL MUNICIPALITY OF HALTON
)	
This day of , 2020)	
)	
)	Per: _____
at the Town of Halton Hills, in the)	Alex Sarchuk, Commissioner of Social
)	and Community Services
Province of Ontario)	
)	I/We have authority to bind the corporation.
)	
)	
This day of , 2020)	THE CORPORATION OF THE TOWN OF HALTON
)	HILLS
)	
at the Town of Halton Hills)	
)	
Province of Ontario.)	_____
)	Name:
)	Title:
)	
)	I/We have authority to bind the corporation.
)	
)	_____
)	Name:
)	Title:
)	
)	I/We have authority to bind the corporation.

MEMORANDUM

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

FROM: Jeff Markowiak, Director of Development Review

DATE: February 5, 2020

MEMORANDUM NO.: MEM-PD-2020-0001

RE: Halton Consolidated Streamlined Mineral Aggregate Review Protocol 2020 Update

PURPOSE OF THE MEMORANDUM:

The purpose of this memo is to inform Council of the recent updates made to the Halton Consolidated Streamlined Mineral Aggregate Review Protocol, which is used to guide the review of applications relating to mineral aggregate operations in Halton. The updated Protocol was presented to Regional Council via Report LPS11-20 at their February 12, 2020, meeting.

BACKGROUND:

In 2001 Halton Region Council approved a document entitled the “Halton Consolidated Streamlined Aggregate Review Protocol”. The Protocol served to establish the concept of a Joint Agency Review Team (JART) to review mineral aggregate extraction applications filed within the Region of Halton. Updates to the Protocol occurred in 2004 and 2007. Agencies involved in the creation of the Protocol and who also participate in a JART review include:

- Region of Halton;
- any of the four local municipalities (Burlington, Halton Hills, Milton, Oakville) potentially impacted by the aggregate proposal;
- Conservation Authorities;
- Niagara Escarpment Commission (NEC); and
- relevant Provincial Ministries, at their discretion (eg. MNRF, OMAFRA, MTO).

The Protocol applies to applications for new or expanding mineral aggregate sites in Halton, submitted under the *Aggregate Resources Act (ARA)*, *Planning Act* and, where applicable, *Niagara Escarpment Planning and Development Act (NEPDA)*. The objective of the protocol and JART process is to serve as a tool to:

- outline and clarify the stages of review undertaken through the JART process;
- facilitate information and expertise sharing amongst review agencies and staff;
- direct the aggregate industry in providing all required information in a coordinated and comprehensive manner needed to consider aggregate and/or aggregate related applications;
- co-ordinate and streamline all applicable agency staff actions including processing, circulating and commenting on aggregate applications;
- facilitate effective review and comment by the public by providing information early in the process and responding to questions and issues;
- support decision-making by Municipal Councils, the Local Planning Appeal Tribunal (LPAT), Joint Board (JB) and Cabinet; and
- reduce the length of time, duplication of effort and resources required to consider proposals for new or expanding pits and quarries.

The Protocol is meant to be adaptable and flexible rather than prescriptive. The processing of each application will vary depending on the type and scale of the application under consideration, as well as its location and predicted impact. Every JART established for past applications has occurred in accordance with the Protocol and has produced a report summarizing the background work, analysis and finding of JART from a technical perspective.

For Council's benefit, the JART itself does not make recommendations on whether or not aggregate applications should be approved. The municipalities and agencies with decision-making authority review the merits of the application on an independent basis, taking into account the JART's comments, along with public comments, prior to making their decision or taking a position. Each agency makes a recommendation to its Council or Board according to the specific mandates, policies and applicable legislation for making a decision.

COMMENTS:

Recent aggregate proposals in the Region of Halton (Milton and Burlington) have brought to light the need to update the Protocol, which was last updated in 2007. The need for the update is predicated on recent reforms to the land use planning regime in Ontario, feedback received and lessons learned through the use of the JART Protocol to date, and other administrative issues due to the passage of time. The changes recommended to the Protocol and presented to Region of Halton Council on February 12th include:

- under circumstances where concurrent *Planning Act* applications are not required to be filed for some aggregate proposals (ie. Reid Road Reservoir Quarry in Milton), changes have been made to encourage applicants to participate in consultation and technical review, and to clarify that Councils and boards may still receive reports outlining next steps and strategies related to proposals (in the absence of a *Planning Act* application). The information produced through the JART process would be used to provide comments

through the Ministry of Natural Resources and Forestry's (MNR) *Aggregate Resources Act* (ARA) review process.

