

AGENDA

COUNCIL MEETING

Monday, June 15, 2020, Call to Order 3:30 p.m., Convene into Closed Session at 3:35 p.m.,
Reconvene into Open Meeting at 6:00 p.m.

VIA Zoom Meeting

In our efforts to contain the spread of COVID-19 and to protect all individuals, public attendance at Council Meetings will not be permitted at this time. The public may submit questions and/or comments regarding Agenda matters to clerks@haltonhills.ca prior to the meeting. Comments submitted may be considered as public information and entered into the public record.

Pages

1. OPENING OF THE COUNCIL MEETING

3:30 p.m. Council Chambers

2. CLOSED MEETING/CONFIDENTIAL REPORTS FROM OFFICIALS

1. REPORT NO. RP-2020-0013 (PRESENTATION)

RECREATION AND PARKS REPORT NO. RP-2020-0013 dated April 6, 2020 regarding the security of the property of the municipality or local board. (Feasibility Study)

2. REPORT NO. RP-2020-0016

RECREATION AND PARKS REPORT NO. RP-2020-0016 dated May 26, 2020 regarding a proposed or pending acquisition or disposition of land by the municipality or local board. (Surplus Lands)

3. CONFIDENTIAL VERBAL UPDATE (PRESENTATION)

Opening Remarks by A. B. Marshall, Chief Administrative Officer followed by a Confidential Verbal Update and Presentation by C. Mills, Commissioner of Corporate Services and M. Leighton, Treasurer and Director of Accounting regarding the security of the property of the municipality or local board. (Financial Impact Update)

4. CONFIDENTIAL VERBAL UPDATE

CONFIDENTIAL VERBAL UPDATE by A.B. Marshall, Chief Administrative Officer regarding personal matters about an identifiable individual including municipal or local board employees. (Update)

5. CONFIDENTIAL VERBAL UPDATE

CONFIDENTIAL VERBAL UPDATE by Mayor R. Bonnette regarding personal matters about an identifiable individual including municipal or local board employees (Town Related Matters)

3. RECESS AT THE CALL OF THE CHAIR

4. RECONVENE INTO OPEN SESSION

5. NATIONAL ANTHEM

6. ANNOUNCEMENTS

7. EMERGENCY BUSINESS MATTERS

8. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST

9. COUNCIL DELEGATIONS/PRESENTATIONS

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

1. Minutes of the Council Meeting held on May 25, 2020.

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2. Confidential Minutes of the Council Meeting held on May 25, 2020.

(Under separate Cover)

11. GENERAL COMMITTEE

COUNCIL TO CONVENE INTO GENERAL COMMITTEE

Mayor R. Bonnette to remain in the Chair

Vet Reports to be considered at General Committee

1. Public Meetings / Hearings

2. Delegations/Presentations regarding items in General Committee

3. Municipal Officers Reports to be Considered by General Committee

All Reports and Memorandums considered in General Committee are deemed "Emergency Action Items" or "For Information Items" which require final disposition by Council at this meeting.

Reports will be automatically held if there is a presentation, delegation, or public meeting on the matter.

a. REPORT NO. ADMIN-2020-0011

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OFFICE OF THE CAO REPORT NO. ADMIN-2020-0011 dated May 29, 2020 regarding Proposed Changes to Business Licensing By-law 2005-0067.

b.	REPORT NO. CORPSERV-2020-0017	49
	CORPORATE SERVICES REPORT NO. CORPSERV-2020-0017 dated May 29, 2020 regarding 2019 Insurance Claim Activity.	
c.	REPORT NO. PD-2020-0004	53
	PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0004 dated June 5, 2020 regarding Intensification Opportunities Study Update –Results and Recommendations.	
d.	MEMORANDUM NO. ADMIN-2020-0002	277
	OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2020-0002 dated April 29, 2020 regarding Approvals by Delegated Authority.	
e.	MEMORANDUM NO. FIRE-2020-0002	283
	FIRE SERVICES MEMORANDUM NO. FIRE-2020-0002 dated June 8, 2020 Appointment of Regional Fire Coordinator.	

4. Adjourn back into Council

- 12. REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL**
- 13. REPORTS OF THE STANDING COMMITTEES (ADOPTION / RECEIPT OF MINUTES & RECOMMENDATIONS)**
NIL
- 14. RECEIPT OF MINUTES OF ADVISORY/SPECIAL COMMITTEES**
NIL
- 15. PETITIONS/COMMUNICATIONS/MOTIONS**
- 16. ADVANCE NOTICE OF MOTION**
Motion(s) to be brought forward to the next meeting of Council.
- 17. MOTION TO RECEIVE AND FILE GENERAL INFORMATION PACKAGE**
Resolution prepared to receive the General Information Package dated June 15, 2020, for information.
- 18. MOTION TO APPROVE CLOSED SESSION ITEMS**
(Council to reconvene into Closed Session if required)

19. CONSIDERATION OF BYLAWS

1. BY-LAW NO. 2020-0034

285

A By-law to adopt the proceedings of the Council Meeting held on the 15th day of June, 2020 and to authorize its execution.

20. ADJOURNMENT



MINUTES
COUNCIL MEETING
MONDAY, MAY 25, 2020

The Town of Halton Hills Council met this 25th day of May, 2020 in the Council Chambers, Halton Hills Town Hall, commencing at 4:00 p.m., with Mayor R. Bonnette in the Chair and reconvened into Open Session at 6:00 p.m. in the Council Chambers.

MEMBERS PRESENT: Mayor R. Bonnette,
(EP-Electronic Participation) Councillor C. Somerville (EP), Councillor J. Fogal (arrived 4:50 p.m.)(EP),
Councillor M. Albano (EP), Councillor J. Hurst (EP),
Councillor T. Brown, Councillor B. Lewis (EP),
Councillor W. Farrow-Reed (EP), Councillor M. Johnson (EP),
Councillor B. Inglis (EP), Councillor A. Lawlor (EP)

STAFF PRESENT: A. B. Marshall, Chief Administrative Officer,
(Closed Session) S. Jones, Clerk & Director of Legislative Services,
(E – Electronically Present) C. Mills, Commissioner of Corporate Services (E),
J. Linhardt, Commissioner of Planning & Development,
W. Harris, Commissioner of Recreation & Parks,
M.J. Leighton, Manager of Accounting and Town Treasurer (E),
G. Cannon, Chief Librarian (E),
B. Andrews, Interim Commissioner of Transportation and Public Works (E),
R. Cockfield, Director of Strategic Planning (E),
K. Okimi, Director of Parks and Open Space (E)
V. Petryniak, Deputy Clerk,
R. Brown, Deputy Clerk

STAFF PRESENT: A. B. Marshall, Chief Administrative Officer,
(Open Session) S. Jones, Clerk & Director of Legislative Services,
(E – Electronically Present) C. Mills, Commissioner of Corporate Services (E),
J. Linhardt, Commissioner of Planning & Development,
W. Harris, Commissioner of Recreation & Parks (E),
H. Olivieri, Chief & Commissioner of Fire Services (E),
B. Andrews, Interim Commissioner of Transportation and Public Works(E)
M.J. Leighton, Manager of Accounting and Town Treasurer (E),
G. Cannon, Chief Librarian (E),

*** Denotes Change From Council Agenda**

1. OPENING OF THE COUNCIL MEETING

Mayor R. Bonnette called the meeting to order at 4:00 p.m. in the Council Chambers.

2. CLOSED MEETING/CONFIDENTIAL REPORTS FROM OFFICIALS

Resolution No. 2020-0082

Moved by: Councillor C. Somerville

Seconded by: Councillor A. Lawlor

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

2.1 RECREATION AND PARKS REPORT NO. RP-2020-0011 dated March 6, 2020 regarding a proposed or pending acquisition or disposition of land by the municipality or local board. (Land Acquisition)

2.2 OFFICE OF THE CAO REPORT NO. ADMIN-2020-0007 dated February 4, 2020 regarding a proposed or pending acquisition or disposition of land by the municipality or local board. (Land Donation)

CARRIED

Council convened into Closed Session at 4:05 p.m.

3. RECESS AT THE CALL OF THE CHAIR

Mayor R. Bonnette called for a recess at 4:58 p.m.

4. RECONVENE INTO OPEN SESSION

Resolution No. 2020-0083

Moved by: Councillor A. Lawlor

Seconded by: Councillor M. Albano

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

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

5. NATIONAL ANTHEM

6. ANNOUNCEMENTS

6.1 Virtual Town Hall

Mayor R. Bonnette announced that on Thursday, May 28 at 4:00 p.m. he will be hosting the 8th Virtual Town Hall.

6.2 Heat Warning

Mayor R. Bonnette announced that Halton Region has issued a heat warning for the next few days.

7. EMERGENCY BUSINESS MATTERS

7.1 Motion to Participate in the Ontario-Canada Emergency Commercial Rent Assistance Program

Mayor R. Bonnette brought forward a motion to Participate in the Ontario-Canada Emergency Commercial Rent Assistance Program.

Councillor M. Johnson assumed the Chair for this matter.