- ensuring materials submitted in support of an aggregate application is fully usable as an electronic document that has enabled the search function and can be printed.
- recognizing the change from the Ontario Municipal Board (OMB) to the Local Planning Appeal Tribunal (LPAT).
- adding terms of reference preparation requirements, to align with the 2014 *Aggregate Resources Reference Manual*.
- formalizing determination of complete application requirements to align with the 2006 Bill 51 *Planning Act* amendments.
- removing a requirement for an early stage municipality/agency led meeting, noting that the *Aggregate Resources Act* consultation process already requires such a meeting that is coordinated by the proponent.
- updating the names of individual steps within the JART workflow to more accurately reflect the intent of the applicable task.
- clarifying the role of the Niagara Escarpment Commission (NEC) and reordering steps to accommodate applications for Niagara Escarpment Plan Amendments and Development Permits within the overall JART workflow.
- enhancing provisions related to the general JART intent, team structure, collaborative and consolidated approach to the review and the work products generated from the review.
- amending language to clarify responsibilities of each participating agency at each stage of the JART workflow.

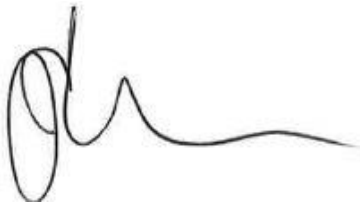
A copy of the updated Protocol is attached to this report as SCHEDULE 1. The updates, as outlined above, were made in consultation with staff from the four local municipalities, Conservation Authorities and NEC.

The updated Protocol will help clarify the JART process and the resources required to consider proposals for new or expanding mineral aggregate extraction operations. The updates should help minimize duplication of efforts among reviewing agencies and help ensure a consistent and thorough agency response across technical disciplines.

CONCLUSION:

It is recommended that this memorandum regarding recent updates made to the Halton Consolidated Streamlined Mineral Aggregate Review (JART) Protocol be received for information.

Reviewed and approved by,

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

John Linhardt, Commissioner of Planning and Development

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

Brent Marshall, Chief Administrative Officer

SCHEDULE 1 - UPDATED AGGREGATE REVIEW PROTOCOL

HALTON CONSOLIDATED MINERAL AGGREGATE REVIEW PROTOCOL (“Joint Agency Review Team Protocol”)

Introduction

The Halton Consolidated – Streamlined Mineral Aggregate Review Protocol was originally developed through an extensive, consultative process between Halton Region, Niagara Escarpment Commission (NEC), Local Municipalities, Conservation Authorities, Ministry of Natural Resources and Forestry (MNRF) and Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). The Protocol was first approved by Regional Council on January 31, 2001 and revised in September 2004, and again in March 2007. The February 2020 update is intended to incorporate feedback and lessons learned from these recent reviews into the Protocol alongside a number of necessary administrative edits to reflect other updated processes.

The Protocol applies to applications for new or expanding mineral aggregate sites in Halton, submitted under the *Aggregate Resources Act (ARA)*, *Planning Act* and, where applicable, *Niagara Escarpment Planning and Development Act (NEPDA)*. The objectives are to:

- provide clarity on the agencies’ technical review process for the public, government bodies and aggregate industry
- direct the aggregate industry in providing all required information in a coordinated and comprehensive manner needed to consider aggregate and/or aggregate related applications;
- co-ordinate and streamline all applicable agency staff actions including processing, circulating, consulting and commenting on aggregate applications;
- facilitate effective review and comment by the public by providing information early in the process and responding to questions and issues;
- support decision-making by Municipal Councils, Provincial Ministries, special purpose bodies, Conservation Authority Boards, the Local Planning Appeal Tribunal (LPAT), Joint Board (JB), and Cabinet; and
- reduce the length of time, duplication of effort, and resources required to consider proposals for new or expanding pits and quarries.

The major focus of the Protocol is to consolidate and streamline all mineral aggregate application processing as dictated by the three legislative instruments governing the processing of most mineral aggregate applications in Halton: *ARA*, *Planning Act* and *NEPDA*. The Parkway Belt West Plan, Greenbelt Plan, *Ontario Water Resources Act*, *Environmental Protection Act*, federal *Fisheries Act*, *Consolidated Hearings Act*, and any other relevant legislation may also be considered in the review of aggregate applications.

The Protocol is adaptable, meant to be flexible rather than prescriptive. It is based upon agreement by agency staff to work together as much as possible. The processing of each application will vary depending on the type and scale of the application under consideration as well as its location and predicted impact.

While the Protocol helps to improve coordination and communication among all agencies, it does not bind any of the participating government agencies to a predetermined position. The independent authority of each government decision-making body is enshrined in the pertinent legislation they are governed by. Likewise, the JART agencies may have their own individual requirements to be satisfied as part of their respective processes beyond those of the JART Protocol.

Explanation of the Protocol Flow Chart and Major Initiatives

The Halton Consolidated Mineral Aggregate Review Protocol extends from first consideration of a new or expanded aggregate operation to approval or denial of the various amendment applications and the ARA licence.

The four major stages are:

1. Pre-consultation
2. Formal Submission, Circulation and Review
3. Detailed JART Review and Agency Decision Making
4. Provincial Review, Decision Making and Approval / Refusal

Ten key initiatives occur during the four stages of the Protocol:

1. Extensive Pre-consultation Process
2. Establishment of a Joint Agency Review Team (JART)
3. Develop a JART Work Plan
4. Formal Submission, Determination of a Complete Application, Circulation and Initial Review
5. Holding of Statutory Public Meeting(s)
6. JART Review and Analysis of Agency and Public Comments
7. Niagara Escarpment Commission Decision Making, if applicable
8. Local & Regional Council Decision Making
9. LPAT or Joint Board (JB) Appeals and Hearings / Decisions
10. Provincial Decision Making and/or MNRF Approvals / Refusal

1. Extensive Pre-consultation Process

The following will generally be undertaken during pre-consultation:

- All agencies will be contacted by the agency first notified of the intent to establish an aggregate proposal that is subject to the Protocol to form a Joint Agency Review Team (JART), as described in #2. The agencies will identify approval

- requirements, applicable policies and guidelines, potential issues, and specific agency study requirements applicable to the intended aggregate proposal.
- A pre-consultation meeting will be held with the applicant, the applicant's consultants and members of the JART to discuss the process.
 1. Where a pre-consultation meeting is not held, the applicant will be encouraged to undertake these steps.
 - The JART agencies may make studies/reports or other documents obtained throughout the pre-consultation process available to the general public through their respective websites
 - The proponent should provide JART with:
 1. An overview of the proposal and key issues.
 2. A draft work program with milestones and timelines for JART consideration.
 - The JART will:
 1. Come prepared to discuss the proposal and complete application requirements.
 2. Indicate any additional costs that will be billed directly to the proponent.
 3. Provide comments or notes of the pre-consultation meeting.
 4. Develop a tracking system for comments received on the application(s)

Following the pre-consultation meeting, the applicant will prepare draft detailed Terms of Reference for the appropriate studies, as identified at the pre-consultation meeting, for review by JART agency staff. Review of and agreement upon those Terms of Reference will occur following the pre-consultation meeting.

This pre-consultation process does not establish or guarantee a particular agency position on the respective application(s). The agency review may be limited by missing information, studies or processing fees. Any pre-consultation staff comments will likely be preliminary in nature and qualified since the agency's final position will be determined by those with the decision-making authority. While the pre-consultation process may be extensive, it can eliminate delays down the road, duplication of effort, and possibly costly LPAT/Joint Board appeals.