Resolution No. 2020-0084

Moved by: Mayor R. Bonnette

Seconded by: Councillor J. Fogal

WHEREAS businesses throughout Halton Hills are suffering catastrophic losses of revenue during the COVID19 public health emergency as a result of reduced demand for products and services or by being closed by order of the Province of Ontario during the pandemic resulting in losses of countless jobs and the inability of business operators to continue to pay expenses during the emergency including rent for their business premises;

AND WHEREAS Restaurants Canada, the trade organization for the foodservice industry, reports that 10% of Canadian restaurants permanently closed by the end of March and as many as 50% of those remaining are at risk of failure, in no small measure, due to the lack of ability to pay rent or secure affordable accommodation from their landlords;

AND WHEREAS the loss of many small and medium businesses will hurt and delay Canada's full economic recovery following the COVID-19 pandemic;

AND WHEREAS Halton Hills is encouraged by the cooperation between the Federal and Provincial government to develop the Ontario-Canada Emergency Commercial Rent Assistance program;

AND WHEREAS both the Ontario Chamber of Commerce and the Canadian Federation of Independent Business have called for a moratorium on commercial evictions;

AND WHEREAS in accordance to provisions contained within section 18(i) of the Commercial Tenancies Act, provides that a commercial landlord may repossess leased premises 15 days after the tenant fails to both (i) pay rent and (ii) remedy the failure in the interim and many businesses are either being evicted or are at risk of imminent eviction causing uncertainty for operators and their employees;

AND WHEREAS the supports that have been provided to businesses to date and predominately focused on keeping staff employed are not sufficient in most cases to keep expenses paid, especially rent, which is often the most significant single operating expense of a business;

AND WHEREAS the Canada Emergency Commercial Rent Assistance (CECRA) program that was announced by the Federal government on April 24, 2020, has not, to this date, been implemented and that the proposed conditions for participation in the CECRA create unreasonable barriers to participations including: requiring that commercial landlords have mortgages and the proceeds of the funding be sent directly to such mortgage holder and not the landlord; that the landlord must both agree to participate and apply for the CECRA, that the landlord must apply for each commercial unit where they own many, and that only leases with gross rents of under \$50,000 per month can qualify;

AND WHEREAS not all landlords choose to apply and there should be flexibility for tenants to qualify for rent subsidy in the case.

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Halton Hills calls upon the Province of Ontario to freeze commercial evictions within the Province of Ontario for a period up to and including thirty days following the conclusion of the order declaring an emergency under s 7.0.1 (1) the Emergency Management and Civil Protection Act;

AND FURTHER THAT Council for the Town of Halton Hills calls upon the Federal and Provincial governments to resolve barriers to participate in the Ontario-Canada Emergency Commercial Rent Assistance (OCECRA) and launch the program immediately;

AND FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, the Ministers of Municipal Affairs and Housing, Minister of Finance, the Prime Minister of Canada, the Minister of Small Business, Export Promotion and International Trade and the Minister of Families, Children and Social Development and Minister Responsible for Canada Mortgage and Housing Corporation (CMHC), Halton area Members of Provincial Parliament and Members of Parliament as well as all Halton local municipalities, AMO and FCM, the local Chambers of Commerce and the Canadian Federation of Independent Businesses.

CARRIED

8. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST

8.1

Councillor J. Hurst declared a pecuniary/conflict of interest with respect to the Emergency Business Item 7.1 of the agenda - Motion to Participate in the Ontario-Canada Emergency Commercial Rent Assistance Program, as he is the owner and landlord of commercial properties in Downtown Acton. He did not vote or participate in any discussions on this matter.

8.2

Councillor J. Hurst declared a pecuniary/conflict of interest with respect to Item No. 2.1 of the Agenda - Confidential Report No. RP-2020-0011 dated March 6, 2020, as he is the owner of a property adjacent to the property listed in the report. He did not vote or participate in any discussions on this matter.

8.3

Councillor T. Brown declared a pecuniary/conflict of interest with respect to Item No. 2.2 of the Agenda - Confidential Report No. ADMIN-2020-007 dated February 4, 2020, as his family members own the property listed in the report. He did not vote or participate in any discussions on this matter.

9. COUNCIL DELEGATIONS/PRESENTATIONS

NIL

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

Resolution No. 2020-0085

Moved by: Councillor B. Inglis

Seconded by: Councillor B. Lewis

THAT the following minutes are hereby approved:

- 10.1 Minutes of the Council Meeting held on March 9, 2020
- 10.2 Minutes of the Council Workshop held on March 9, 2020.
- 10.3 Minutes of the Special Council Meeting held on March 20, 2020.
- 10.4 Minutes of the Special Council Meeting held on April 6, 2020 (1:30 pm)
- 10.5 Minutes of the Special Council Meeting held on April 6, 2020 (1:36 pm)
- 10.6 Minutes of the Council Meeting held on April 27, 2020.
- 10.7 Confidential Minutes of the Council Meeting held on March 9, 2020.
- 10.8 Confidential Minutes of the Council Workshop held March 9, 2020.
- 10.9 Confidential Minutes of the Special Council Meeting held on March 20, 2020.
- 10.10 Confidential Minutes of the Special Council Meeting held on April 27, 2020.

CARRIED

11. GENERAL COMMITTEE

Resolution No. 2020-0086

Moved by: Councillor M. Johnson

Seconded by: Councillor C. Somerville

THAT Council do now convene into General Committee.

CARRIED

Mayor R. Bonnette remained in the Chair for the role of Presiding Officer.

11.1 Public Meetings / Hearings

NIL

11.2 Delegations/Presentations regarding items in General Committee

11.2.a Natalie Smurthwaite, Resident of Halton Hills - Email Submission

N. Smurthwaite submitted an email on May 20, 2020 regarding Item No. 11.3.a of the Council Agenda, Report No. PD-2020-0023 dated May 12, 2020.

N. Smurthwaite stated her concerns with respect to the orientation of the condominium building, the long construction period, disruption to the existing neighbourhood and how trucks are entering and exiting the site during construction.

(Delegation Notes on file in the Clerk's Office)

11.3 Municipal Officers Reports to be Considered by General Committee

11.3.a PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0023 dated May 12, 2020, regarding the "Recommendation Report for proposed Official Plan and Zoning By-law Amendments to allow for the development of 14 townhouse units (Building 2) and a 5-storey condominium (Building 3) on the former Memorial Arena site (Georgetown)".

Recommendation No. GC-2020-0015

THAT Report No. PD-2020-0023, dated May 12, 2020, regarding the "Recommendation Report for proposed Official Plan and Zoning By-law Amendments to allow for the development of 14 townhouse units (Building 2) and a 5-storey condominium (Building 3) on the former Memorial Arena site (Georgetown)", be received;

AND FURTHER THAT Town of Halton Hills Official Plan Amendment No. 41, which amends the Town of Halton Hills Official Plan, for the lands municipally known as 26, 28, 30, 34, 36, 38 & 42 Mill Street and 3 & 11 Dayfoot Drive (Georgetown), as generally shown in SCHEDULE 4 – OFFICIAL PLAN AMENDMENT, be adopted as an exempt Local Official Plan Amendment on the basis that the Amendment is consistent with the Provincial Policy Statement (2020), conforms or does not conflict with all applicable Provincial Plans, conforms with the Region of Halton Official Plan, conforms to the overall intent of the Town of Halton Hills Official Plan, has regard for matters of Provincial interest, and represents

good planning for the reasons outlined in Report No. PD-2020-0023, dated May 12, 2020;

AND FURTHER THAT the Zoning By-law Amendment, to amend Town of Halton Hills Zoning By-law 2010-0050, as amended by By-law 2017-0045, for the lands municipally known as 26, 28, 30, 34, 36, 38 & 42 Mill Street and 3 & 11 Dayfoot Drive (Georgetown), as generally shown in SCHEDULE 5 – ZONING BY-LAW AMENDMENT, be approved for the same reasons as outlined in the preceding recommendation;

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

CARRIED

11.3.b OFFICE OF THE CAO REPORT NO. ADMIN-2020-0009 dated May 12, 2020 regarding a request from Property Owner of 10 Henry Street for a variance to the Fence By-law 2002-0060, as amended.

Recommendation No. GC-2020-0016

THAT Report No. ADMIN-2020-0009 dated May 12, 2020 regarding a request from Property Owner of 10 Henry Street for a variance to the Fence By-law 2002-0060, as amended is received;

AND FURTHER THAT the fence variance contained in Report No. ADMIN-2020-0009 be granted to Property Owner of 10 Henry Street, with conditions as set out by Council.

CARRIED AS AMENDED

11.3.c OFFICE OF THE CAO REPORT NO. ADMIN-2020-0013 dated May 19, 2020, regarding the Enbridge Natural Gas Expansion Project to Ballinafad, Limehouse and Silver Creek.