The various Commissions, Councils, and Boards, as applicable, will be notified when pre-consultation begins on any new aggregate proposal that is subject to the Protocol. Pre-consultation with Halton Region and the Local Municipalities are required on applications for mineral aggregate extraction in accordance with *Planning Act* and their specific Official Plan requirements.

Where an applicant has not yet filed a planning application, the applicant shall be encouraged to request and attend a pre-consultation meeting with the appropriate conservation authority and the local and regional municipalities.

Pre-consultation also includes Items 2 and 3 described below.

2. Establishment of a Joint Agency Review Team (JART)

A JART will be established for any application for new or expanding mineral aggregate sites in Halton. This includes instances where no concurrent application under the *Planning Act* is active.

The JART is typically composed of a Chair and agency-appointed staff and/or experts from the Niagara Escarpment Commission (when applicable), the local municipality(ies), and the applicable conservation authority(ies). This coordination is critical when considering the multiple approvals potentially required and the range and complexity of issues for new or expanding pits or quarries. The Ministry of Natural Resources and Forestry, Ministry of the Environment, Conservation, and Parks (or successor ministries), and other pertinent ministries will be invited to participate. Should an agency choose not to participate in the JART, the remaining agencies shall continue within the JART framework. Ministries not participating within the JART framework will still be invited to attend meetings as applicable.

The JART agencies, in initial meetings, shall nominate an agency to Chair the process. The role of the Chair is to coordinate JART comments and track and respond to public and agency input on the proposed undertaking.

Subcommittees of the JART may be established to deal with specific areas of concern. For example, surface and ground water impacts could involve a subcommittee comprised of Regional, Conservation Authority, and Provincial Ministry staff.

At the initiation of an aggregate application, or at any time during the process, the agencies can determine that an application, by reason of its size and scope, will not require a full JART process review. This position will be reported to the respective Municipal Councils, Conservation Authority Boards, and the Niagara Escarpment Commission (NEC) where applicable, for consideration and endorsement.

3. Establish a JART Work Plan

During pre-consultation and taking into consideration the Protocol, JART should establish a work plan and timetable to ensure effective and efficient processing of the application. The work plan should consider the joint processing, public notification and advertisement, agency review, comment and final decision-making on all necessary applications for mineral aggregate extraction. As an example, a conceptual work plan with expected timelines for Regional Official Plan Amendments for mineral aggregate extraction applications is shown in Figure 1, on the following page.

The applicant and applicant's consultants should be in regular contact with the JART since the applicant is expected to provide the information needed for decision-making.

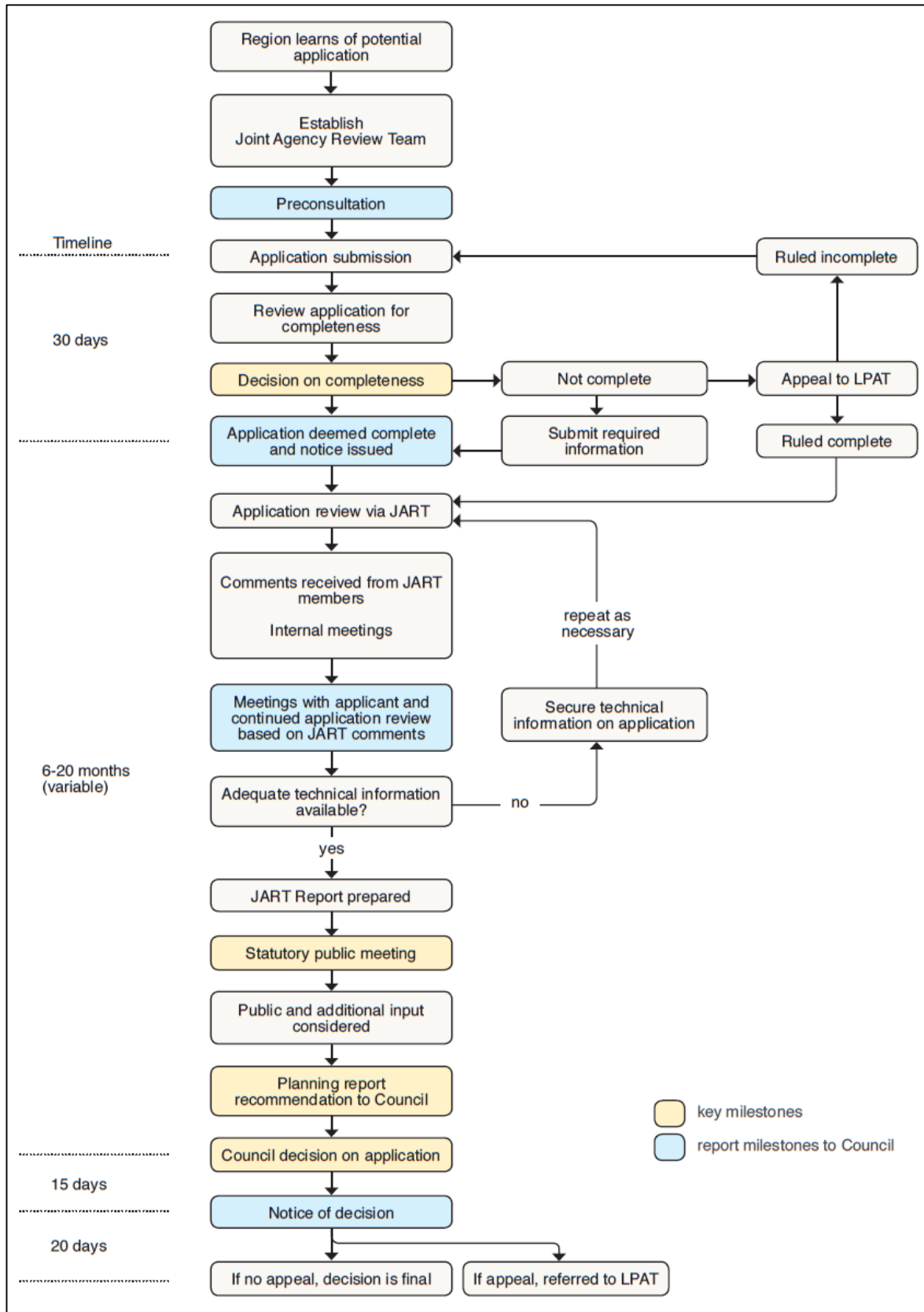


Figure 1. A conceptual work plan for a Regional Official Plan Amendment process for aggregate extraction applications. This conceptual work plan would be adjusted when a Niagara Escarpment Plan Amendment is required to ensure a decision on that application comes first.

4. Formal Submission, Determination of a Complete Application, Circulation and Initial Review

The applicant is encouraged to file all required amendment applications and supporting technical reports simultaneously to all review and approval bodies (i.e., MNR, Halton Region, Local Municipality(ies), Conservation Authority(ies), and if necessary, the NEC). The application forms and required background reports should be packaged so that each approval authority has the same information.

After submission of the application and supporting material, the JART Chair will call a meeting. The JART will discuss whether the applications are complete. If the individual agencies, as appropriate, deem the applications to be complete based on each agency's review and in accordance with their respective policies and guidelines, the JART Chair will prepare a circulation letter describing the review process, and undertake a joint (external agency/organization) circulation. The external agencies/organizations may include such organizations as utility companies, school boards, etc. As a result, the JART Chair will require additional application packages for circulation.

The proponent should create a website related to the proposal where all documentation originating from the proponent and links to other agencies' sites are available. The website should always include the most up-to-date information that has been provided on the application. To maximize accessibility to web based information, it is preferable for users to be able to access, download, search within the document, and print information that is part of the public record without registering on the site. The posting of documents in pdf format is strongly encouraged. All agencies will make their own documentation available on their respective websites along with links to other government websites with information on the proposed application.

Decisions on the completeness of an application under the *Planning Act* reside with each municipality with an application. Recommendations are not made by JART in this regard. However, JART will work to coordinate each municipality's and agency's review and ensure the overall review program is coordinated to the best extent possible.