Recommendation No. GC-2020-0017

THAT Report No. ADMIN-2020-0013, dated May 19, 2020, regarding the Enbridge Natural Gas Expansion Project to Ballinafad, Limehouse and Silver Creek, be received;

AND FURTHER THAT Council formally support an application submitted by Enbridge Gas Inc. to the Government of Ontario's Provincial Natural Gas Expansion Support Program in order to expand the natural gas system to service Halton Hills in Ballinafad, Limehouse and Silver Creek;

AND FURTHER THAT Council support making a financial contribution towards the proposed project in an amount equivalent to the property tax that would be recovered on the new natural gas infrastructure for a period of 10 years as a financial support to the proposed project per the Ontario Energy Board (OEB) guidelines for the Natural Gas Expansion Support Program;

AND FURTHER THAT Council endorse Mayor Bonnette providing a letter of support to Enbridge;

AND FURTHER THAT a copy of this resolution be forwarded to Enbridge for inclusion in their application to the Ontario's Natural Gas Expansion Support Program and to the Town of Erin.

CARRIED AS AMENDED

11.3.d PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0022 dated 15 May 2020, titled "Heritage Halton Hills By-law, Heritage Impact Assessment (HIA) Terms of Reference, and Heritage Delegation By-law".

Recommendation No. GC-2020-0018

THAT Report PD-2020-0022 dated 15 May 2020, titled "Heritage Halton Hills By-law, Heritage Impact Assessment (HIA) Terms of Reference, and Heritage Delegation By-law" be received;

AND FURTHER THAT Council pass the Heritage Halton Hills Committee By-law as contained within Appendix A of Report PD-2020-0022, including the Halton Hills Terms of Reference contained within Schedule A of the draft By-law;

AND FURTHER THAT Council repeal By-law No 93-075, as amended by By-law 01-026;

AND FURTHER THAT Council endorse the Heritage Impact Assessment Terms of Reference as contained within Appendix B of Report PD-2020-0022;

AND FURTHER THAT Council pass the Heritage Delegation By-law as contained within Appendix C of Report PD-2020-0022.

CARRIED

11.4 Adjourn back into Council

Recommendation No. GC-2020-0019

THAT General Committee do now reconvene into Council.

CARRIED

12. REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL

Resolution No. 2020-0087

Moved by: Councillor C. Somerville

Seconded by: Councillor W. Farrow-Reed

THAT the recommendations regarding the Reports & Memorandums from the Monday, May 25, 2020 General Committee Meeting are hereby adopted:

GC-2020-0015

GC-2020-0016 AS AMENDED

GC-2020-0017 AS AMENDED

GC-2020-0018

CARRIED

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

NIL

14. RECEIPT OF MINUTES OF ADVISORY/SPECIAL COMMITTEES

Resolution No. 2020-0088

Moved by: Councillor A. Lawlor

Seconded by: Councillor J. Fogal

THAT the following minutes are hereby received for information:

14.1 Minutes of the Georgetown Business Improvement Area (BIA) Meeting held on March 10, 2020.

14.2 Minutes of the Halton Hills Public Library Board Meeting held on March 11, 2020.

- 14.3 Minutes of the Halton Hills Public Library Board Meeting held on April 1, 2020.
- 14.4 Minutes of the Halton Hills Public Library Board Meeting held on April 8, 2020.
- 14.5 Minutes of the Georgetown Business Improvement Area (BIA) Meeting held on April 14, 2020.

CARRIED

15. PETITIONS/COMMUNICATIONS/MOTIONS

NIL

16. ADVANCE NOTICE OF MOTION

NIL

17. MOTION TO RECEIVE AND FILE GENERAL INFORMATION PACKAGE

Mayor. R. Bonnette pulled forward the Letter from the Mayor of Montreal and ICLEI Global Ambassador on Local Biodiversity, Valérie Plante dated May 18, 2020 regarding International Day for Biodiversity and World Environment Day. (Pages 65-71)

Councillor C. Somerville pulled forward the Letter from Halton Region dated March 4, 2020 regarding Mental Health Education in Secondary Schools (Pages 4-6) and requested that the Mayor write a letter to the Minister of Education, Stephen Lecce regarding this matter.

Resolution No. 2020-0089

Moved by: Councillor B. Lewis

Seconded by: Councillor J. Hurst

THAT the General Information Package dated May 25, 2020 be received.

CARRIED

18. MOTION TO APPROVE CLOSED SESSION ITEMS

2.1

RECREATION AND PARKS REPORT NO. RP-2020-0011 dated March 6, 2020 regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Land Acquisition).

Resolution No. 2020-0090

Moved by: Councillor C. Somerville

Seconded by: Councillor B. Inglis

THAT Confidential Report No. RP-2020-0011 dated March 6, 2020 regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Land Acquisition) be received;

AND FURTHER THAT Staff carry out Council's direction on this matter as set out in the Confidential Minutes dated May 25, 2020.

CARRIED

2.2

OFFICE OF THE CAO REPORT NO. ADMIN-2020-0007 dated February 4, 2020 regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Land Donation).

Resolution No. 2020-0091

Moved by: Councillor M. Johnson

Seconded by: Councillor B. Lewis

THAT Confidential Report No. ADMIN-2020-0007 dated February 4, 2020 regarding a proposed or pending acquisition or disposition of land by the municipality or local board (Land Donation) be received;

AND FURTHER THAT Staff carry out Council's direction on this matter as set out in the Confidential Minutes dated May 25, 2020.

CARRIED

19. CONSIDERATION OF BYLAWS

Resolution No. 2020-0091

Moved by: Councillor B. Inglis

Seconded by: Councillor M. Johnson

THAT the following Bills are hereby passed by Council;

AND FURTHER THAT the Mayor and Clerk are hereby authorized to execute the said by-laws and affix the seal of the Corporation thereto:

BY-LAW NO. 2020-0027

A By-law to adopt Amendment No. 41 to the Official Plan of the Town of Halton Hills 26, 28, 30, 34, 36, 38 & 42 Mill Street and 3 & 11 Dayfoot Drive (Georgetown).

BY-LAW NO. 2020-0028

A By-law to Amend Zoning By-law 2010-0050, as amended by By-law 2017-0045, for the lands described as Part of Lot 19, Concession 9; Lot 2, Lots 3,4,5,6 of Plan 341, Town of Halton Hills.

BY-LAW NO. 2020-0029

A By-law to repeal and replace By-law No. 89-0036, as amended by By-law Nos. 93-075, 95-187, and 01-026, to establish the Town's Heritage Halton Hills Committee.

BY-LAW NO. 2020-0030

A By-law to delegate Council's power under the Ontario Heritage Act for certain types of alterations to properties designated under Part IV and Part V of the Ontario Heritage Act.

BY-LAW NO. 2020-0031

A By-law to authorize the Town of Halton Hills to accept the donation of the lands legally described as Part of Lot 23, Concession 5 (Esquesing), shown as Part 1, 20R-16077, for the purpose of natural open space.

BY-LAW NO. 2020-0032

A By-law to adopt the proceedings of the Council Meeting held on the 25th day of May, 2020 and to authorize its execution.

CARRIED

20. ADJOURNMENT

Resolution No. 2020-0092

Moved by: Councillor J. Hurst

Seconded by: Councillor B. Lewis

THAT this Council meeting do now adjourn at 7:09 p.m.

CARRIED

Rick Bonnette, MAYOR

Suzanne Jones, CLERK



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Valerie Petryniak, Deputy Clerk – Administration & Special Projects

DATE: May 29, 2020

REPORT NO.: ADMIN-2020-0011

RE: Proposed Changes to Business Licensing By-law 2005-0067

RECOMMENDATION:

THAT Report No. ADMIN-2020-0011 dated May 29, 2020 regarding proposed changes to Business Licensing By-law 2005-0067, be received;

AND FURTHER THAT Council approve the deletion of Schedule No. 11 (Pet Care and Breeding Service Establishment) of Business Licensing By-law 2005-0067, to be replaced by a new Schedule 'E';

AND FURTHER THAT Council approve the deletion of Schedule No. 5 (Non-Store Direct Selling) of Business Licensing By-law 2005-0067, to be replaced by new Schedule 'F';

AND FURTHER THAT Council approve the deletion of Schedule No. 9 (Specialty Trade Contractor) of Business Licensing By-law 2005-0067, to be replaced by new Schedule 'G';

AND FURTHER THAT Council approve the removal of Golf Courses from the Amusement & Recreation Schedule B and add it as Golf Club House to Food Business, Schedule C and that staff revise both schedules to reflect this change;

AND FURTHER THAT Council adopt the new Schedules E, F, and G and revised Schedules B and C to By-law 2005-0067.

BACKGROUND:

Report No. CS-2015-0030 outlined the recommended changes to Business Licensing By-law 2005-0067 and was adopted by Council on May 12, 2015. It stated in the report that staff are to bring forward a report for each category and the respective schedules that need to be changed. This report will address the schedules for the Pet Care Establishments, Non-Store Direct Selling and Specialty Trade Contractor categories.

This report will also address the re-categorization of Golf Courses from the Amusement & Recreation category and add as Golf Club House to the Food Business category.

COMMENTS:

Pet Care Establishment – Previously Schedule No. 11 – New Schedule ‘E’

The new Schedule E (Appendix A) of Business Licensing By-law 2005-0067 relates to Pet Care Establishments such as Kennels and Pet Store/Shops. There have been no additions to this schedule of the by-law. Changes were mainly housekeeping amendments which included re-numbering of the schedule and clarifying definitions. Requirements for this schedule address the conditions of the premises the animals must be kept in and the conditions the animals themselves must be kept (ie., free from sickness and disease) One small amendment to this schedule was the requirement that every person who is sold a dog is advised of the Town’s dog licensing requirements. All businesses in this category will be advised of this new requirement and staff will assist in delivering marketing material to business owners which they can pass along to their customers.