Each JART agency will report on the merits of the applications to their respective Council, Board or Commission. The applicant and all JART agencies will be made aware of the staff reports and dates of Council, Board or Commission consideration. All attempts will be made to produce a consolidated set of comments from all agencies (acknowledging that all agencies may not share all comments and/or have different issues).

5. Holding of Statutory Public Meetings

Statutory public meetings required under the *Planning Act* (where applicable) and the *Aggregate Resources Act* will be held by each approval agency mandated to hold such meetings as part of their approval process. Notification of these meetings will be provided in accordance with the applicable *Act*. The applicant will have the opportunity to make a presentation and respond to questions at these public meetings.

While the *NEPDA* does not require a statutory public meeting, NEC staff may attend the Local and Regional meetings to advise of the NEC processing requirements and Niagara Escarpment Plan (NEP) policies and issues. As an administrative procedure when processing a NEP amendment application, NEC staff also distributes a copy of the application to property owners near the proposed aggregate site and invites comments pursuant to the NEP amendment process in the *NEPDA*. The NEC will post a public notice of the amendment application in accordance with its policies and legislative requirements. At certain intervals in the NEP amendment process, information is also posted by the Province on the Environmental Registry.

Opportunities to potentially consolidate public meetings, either as joint events or in close proximity to each other on the calendar, shall be explored by JART.

If MNRF deems the application to be complete for *ARA* approval purposes, additional requirements for notification and consultation apply in accordance with the *ARA* process.

6. JART Review and Analysis of Agency and Public Comments

Agency comments on the proponent's application package and public and agency comments will be shared amongst JART agencies. It may be necessary for the JART to arrange for third party reviews of some of the proponent's technical studies (e.g., noise, dust, air quality, blasting) that are outside of the expertise of the review agencies. The costs for third party reviews will be billed directly to the proponent. The JART Chair will co-ordinate agency comments where possible and, with JART member assistance, produce a JART Report or Reports, if required. Where there are differences of opinion, the reasons for those differences will be documented in the report. The applicant and MNRF will be provided a copy of this Report and afforded an opportunity to address any outstanding issues and concerns. The Report will also be posted on JART agency websites for review by the public.

Analysis generated through the JART review process can be used by the JART agencies for the filing, confirmation, or resolution of objections under their individual inputs into the *ARA* approval process.

7. Niagara Escarpment Commission Decision Making

Where the subject property is located within the NEP area, the NEC shall participate in the JART process. As the senior policy document, the NEP takes precedence over the Regional and Local planning documents.

Prior to the statutory public meetings under the *Planning Act*, NEC staff will provide an initial report together with the request for comments on the NEP Amendment and Development Permit application to the Region, Local Municipalities and other outside agencies so that any issues of relevance can be acknowledged in their review of the *Planning Act* applications.

Where the NEC makes a decision to endorse the NEPA and Development Permit applications, and where there is no public or agency opposition, the NEC will forward the

NEPA application to the Minister of Natural Resources for approval. Where there is opposition, the NEC will request that Hearing Officers be appointed. Once Hearing Officers have made a recommendation, the applications come back to the NEC to adopt the position. The final decision rests with either the Joint Board or Cabinet (see #9 below). However, before the Joint Board or Cabinet makes a decision, a hearing is held.

8. Local & Regional Council Decision Making

For Official Plan Amendments, the senior plan (Regional Official Plan Amendment - ROPA) is dealt with first since the Local Official Plan (LOPA) and Zoning By-law (ZBLA) Amendments must be in conformity with the Regional Official Plan. If the proposal is in the NEP area, the Niagara Escarpment Plan Amendment process must be completed and a Development Permit issued first.

Should the ROPA, LOPA, and ZBLA be approved and passed without appeal (after the 20-day appeal periods), the Region will advise the MNRF that the Minister or Cabinet can make a decision on the approval of the ARA Licence application. Regional Council will request that where the Province decides to approve the NEP Amendment and associated Development Permit, the Regional and Local Official Plans shall also be amended.

Where no *Planning Act* application is made, agency Councils and Boards may still receive reports from staff outlining next steps and strategies related to the proposal.