Non-Store Direct Selling – Previously Schedule No. 5 – New Schedule ‘F’

The new Schedule F (Appendix B) of Business Licensing By-law 2005-0067 encompasses different types of selling that do not occur in a building setting, with the exception of Pawnbrokers and Second Hand Good Stores. There have been slight amendments to this schedule of the by-law that will not have a negative impact on applicants. Changes were mainly housekeeping which included the re-numbering of the schedule and clarifying definitions.

The definition of “Temporary Event Sale” was amended to become “Temporary Event”. The removal of the word “sale” resulted in a broader definition which would allow the Town to licence events that would not fall within the Public Events criteria. The definition reads:

“Temporary Event” means the display, demonstration of products or services to the public at an event such as an exhibition, fair, carnival, festival, flea market, trade show, antique show, trunk sale, tournament sport event, concert, or any other similar Public event by two (2) or more participants or temporary vendors for a period of not exceeding seven (7) days in duration and is conducted and overseen by a Person, foundation, or an organization licensed under this By-law.

This schedule addresses temporary vendors, which include door-to-door sales. The Province banned door-to-door sales on March 1, 2018, however that was only for certain products and services. As there are still some products and services allowed to be sold door-to-door, staff were aware of the necessity to outline the manner in which the licensee would need to conduct themselves.

Section 17 outlines that no temporary vendor conducting door-to-door sales shall:

- a) solicit in an aggressive manner;
- b) threaten the person solicited with physical harm, by word, gesture or other means, during the solicitation or after the person solicited responds or fails to respond to the solicitation;
- c) use abusive language during the solicitation or after the person solicited responds or fails to respond to the solicitation;
- d) continue to solicit a person in a persistent manner after the person has responded negatively to the solicitation.

Specialty Trade Contractor – Previously Schedule No. 9 – New Schedule ‘G’

The new Schedule G (Appendix C) of Business Licensing By-law 2005-0067 relates to Specialty Trade Contractors which include, drain contractors, general contractors, HVAC and plumbers. Changes to this schedule were mainly housekeeping amendments which included re-numbering of the schedule and clarifying definitions.

We have approximately 160 licensed Special Trade Contractors in Halton Hills. Many of them have their business registered to their homes and don't have a commercial place of business. As a result, staff have received some complaints over the years regarding commercial vehicles parked in residential areas as well as equipment being stored in garages. Staff felt it necessary to clarify that obtaining a Specialty Trade Contractor licence does not constitute ignoring other by-law requirements for these matters and added the following:

- 4. No Licensee of a Specialty Trade Contractor shall store equipment or commercial vehicles, on Premises that will be in contravention of the Town's Zoning By-law or any other by-law.

Golf Courses

At the Council meeting on December 12, 2016, Council approved the new schedules for Amusement and Recreation, Schedule B; and Food Business, Schedule C. Golf Courses currently fall into the Amusement and Recreation schedule. After reviewing the licensing by-laws of other municipalities, staff observed that the few municipalities who licence golf courses are ones in which the courses are owned by the municipality. These by-laws regulate the hours of operation and use of the golf course. As all of the

golf courses in Halton Hills are privately owned, staff feel regulating just the Club House, similar to a restaurant licence would make more sense. Staff are suggesting removing Golf Courses from the Amusement and Recreation Schedule B and adding it as Golf Club House to the Food Business Schedule C. The requirements would remain the same; however the fee would be lowered to reflect the same that a restaurant would pay. Both schedules will be revised to reflect this change. (see Appendix D and E)

For the 2020-2021 licence, staff will use the Restaurant fee for a Food Business Licence as found in the 2020 Rates and Service Charges passed by Council on November 11, 2019. The new fee will be included in the 2021 Rates and Service Charges by-law.

RELATIONSHIP TO STRATEGIC PLAN:

These recommended changes relate to the Town's Strategic Plan to provide responsive, effective Municipal Government and efficient delivery of municipal services.

FINANCIAL IMPACT:

There will be a slight financial impact with the re-categorization of Golf Club's which will impact revenue by \$1015.00.

CONSULTATION:

Staff have consulted with the Clerk and Director of Legislative Services and the Acting Supervisor of Enforcement.

PUBLIC ENGAGEMENT:

The golf courses were notified by mail of the change affecting their licence category.

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 does not advance the Strategy's implementation.

COMMUNICATIONS:

All businesses in these categories will be notified of the new by-law schedules.

CONCLUSION:

As part of the overall review process for Business Licensing By-law 2005-0067, staff are submitting new Schedules E, F and G and revised Schedules B and C for the Committee's consideration and recommendation to Council.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Suzanne Jones". The signature is fluid and cursive, with the first name "Suzanne" written in a larger, more prominent script than the last name "Jones".

Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is written in a bold, cursive style, with the first name "Brent" and last name "Marshall" clearly distinguishable.

Brent Marshall, Chief Administrative Officer

Schedule “E” to By-law No. 2005-0067

Pet Care Establishments

In addition to the other requirements of this By-law, the following regulations apply to Pet Care Establishments as defined in this Schedule.

Interpretation

1. In addition to the terms defined in the general section of this By-law, the following terms shall have the corresponding meanings;

“Kennel” means any building or structure where dogs are kept, harboured, bred, raised, sheltered, cared for, or boarded for profit or offered for sale but shall not include:

- a) a veterinary hospital under the care of a licensed veterinarian;
- b) a public pound or animal shelter used by the Town for impounding dogs; and
- c) any Premises licensed under any Provincial or Federal Statute that permits the keeping of dogs under certain conditions.

“Pet Care Establishment” means any Premises in which services or products for animals are sold and includes a Kennel, pet shop, pet food and pet supply store.

“Pet Shop” means a Premise where animals or birds for use as pets are sold or kept for sale, as well as a premise where animal food, supplies and accessories are sold.

Licence Required

No Person shall carry on the business of a Pet Care Establishment within the Town of Halton Hills unless he has obtained a licence in accordance with the requirements of this by-law.

Upon issuance, each licence shall be posted in a conspicuous place on the premises so licensed.

Application Requirements

2. In addition to the application requirements as set out in the general section of this By-law, every person at the time of making application for a *Pet Care Establishment – Kennel* license shall provide:

- a) a detailed drawing of the property showing the location of the Kennel in relation to the dwelling unit, dog runs, fencing and other buildings on the property;
- b) if applicable, submit a Certificate of Registration or certified extract with the Canadian Kennel Club or other association incorporated under the Animal Pedigree Act (Canada) indicating that all dogs kept, bred and raised in the kennel are so registered or eligible to be registered;
- c) Written permission from the registered owner of the lands where the Kennel is located, if the Applicant is not the owner of the lands, confirming that such registered owner permits the Kennel use.

Inspections

- 3. The issuance of a Pet Care Establishment licence shall be subject to:
 - a) inspection/approval from the Halton Hills Fire Department;
 - b) inspection/approval from an Officer of the Town;
 - c) approval from the Town's Zoning Officer.

Kennel Requirements

- 4. The building in which the Kennel is operated shall:
 - a) be no closer than thirty (30) metres from any property line;
 - b) be separated and enclosed and shall not be attached to a dwelling unit or any other building which is or can be used for human habitation;
 - c) have a floor of concrete or other impermeable material with a drain opening constructed as a plumbing fixture, and such floor shall be thoroughly cleaned daily, or more often if necessary;
 - d) be maintained in a sanitary, clean condition and free from offensive odours;
 - e) have windows that can be opened for proper ventilation;
 - f) have proper climate control;
 - g) have an outside area for use by dogs enclosed with a solid board fence of a minimum height of two (2) metres, which shall be deemed part of the building for the purpose of this by-law;

- h) conform to the Building Code Act and the Ontario Fire Code, as well as any other applicable law, and be maintained in such a manner as to be free from damage.
5. All Animals shall:
- a) be kept in adequately sized cages to allow the animal to extend its legs to their full extent, stand or sit, turn around or lie down in a fully extended position, and all cages are to be constructed solely of metal, wire or impermeable concrete block;
 - b) be kept in sanitary, well-bedded, well-ventilated, naturally lighted, clean quarters and such quarters shall be maintained and kept at a healthy temperature at all times;
 - c) be adequately fed and watered, periodically each day and kept in a clean, healthy condition, free from vermin and disease.
6. Every person who is sold a dog who resides in Halton Hills will be advised of the Town's dog licensing requirements.

Pet Shop Requirements

7. Every Pet Care Establishment licensee – Pet Shop shall ensure that:
- a) the Premises to be used are maintained in a clean, sanitary condition, well-ventilated, and free of any offensive odours;
 - b) cages, containers, enclosures, or tanks used to house and display animals, birds, fish or reptiles are sufficient in size and dimensions to permit the animal to stand to its normal full height, turn around, and lie down in a fully extended position, and are structurally sound;
 - c) cages or containers are cleaned daily and all holding areas for dogs and cats are disinfected daily;
 - d) every animal is provided with adequate food and potable water at all times;
 - e) temperatures in the living quarters of every animal, bird, fish, or reptile are maintained appropriate for the health of the species; and
 - f) every Person who is sold a dog is advised of the Town's dog licensing requirements.