9. Local Planning Appeal Tribunal (LPAT) or Joint Board (JB) Hearings

Should there be an appeal of the ROPA, LOPA, and ZBLA and/or a referral of the ARA application to LPAT, the file material, reports and recommendations will be sent to the LPAT for a Hearing. The applicant is provided with the opportunity to resolve any objections. If satisfied, the appellants may withdraw their appeal. For appeals that are not withdrawn, where the subject lands are outside of the NEP area, the LPAT will consider appeals. Where the NEP is involved, a hearing of the Joint Board (JB) under the *Consolidated Hearings Act* could be convened to hear all outstanding objections.

10. Provincial Decision Making and/or MNRF Approvals

Where the NEC is involved, the Minister of MNRF will exercise ministerial authority in accordance with the decision-making process outlined in the *NEPDA*. The Provincial Cabinet may ultimately be responsible for making the final decision.

Conclusion

This Protocol is intended to be followed by government review agencies processing mineral aggregate applications within Halton Region, with the cooperation of the applicant.

MEMORANDUM

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

FROM: Roumen Kotev, Traffic Analyst

DATE: January 29, 2020

MEMORANDUM NO.: MEM-TPW-2020-0001

RE: Annual Province Wide School Crossing Guard Appreciation Day – March 25, 2020

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to advise that March 25, 2020 has been designated province wide as the annual School Crossing Guard Appreciation Day. On this day, school crossing guards will be recognized for the work done each day to assist pedestrians in busy roadways, as well as bring about awareness of the Crossing Guard Program within local municipalities.

BACKGROUND:

The Ontario Traffic Council (OTC) has recognized the need to develop uniformity throughout the province with regard to school crossing guards. A key initiative was to designate one day in the year that would be recognized as the official School Crossing Guard Appreciation Day.

COMMENTS:

The use of social media and public outreach will be important in making this initiative successful. Town staff has collaborated with our communications group to ensure that this information is available on the Town's website and through other social media networks. Given most municipalities use these standardized formats, ensuring the same messaging is being repeated throughout, the likelihood of success and awareness will be widespread.

CONCLUSION:

The annual Province wide School Crossing Guard Appreciation Day will occur on March 25, 2020. The Town of Halton Hills will recognize its School Crossing Guards with a social gathering and refreshments.

In addition, the Town will continue to recognize our School Crossing Guards for their outstanding service in June at the end of the school year.

Reviewed and approved by,



Maureen Van Ravens, Director of Transportation



Chris Mills, Commissioner of Transportation and Public Works



Brent Marshall, Chief Administrative Officer

MEMORANDUM

TO: Planning, Public Works & Transportation Committee

FROM: Chris Mills, Commissioner Public Works & Transportation & Harry Olivieri, Commissioner & Chief of Fires Service

DATE: February 7, 2020

MEMORANDUM NO.: TPW-2020-0002

RE: Winter Storm Preparedness – January 2020

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to provide an update summary of activities required for the January, 2020 Winter Storm events as it relates to Public Works Maintenance and the Fire Department Emergency Preparedness.

COMMENTS:

Although winter weather is often challenging and unpredictable, the Town of Halton Hills Public Works and Fire Service staff continued to provide a high level of winter maintenance and emergency preparedness services. This memo provides a summary of the work required to manage the winter storm events.

In anticipation of the heavy rainfalls, high winds, possible freezing rain and/or snow forecasted, Public Works and Fire Services staff prepared equipment and activities to address the inclement weather conditions forecasted for the community.

Below lists the various preventative measures performed, including post event activity information for both the Public Works and Fire Service departments:

Public Works Pre-Event Preparedness:

- Chainsaws were sharpened and fueled up.
- Four (4) portable generators were prepared.
- The Cube van was loaded with Water over road signs, and sandbags.
- Two (2) steam generators, for thawing of culverts were prepared.

- Six (6) Tandems trucks were equipped with chains on the tires for extra traction during a freezing rain event.
- Salt dome was completely loaded.
- Storm water runoff including, catchbasins, ditch inlets, ditches, and tributaries leading to the rivers were cleared of any and all debris, including snow and or ice.
- Continuous monitoring of the Credit river to ensure no substantial build up ice on the river itself and levels are low currently.
 - Three (3) large pumps were prepared.
 - Substantial supply of ¾ “ crusher run stored at PW for any erosion concerns.
 - Gas cans and diesel tanks fully supplied (2 with a capacity of 4,500 litres each).