7. No Licensee of a pet shop shall knowingly sell, offer or keep for sale either in connection with the licensed pet shop, or in connection with any other business operation;
 - a) any sick, diseased, or unhealthy animal, bird, fish or reptile which exhibits signs of an infectious disease, including distemper, hepatitis, leptospirosis, rabies, or any other deficiency including rickets, malnutrition, parasites, or any abnormality that might affect the health of the animal;
 - b) sell, offer to sell, display or give to any Person a dog or cat that is under the age of eight (8) weeks;
 - c) sell or offer for sale to give away any wild animal or exotic animal or any other animal which is not permitted within the boundaries of the municipality as defined by the Town's Responsible Pet Owner's By-law.
6. Every Licensee of a pet shop shall seek treatment by a qualified Person for any injured, sick, diseased, or dying animal bird, fish or reptile kept for sale.
7. No Licensee of a pet shop shall sell a dog or cat without providing a dated receipt describing the animal and a current certificate of health issued by a veterinarian to the consumer.
8. Every Licensee of a pet shop shall maintain a register or a computer database to store the details of the purchase of each dog or cat indicating the name and address of the licensee's supplier, a full description of the dog or cat including gender, colour, breed, or cross-breed, locations of any markings, etc., and the date of each transaction for the term of the license and available for inspection by an Officer upon request.

Schedule "F" to By-law No. 2005-0067 Non-Store Direct Selling

In addition to the other requirements of this By-law, the following regulations apply to Non-Store Direct Selling as defined in this Schedule.

Interpretation

1. In addition to the terms defined in the general section of this By-law, the following terms shall have the corresponding meanings;

"aggressive manner" means a manner that is likely to cause a reasonable person to be concerned for his or her safety or security.

"Auction" means a public sale of goods, articles, merchandise, and wares where an auctioneer calls out and receives bids and the article is sold to the highest bidder, but does not include a Silent Auction, or sale conducted by a receiver, liquidator, trustee, court, bailiff, executor, or sheriff under any general or special Act.

"Film and Motion Picture Production" means commercial or trade film production shoots, including feature films, documentaries, and commercials but does not include news reporting, non-profit productions, team photos, weddings or student productions.

"Mock Auction" means the auctioning of goods wherein the auctioneer leads Persons in attendance at an Auction to believe that a potential purchaser has made a bid on an item, which bid has not been made.

"Newspaper Distribution Box" includes any coin-operated or other box or stand that holds newspapers, periodicals, or other printed material for access by the general public.

"Non-store Direct Selling" means the sale of goods at an Auction, Temporary Event Sale, from a Newspaper Distribution Box or from a Person such as a Temporary Vendor, Pawnbroker, Second Hand Goods Dealer, or Sign Distributor and includes the business of film location production shoots.

"Pawnbroker" means a Person who carries on the business of taking by way of pawn or pledge, any article for the repayment of money lent thereon as defined in the Pawnbrokers Act, R.S.O.1990.

“Public Assembly Hall” means any privately-owned Premises that are offered for use, or are used, as a place of public assembly, for events, banquets, and public performance concerts, but does not include a theatre, a school, or municipal or religious Premises.

“Sale of Second Hand Goods” means selling, offering for sale or displaying for sale, antique items, used goods, wares, materials, merchandise, or second hand items of any kind by retail.

“Second Hand Goods Dealer” means a Person who sells, offers for sale or displays for sale, antique items, second hand, or used, goods, materials, merchandise, or items of any kind in a retail establishment, other than a resident conducting a yard or garage sale relating to the occasional sale of surplus domestic items originating from a private residence or neighbouring residences.

“Sign Distributor” means a Person who sells, rents or leases, or offers for sale, rent or lease, or otherwise provides, erects, installs, or locates, a sign or other advertising device.

“Silent Auction” means an Auction in which written bids are submitted on cards or electronically during a specified period at the end of which all the bids are compared.

“Temporary Event” means the display, demonstration of products or services to the public at an event such as an exhibition, fair, carnival, festival, flea market, trade show, antique show, trunk sale, tournament sport event, concert, or any other similar Public event by two (2) or more participants or temporary vendors for a period of not exceeding seven (7) days in duration and is conducted and overseen by a Person, foundation, or an organization licensed under this By-law.

“Temporary Vendor” means a Person who travels about offering the sale of products and/or services as a door-to-door salesperson, hawker or peddler, or operator of a sales stand at an event.

Licence Required

2. No Person shall carry on the business of *Non-Store Direct Selling* within the Town of Halton Hills without first obtaining a licence in accordance with the requirements of this by-law.

Upon issuance, each licence shall be posted in a conspicuous place on the premises so licensed.

Charitable Non-Profit Exemption

3. Notwithstanding any provision of this by-law, any registered Canadian charitable organization and any registered non-profit organization is exempt from requiring a Non-Store Direct Selling licence for door-to-door selling and Auctions conducted for charitable and non-profit fundraising purposes.

Application Requirements – General

4. In addition to the application requirements as set out in the general section of this By-law, every person at the time of making application for a *Non-Store Direct Selling* licence shall provide:
 - a) a Certificate of Insurance completed and signed by the applicant's Insurance Broker providing proof of Commercial General Liability insurance in a minimum amount of not less than (2) million dollars (\$2,000,000) with an endorsement that notice will be given to the Certificate Holder in writing at least (30) days prior to cancellation, expiration, or variation thereof. The Town of Halton Hills must be listed as the Certificate Holder, unless otherwise specified in this By-law.

Auction

5. This issuing of a Non-Store Direct Selling licence for an Auction shall be subject to a fire safety inspection of the premises by the Town.
6. Every Non-Store Direct Selling Licensee of an Auction shall:
 - a) keep and maintain a clearly legible record of the name and address of the owners of goods to be sold, a detailed description of such goods, the price at which the goods may be sold, the reserved bid on the goods, if any, and the names and addresses of the Persons purchasing such goods;
 - b) pay the proceeds less legal commissions and charges to the Person entitled after the sale of such Person's goods or return such goods in the case no sale is made less his or her proper costs and charges; and
 - c) maintain order in the Auction house at all times.
7. No Non-Store Direct Selling Licensee of an Auction shall:
 - a) conduct or permit any Mock Auction to be conducted;
 - b) make or permit any misrepresentation as to the nature, content, quality, quantity, or value of any item being auctioned;

- c) give any articles or sell them for nominal amounts for the purpose of stimulating bidding;
- d) do any act that is calculated to confuse the purchase as to the amount he or she pays for any article;
- e) act in concert with Persons known as boosters for the purpose of raising bids or stimulating business; and
- f) sell or put up for sale by auction any article on which a reserve bid has been placed without first having announced clearly to those in attendance at the auction that such reserve bid is on the item.

Newspaper Distribution Box

- 8. The issuing of a Non-Store Direct Selling licence for a Newspaper Distribution Box shall be subject to:
 - a) a site inspection by the Town for each Newspaper Distribution Box;
- 9. Every Non-Store Direct Selling applicant or Licensee of a Newspaper Distribution Box shall:
 - a) provide a complete list of proposed locations for approval by the Town;
 - b) indicate the newspaper or magazine that shall be sold or offered in such Newspaper Distribution Box; and
 - c) provide the written permission of any private property Owner permitting the location of a Newspaper Distribution Box on private property.
- 10. A Non-Store Direct Selling Licensee of a Newspaper Distribution Box may place a Newspaper Distribution Box on municipal property provided that:
 - a) the location of every Newspaper Distribution Box is approved by the Town;
 - b) the Newspaper Distribution Box is not located within twenty (20) metres of a convenience store selling newspapers or similar periodicals;
 - c) the Newspaper Distribution Box does not obstruct vehicular or pedestrian traffic;
 - d) the Newspaper Distribution Box does not interfere with the maintenance or repair of any Highway, public sidewalk, or other municipal or private property;
 - e) the Newspaper Distribution Box is maintained in good operational order and repair and does not become unsafe, unsightly, or defective;

- f) the area around the Newspaper Distribution Box is kept clean and free of litter;
 - g) no more than one (1) Newspaper Distribution Box owned by any newspaper or magazine company is placed at any one location unless they are of different branded products; and
 - h) the Newspaper Distribution Box is not affixed or chained to any traffic control sign or signal pole.
11. A Licensee of a Newspaper Distribution Box shall immediately remove a Newspaper Distribution Box that contravenes any provisions of this by-law upon receiving notice to do so from the Town.
12. The Town may immediately remove a Newspaper Distribution Box posing a hazard without notification to the licensee of the Newspaper Distribution Box.
13. Where the Licensee of a Newspaper Distribution Box does not comply with the provisions of this by-law within five (5) days, the Newspaper Distribution Box will be removed by the Town and stored for a minimum period of thirty (30) days from the date of removal after which time, the Town may dispose of the Newspaper Distribution Box without further notification or compensation to the Licensee.
14. The Licensee of an impounded Newspaper Distribution Box shall pay all associated costs of removal to the Public Works division in order to reclaim any Newspaper Distribution Box within thirty (30) days of impoundment.

Temporary Vendor

15. Every Non-Store Direct Selling applicant or Licensee for a Temporary Vendor licence shall:
- a) provide a complete list to the Town fully describing the goods, merchandise, or services offered for sale;
 - b) provide the contact information of the supplier or alternate proof that second-hand goods offered for sale are bonafide;
 - c) provide a certificate of approval from the Halton Region Health Department before selling any food product;
 - d) produce two (2) pieces of identification, one (1) of which contains a photograph to the satisfaction of the Issuer of Licenses;
 - e) provide an up-to-date list of the name and address of every employee who will be going door-to-door to conduct sales;

- f) submit the written permission of a property Owner if any salesperson is temporarily locating on private property in a commercial zone;
 - g) submit two (2) passport size photographs to the satisfaction of the Issuer of Licences or agree to have a photograph taken by the Town upon request; and
 - h) obtain a permit issued by the Fire Department before selling or displaying fireworks.
16. Every Temporary Vendor licensee shall ensure that each employee conducting door-to-door sales on his or her behalf:
- a) wears identification to clearly identify themselves and the
 - b) sells goods door to door only between the hours of sunrise and sunset;
 - b) does not obstruct any doorway or Highway, nor stop or park any Motor Vehicle at an intersection, entrance to a school yard or public park or in a public park or place to conduct sales;
 - c) uses a duplicating receipt book stating their operating name and company address and fills out the total amount of goods sold, the applicable taxes, signature of the salesperson, delivery date, if applicable, and provides a receipt to any Person who purchases goods from him or her; and
 - d) if temporarily selling from a location on private property, has the written permission of the registered property Owner.
17. No Temporary Vendor conducting door-to-door sales shall:
- a) solicit in an aggressive manner;
 - b) threaten the person solicited with physical harm, by word, gesture or other means, during the solicitation or after the person solicited responds or fails to respond to the solicitation;
 - c) use abusive language during the solicitation or after the person solicited responds or fails to respond to the solicitation;
 - d) continue to solicit a person in a persistent manner after the person has responded negatively to the solicitation.

Temporary Event

18. Every person, foundation, or organization who holds an exhibition, carnival, festival, flea market, antique show, trunk sale, tournament sport event, concert, or any other similar Public Event where products, goods, and/or services will be displayed, demonstrated or sold to the public by two or more participants or

Temporary Vendors (whether invited to attend or not), shall obtain a Temporary Event licence for the duration of the event, and the completed application shall be received by the Issuer of Licences not less than thirty (30) days prior to the event.

Every applicant or Licensee of a Temporary Event shall:

- a) submit in the form of a letter a list of all temporary vendors including every food vendor who will operate in conjunction with the event;
- b) indicate the number of stalls, booths, tables, or concessions available for rent by vendors and the number of days they will be operating;
- c) provide proof of the requisite insurance coverage for the event with the Town of Halton Hills named as additional insured;
- d) provide written property owner's authorization if the event is being held on private property;
- e) be accompanied by proof that adequate sanitary facilities are provided to the satisfaction of the Regional Municipality of Halton Health Department.

19. Every Licensee of a Temporary Event Sale shall:

- a) ensure all entrances, corridors, and exits are not blocked, obstructed, or impeded; and
- b) maintain a record of all vendors indicating the owner's name, business operating name, address, and phone number or keep a copy of any agreement entered into with the vendor that contains such information to provide upon request to an Officer.

20. Every individual food vendor who sells food at a Temporary Event Sale shall make separate application to the Town for a Commercial Refreshment Vehicle – Food Event licence, unless otherwise exempt through this By-law.

Sign Distributor

21. Every Sign Distributor shall not install, erect, or locate any sign in the Town without obtaining all requisite permits in accordance with the Town's Sign By-law.

Pawnbroker

22. Every applicant or licensee of a Pawnbroker licence shall:
- a) give to the Town, security to the satisfaction of the Treasurer in the sum of two thousand (\$2,000.00) for due observance in accordance with the Pawnbrokers Act, R.S.O. 1990, c.P.6;
 - b) forthwith report to the Halton Regional Police any article offered to him or her that he or she has reasonable cause to suspect may have or may be stolen or unlawfully obtained; and
 - c) advise Halton Regional Police of any article or object on which the serial number has been obliterated or removed at least twenty-four (24) hours prior to acquisition.

Second Hand Goods Dealer

23. Every licensee of a Second Hand Goods Dealer licence shall:
- a) maintain a record of all second hand goods purchased or taken in exchange, which record shall include the make, model, name, serial number, code, or any other identifying marks, the date of the purchase or exchange, the purchase price of each item, and provide the contact information of the supplier or alternate proof that second-hand goods offered for sale are bonafide;
 - b) forthwith report to the Halton Regional Police any article offered to him or her that he or she has reasonable cause to suspect may have or may be stolen or unlawfully obtained; and
 - c) not display any goods or merchandise outside of a second hand goods store so as to obstruct the sidewalk.
24. No Licensee dealing in Second Hand Goods shall purchase or exchange or receive any second hand goods from any person who appears to be under the influence of an intoxicating substance.

Film and Motion Picture Production

25. An applicant for a licence to shoot a Film and Motion Picture Production within the Town of Halton Hills shall:
- a) submit an application a minimum of ten (10) working days in advance of the location shoot where no temporary road closure is required;
 - b) submit an application a minimum of eight (8) weeks in advance of the location shoot where a temporary road closure is required to fulfill legislated requirements;
 - c) respond promptly with adequate information and full disclosure about the extent of the production to all inquiries from the Issuer of Licences;
 - d) ensure the execution of all necessary agreements;
 - e) provide proof of insurance satisfactory to the Town and naming the Town as an additional insured in the amount specified by the Town, and any other required documents;
 - f) submit the required licensing fee and a deposit or Letter of Credit in an amount specified by the Town between one thousand dollars (\$1,000.00) and five thousand dollars (\$5,000.00) depending on the length and requirements of the production, to enable the town to recover any costs that may be incurred by the Town; and
 - g) shall be subject to the approval of the production by all agencies the Town deems appropriate.

Schedule “G” to By-law No. 2005-0067
Specialty Trade Contractor

In addition to the other requirements of this By-law, the following regulations apply to Specialty Trade Contractor as defined in this Schedule.

DEFINITIONS

1. In addition to the terms defined in the general section of this By-law, the following terms shall have the corresponding meanings;

“Drain Contracting Company” means a Person who undertakes or is engaged in the business of drainage work including the installing, replacing, repairing or maintenance of drains, drainage systems and sewage disposal systems, who solicits and advertises such work to the public, and who either is himself a Drain Contractor or employs a Drain Contractor.

“Drain Contractor” means a Person who carries on the business of laying, repairing and installing public or private drains and sewage disposal systems on the exterior of any building.

“General Trade Contractor” means a Person who is skilled in any trade involving building, constructing or removing any building or structure of any kind, and includes but is not limited to poured concrete, framing, masonry, roofing, siding, glass and glazing, finish carpentry, paint, wall, flooring, building finishing, foundation, exterior building renovations, landscape construction, pool installation, and driveway paving work.

“General Trade Contracting Company” means a Person who undertakes or is engaged in the business of contracting General Trade work and who solicits and advertises such work to the public, except a trade, business, or occupation otherwise required to be licensed under this by-law and also except homebuilders who are insured under the Ontario Home Warranty Program.

“Heating Ventilation Air Conditioning Contracting Company” means a Person who undertakes or is engaged in the contracting of heating, ventilation, and air conditioning work including the installing, repairing, and maintaining of warm air, hot water or steam heating equipment of any kind, who solicits and advertises such work to the public, and who either is himself a Master HVAC Installer or employs a Master HVAC Installer.

“HVAC” shall mean Heating Ventilation Air Conditioning

“Journeyman Plumber” means a Person who has been issued a certificate of qualification by the Province of Ontario, and who having served an apprenticeship is qualified to work in the plumbing trade under the direction of another more qualified Person.

“Master HVAC Installer” means a Person who has been issued a Certificate of Qualifications under the *Ontario College of Trades and Apprenticeship Act, 2009*, S.O. 2009, c.22, as amended and is aware of and knowledgeable in the general regulations under this act and operates in a manner pursuant to the requirements of the act and its Regulations and is skilled in the planning, superintending and installation of warm air, steam and hot water heating systems, air conditioning and ventilation systems, and equipment used in connection therewith, who engages in such work, and who is familiar with the laws, rules, and regulations governing the same.

“Master Plumber” means a Person who has been issued a Certificate of Qualifications in the plumbing trade under the *Ontario College of Trades and Apprenticeship Act, 2009*, S.O. 2009, c.22, as amended and is aware of and knowledgeable in the general regulations under this act and operates in a manner pursuant to the requirements of the act and its Regulations and is skilled in the planning, superintending, and installing of plumbing, who engages in such work, and who is familiar with the laws, rules, and regulations governing the same.