Public Works Post Event Report:

- Total of 185.5 hrs worked (straight time).
 - Seven (7) staff on Saturday: during the torrential downpours clearing catch basins, ditch inlets
 - Fifteen (15) staff on Sunday: to salt the main arterial and collector routes, before sanding all urban and rural secondary roads.
- Responding to just over 50 phone calls from residents.
- Continuously monitored the Credit River, Silvercreek and many kilometers of ditches.
- Note: Because the weather was mild enough leading into the event, staff had zero frozen culverts and also no extra water due to melting snow.
- Two Road Closures due to the volume of water flowing over the roadway:
 - 10th Line south of 10 Side Rd.
 - 5 Side Rd between the 8th and 9th Line.
- FallBrook Trail was closed and subsequently grade due to erosion concerns.
- Fairy Lake breached its banks on Mill St. just east of Victoria Ave.
 - Fortunately it just ran down onto the roadway and got away through the catch basins.
 - No damage to any infrastructure on this occasion.
 - Staff monitored the pumps and added an additional gas pump at a storm pond on the 8th Line south of 32 Side Rd.

Fire Department Emergency Planning Preparedness and Activities Pre-Event:

- Monitoring Environment Canada & Ontario Emergency Management messaging.
- Monitoring other agency messaging such as Credit Valley Conservation Authority, Halton Conservation Authority, Halton Hills Hydro, Halton Region.
- Use of social media and e-mail to advise Senior Management Team, Council and Public of Environment Canada issuance of winter storm warning.
- All full-time and part-time given updates and weather status
- Staff assigned to:
 - Checking and testing fire department building emergency generators.

- All emergency vehicles and gas powered equipment topped up and tested where necessary.
- Small equipment and supplies checked.
- Weekend staffing levels confirmed.
- Senior Administrative staff (3) put on-call for the weekend.

Fire Service Post-Event Report:

- Continued monitoring of EnvCan, Weather Network, and above mentioned agency messaging throughout event.
- Liaising with Superintendent of Public Works staff & sharing information on Town status throughout storm (road closures, flooding etc.).
- Sharing info with Town Communications staff to post as necessary on social media.
- Updating the public on fire department social media.
- Continued monitoring of Credit River, Silver Creek & Fairy Lake conditions.
 - Drone used for view of inaccessible areas.
- Dispatch regularly updated with road conditions.
- Continued monitoring of staff requirement.
- Fire Department responded to a total of nine (9) emergency responses on January 11 and 12, 2020.
 - Three of these calls were related to weather including:
 - Flooding in structure - 2
 - Motor vehicle collision - 1

Communications Summary:

Below provides a summary of the Communication's team's involvement throughout the winter event:

The Communications staff posted warnings in advance on Friday afternoon. Posts included warnings and updates, retweets and posts from Environment Canada, Halton Police, Halton Hills Fire Department and Halton Region. Also posted, thanks to the many residents who sent words of thanks to our road crews. Message of support sent to residents of Newfoundland who are suffering from severe conditions.

Facebook:

- Total reach: 13,635 (number of people who would potentially have seen our posts)
- Engagement: 1,726 (likes, shares and comments on posts)
- Comments: 47 (including private messaging and repeated follow-ups on same)

Twitter:

- Impressions: 13,152 (number of people who potentially would have seen our tweets)
- Engagements: 330 (any action including comments, likes or shares of any tweet, and private messages for response)

Overall, positive messaging and thanks, though as expected frustrations as well.

CONCLUSION:

Public Works and Fire Services staff worked cohesively on a number of vigilant operations throughout the Town of Halton Hills first winter storm of 2020. Staff will continue to monitor and adjust their responsibilities as required to keep our roadways and community safe during the winter season.

Reviewed and approved by,

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

Brent Marshall, Chief Administrative Officer