“Plumbing Contracting Company” means a Person who undertakes or is engaged in the business of contracting for plumbing work, who solicits and advertises such work to the public, and who either is himself a Master Plumber or employs as Master Plumber.

“Septic Tank Contracting Company” means a Person who undertakes or is engaged in the business of contracting for septic tank installation work, who solicits and advertises such work to the public, and who either is himself a qualified on-site sewage installer registered by the Province to supervise septic tank installations or employs an on-site sewage installer.

“Specialty Trade Contractor” includes but is not limited to Plumbing Contracting Company, Master Plumber, Journeyman Plumber, Drain Contracting Company, Drain Contractor, Septic Tank Contracting Company, Heating Air Conditioning and Ventilation Contracting Company, Master HVAC Installer, General Trade Contractor and General Trade Contracting Company.

PROHIBITIONS

2. No Person shall carry on the business of a *Specialty Trade Contractor* within the Town without first obtaining a licence in accordance with the requirements of this by-law.

3. No person licensed as a Specialty Trade Contractor under this By-law and Schedule shall perform any work which requires a licence or permit unless the licence or permit is first obtained.
4. No Licensee of a Specialty Trade Contractor shall store equipment or commercial vehicles, on Premises that will be in contravention of the Town's Zoning By-law or any other by-law.

APPLICATION REQUIREMENTS

5. In addition to the application requirements as set out in the general section of this By-law, every person at the time of making application for a *Specialty Trade Contractors* license shall provide:
 - a) a Certificate of Insurance completed and signed by the applicant's Insurance Broker providing proof of Commercial General Liability insurance in a minimum amount of not less than (2) million dollars (\$2,000,000) with an endorsement that notice will be given to the Certificate Holder in writing at least (30) days prior to cancellation, expiration, or variation thereof. The Town of Halton Hills must be listed as the Certificate Holder;
 - b) photo identification to the satisfaction of the Issuer of Licenses
6. Every person licensed under this By-law shall carry on his person the said licence or an official identification card or badge certifying thereto issued by the Licence Issuer, at all times when performing or engaging in the trade, business or occupation so licensed, and shall produce the same for inspection at the request of any Officer.

MASTER PLUMBER

7. Every applicant or Licensee for a Master Plumber licence shall:
 - a) provide the name of the licensed Plumbing Contracting Company that employs him if not self-employed;
 - b) submit a valid Certificate of Qualifications as a Plumber under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, c. T. 17, as amended.

PLUMBING CONTRACTING COMPANY

8. Every applicant or Licensee of a Plumbing Contracting Company shall provide the names and addresses of all Master Plumbers employed by him to perform work in the Town and must employ at least one Master Plumber.
9. Every Licensee of a Plumbing Contracting Company shall:

- a) not permit or perform any plumbing work that is not performed either by a Master Plumber licensed under this by-law, or by a Journeyman Plumber and apprentice under the direct supervision of a Master Plumber licensed under this by-law;
 - b) advise the Town if a Master Plumber ceases employment with him and provide the name and address of any new Master Plumber prior to his commencement of any plumbing work; and
 - c) obtain all necessary permits prior to the commencement of any work.
10. No licence is required by a Person performing plumbing work:
- a) as an employee of a public service commission, a municipal corporation, a commercial or industrial establishment in its own established premise where the Person has a Certificate of Qualification in the trade of plumbing from the Province of Ontario;
 - b) in his or her own residence;
 - c) as an apprentice working under the direct supervision of a Master Plumber licensed under this by-law; or
 - d) who is the registered Owner, or an employee of the registered Owner, carrying out maintenance plumbing work on Premises owned by that Owner.

MASTER HVAC INSTALLER

11. Every applicant or Licensee of a Master HVAC Installer shall:
- a) submit a Certification of Qualification as a Refrigeration and Air Conditioning Mechanic under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, Chapter T.17, as amended;
 - b) submit a copy of Gas Technician Level 1 Certificate issued by the Ministry of Consumer and Business Services Technical Safety Standards Authority for the installation, adjustment and repair of natural gas or propane appliances and equipment used for heating or cooling purposes;
 - c) provide the name of the licensed HVAC Contracting Company that employs him, if not self-employed;

- d) submit a Certificate of Qualification as a steamfitter issued under the Trades Qualifications and Apprenticeship Act, R.S.O. 1990, for the installation, repair and adjustment of steam and hot water heating systems, if applicable;
 - e) submit a Certificate of Qualification as a sheet metal worker issued under the Trades Qualifications and Apprenticeship Act., R.S.O. 1990, if performing sheet metal work for the installation, repair and adjustment of warm air heating systems of all kinds, if applicable; and
12. A Master HVAC Installer shall:
- a) be in the employ of the licensed Heating Ventilation Air Conditioning Contracting Company shown on the licence, if not self-employed;
 - b) not act as such for more than one HVAC Contracting Company at any one time: and
 - C) not cause or permit a registered apprentice or an unqualified Person to perform any heating works, or to install any heating material or appliances, except as an assistant to and under the direct personal supervision of a licensed Master HVAC Installer who possesses the applicable mandatory Provincial trade certifications.

HEATING VENTILATION AIR CONDITIONING (HVAC) CONTRACTING COMPANY

13. Every applicant or Licensee of an HVAC Contracting Company shall:
- a) be licensed as a Master HVAC Installer or employ at least one Master HVAC Installer licensed under this by-law;
 - b) provide proof of Provincial certification for a sheet metal worker or steamfitter if performing such work for the applicant.
14. An HVAC Contracting Company shall:
- a) not permit or cause a registered apprentice or unlicensed Person to perform any heating works or install any heating material or appliances except as an assistant to and under the direct personal supervision of a licensed Master HVAC Installer;
 - b) advise the Town if a licensed Master HVAC Installer ceases employment with him, and provide the name and address of any new Master HVAC Installer prior to his commencement of any heating work; and

- c) obtain all necessary permits prior to the commencement of any work and, upon completion, procure a final inspection from the Town for the consumer.

DRAIN LAYER OR SEPTIC

- 15. Every applicant or Licensee Drain Layer shall:
 - a) provide the name of the licensed Drain Contracting Company who employs him, if not self-employed; and
 - b) if performing drainage design work provide proof of current registration with the Ministry of Municipal Affairs and Housing in the QuARTS (Qualification and Registration Tracking System) for building practitioners.
- 16. No Person shall perform, carry out or affect any drain work in the Town for hire unless such Person is a licensed Drain Layer, or is supervised by a licensed Drain Layer and employed by a Drain Contracting Company licensed under this by-law.
- 17. No licence is required by a Person who performs drain work;
 - a) in his or her own residence;
 - b) for an Owner, or an employee of the Owner, carrying out maintenance drain work on Premises owned by the Owner; and
 - c) who is under the supervision of a Drain Layer or Master Plumber licensed under this by-law.

DRAIN OR SEPTIC TANK CONTRACTING COMPANY

- 18. Every applicant or Licensee of a Drain or Septic Tank Contracting Company shall:
 - a) be licensed as a Drain Layer or employ at least one Drain Layer licensed under this by-law; and
 - b) if performing drainage system design work submit the name and address of a qualified on-site sewage installer and the registration issued by the Ministry of Municipal Affairs and Housing indicating that the installer has the qualifications set out in Section 2.18.3 of the Ontario Building Code.

GENERAL TRADE CONTRACTOR

19. Every applicant or Licensee of a General Trade Contractor shall:
- a) submit a Certificate of Qualifications as required (if applicable) by the Trades Qualification and Apprenticeship Act, R.S.O. 119, c. T.17.

GENERAL TRADE CONTRACTING COMPANY

20. Every applicant or Licensee of a General Trade Contracting Company shall obtain all necessary permits prior to the commencement of any work.
21. No Person licensed as a General Trade Contracting Company shall employ or otherwise contract any Drain Layer, Drain Contracting Company, Septic Tank Installer, Septic Tank Contracting Company, Plumbing Contracting Company, Master Plumber, Electrical Contracting Company, Master Electrician, Master HVAC Installer, Heating, Air Conditioning & Ventilation Contracting Company or any other Person required to be licensed under this by-law unless such Person is licensed under this by-law.
22. Every Person licensed as a General Trade Contracting Company shall not commence or undertake any work for another Person unless a written contract has been signed between the General Trade Contracting Company and the Person on whose behalf the work is being done and every contract shall set out:
- a) the name, address and phone number of the General Trade Contracting Company and of the Person for whom the work is being done;
 - b) the address where the work is to be performed;
 - c) a description of the materials and services to be supplied;
 - d) an estimate of the total cost of the proposed work;
 - e) the terms of payment;
 - f) details of the warranties or guarantees extended by the contractor; and
 - g) the start and completion date.
23. No Person shall deposit any materials or debris on any road allowance and, in the event any materials are deposited on any road allowance by any employee or any sub-contractor employed by the General Trade Contracting Company, the licensee shall remove the obstructing materials or debris immediately or shall bear all costs of removal by the Town.

Schedule “B” to By-law No. 2005-0067 Amusement and Recreational Premises

In addition to the other requirements of this By-law, the following regulations apply to Amusement and Recreational Premises as defined in this Schedule.

Interpretation

1. In addition to the terms defined in the general section of this By-law, the following terms shall have the corresponding meanings;

“Amusement and Recreational Premises” means Premises which include but are not limited to an amusement arcade, including coin or token operated games, a paintball, laser tag, or billiard establishment, a bowling centre or a cinema, ~~golf courses and country clubs~~, mini-golf, or a driving range, amusement rides, or a Public Hall, but does not include an Adult Mini-Theatre.

“Public Hall” means any privately-owned Premises that are offered for use, or are used, as a place of public assembly, for events, banquets, and public performance concerts, but does not include a theatre, a school, or municipal or religious Premises.

Inspections

2. The issuance of an *Amusement and Recreational Premises* licence shall be subject to:
 - a) inspection/approval from the Halton Hills Fire Department;
 - b) inspection/approval from the Halton Region Health Department;
 - c) approval from the Town’s Zoning Officer

Application Requirements – General

3. In addition to the application requirements as set out in the general section of this By-law, every person at the time of making application for a *Food Business* license shall provide:
 - a) a Certificate of Insurance completed and signed by the applicant’s Insurance Broker providing proof of Commercial General Liability insurance in a minimum amount of not less than (2) million dollars (\$2,000,000) with an endorsement that notice will be given to the Certificate Holder in writing at least (30) days prior to cancellation,

expiration, or variation thereof. The Town of Halton Hills must be listed as the Certificate Holder.

Additional Inspections

4. The issuing of an Amusement and Recreational Premises licence for an exhibition, trade show and a public performance concert shall be subject to an inspection by the Traffic Section of the Planning & Infrastructure Services Department.
5. The issuing of an Amusement and Recreational Premises licence where amusement riders are offered shall be subject to:
 - a) proof of a current annual inspection by the Technical Standards & Safety Authority, or its successor for each ride; and
 - b) authorization by the Technical Standards & Safety Authority, or is successor to carry on the business of operating amusement devices.
6. The issuing of an Amusement and Recreational Premises licence for a Public Assembly Hall, public performance concert or where amusement rides are offered shall be subject to a Hydro inspection by the Electrical Safety Authority for the current year.

Additional Requirements

7. Every Amusement and Recreational Premises licensee shall:
 - a) post adequate safety measures for the use and enjoyment of the Premises in a conspicuous locations for the benefit of users;
 - b) ensure that a customer, parent, or guardian of Person under the age of sixteen (16) years who is attending at the Premises is aware of any risk of injury prior to engaging in an activity;
 - c) provide the customer with basic instruction on use of equipment and the rules of the Premises where there may be risk involved;
 - d) ensure that all entrances, exits, and corridors are free of obstruction at all times; and
 - e) keep all washroom facilities operable, clean and sanitary.
8. No Licensee of an Amusement and Recreational Premises shall operate an Adult-Mini Theatre or Adult Entertainment Establishment.

Schedule “C” to By-law No. 2005-0067

Food Business

In addition to the other requirements of this By-law, the following regulations apply to *Food Business* as defined in this Schedule.

Interpretation

1. In addition to the terms defined in the general section of this By-law, the following terms shall have the corresponding meanings:

“Catering Company” means any business in which food is prepared off site or at the caterer’s regular Premises, by a Person or Persons and provided to the public for hire or gain at a personal or public event or function.

“Department Store” means any premises primarily engaged in the sale of a wide range of products constituting a separate department within the store and includes prepackaged food.

“Food Business” shall mean any *business* for the purpose of which any *person* engages in the handling of *food* and where grocery items are sold at retail and where other accessory merchandise including but not limited to convenience items, household supplies, hardware, patent medicines, personal care products and garden centre products may be sold. *Food Business* includes, but is not limited to: *restaurant, specialty food store, take-out restaurant, department store, golf club house*, catering company, pharmacy, pet food store, convenience store, gas station where food is sold.

“Restaurant” means a building with interior seating where food is prepared and offered for sale and where facilities are provided for the consumption of such food with a seating capacity greater than six seats on the premises.

“Specialty Food Store” means any premises where a specific food including but not limited to meat, seafood, fruit and vegetables, baked goods, ice cream, nuts and confections intended for human consumption are prepared, offered for sale, stored or sold.

“Take-out Restaurant” means a building with interior seating where food is prepared and offered for sale and where facilities are provided for the consumption of such food with a maximum seating capacity of six seats on the premises.

Farm Produce Exemption

2. Resident farmers selling their own produce or produce originating from another Ontario farm from their property are exempt from requiring a business licence for the sale of such produce.
 - a) Notwithstanding Section 2 above, no person shall sell any farm produce on the side of any *Highway*.

Application Requirements – General

3. In addition to the application requirements as set out in the general section of this By-law, every person at the time of making application for a *Food Business* license shall provide:
 - a) a Certificate of Insurance completed and signed by the applicant's Insurance Broker providing proof of Commercial General Liability insurance in a minimum amount of not less than (2) million dollars (\$2,000,000) with an endorsement that notice will be given to the Certificate Holder in writing at least (30) days prior to cancellation, expiration, or variation thereof. The Town of Halton Hills must be listed as the Certificate Holder.

Inspections

4. The issuance of a *Food Business* licence shall be subject to:
 - a) inspection/approval from the Halton Hills Fire Department;
 - b) inspection/approval from Halton Region Health Department; and
 - c) approval from the Town that the *Premises* meets zoning requirements
5. All *Food Businesses* shall maintain the *Premises* at all times in a clean and sanitary condition free from dust, dirt, fumes and the accumulations of food waste or other refuse.
6. All *Food Businesses* shall keep all entrances, exits, and corridors free from obstruction at all times.
7. All *Food Businesses* shall keep all washroom facilities operable, clean and sanitary.
8. Any person operating a *Food Business* shall take suitable precautions to prevent infestation of the premises by rodents, insects, and vermin.

9. No person or licensee of a *Food Business* shall allow dogs, cats or other animals at any time in the cooking area or in any part of the Premises where food is kept, stored, prepared or cooked;
 - a) Notwithstanding Section 9 above, no person or licensee of a *Food Business* shall refuse to serve or permit any person being aided by an official service dog to enter, remain in or upon the Premises with such dog.
10. No Licensee of a *Food Business* shall offer for sale or display fireworks without first obtaining a permit issued by the Halton Hills Fire Department.
11. No person licensed under this schedule shall knowingly allow an employee to be engaged in their business if it is know that such employee suffers from any communicable or contagious disease.



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Kathleen Reinhardt

DATE: May 29, 2020

REPORT NO.: CORPSERV-2020-0017

RE: 2019 Insurance Claim Activity

RECOMMENDATION:

THAT Report No. CORPSERV-2020-0017 dated May 29, 2020, regarding the 2019 Insurance Claim Activity be received as information.

BACKGROUND:

Staff prepares this report annually detailing, by category, the insurance claim activity for the previous year. Claims against the Town are categorized according to the Town's insurance policies to which they apply. The Town's insurance policies are broken down into the following categories:

<u>Policy</u>	<u>Purpose</u>
Automobile	Town-owned vehicles
Errors & Omissions	Third party claims for damage of financial loss arising out of any actual or alleged wrongful act committed by Town staff
General Liability	Third party claims such as: <ul style="list-style-type: none">- Bodily injury related to slip/trip and falls or road maintenance- Property or vehicle damage
Property	Town property

COMMENTS:

This report provides general information on insurance claims that the Town received during 2019. It also includes any claims received prior to 2019 that were still outstanding at the end of 2019. Additionally, as part of the year-end process, the potential exposure is calculated by multiplying the relevant deductible amount by the number of outstanding claims. The Town has a deductible of \$15,000 per claim for all insurance categories except automobile, where the deductible is \$5,000. These low deductible amounts protect the Town from a potentially significant payout.

A line item in the Operating Budget has been established to cover the deductible portion in the amount of \$100,000, which is largely funded through a contribution from the Tax Rate Stabilization Reserve; this reserve is reviewed to ensure that the balance is sufficient to cover the potential exposure.

The following table details, by category, the number of claims the Town received during 2019 and any claims received prior to 2019 that were still outstanding at the end of 2019.

Insurance Claim Outstanding as at December 31, 2019

Category	2019 Claims Results			Claims Received Prior to 2019 Still Open as at Dec. 31/19	Total Open Claims as at Dec. 31/19	Total Exposure as at Dec. 31/19
	Received	Closed	Open			
Town-owned Auto	18	12	6	2	8	\$ 40,000.00
Errors and Omissions	2	0	2	1	3	\$ 45,000.00
General Liability	59	36	23	17	40	\$ 600,000.00
Property	1	0	1	0	1	\$ 15,000.00
Total	80	48	32	20	52	\$ 700,000.00

There were a total of 80 claims received in 2019, of which 48 were closed. The 52 open claims at the end of 2019 include 20 from prior years, and represent a total potential exposure of \$700,000. Claim costs incurred in 2019 totaled \$131,683, comprised of \$117,099 in adjuster and legal fees, and \$14,584 in claim settlements.

The high number of open claims from both current and previous years reflects the increased complexity of claim files, which in turn, requires a greater amount of time for staff to resolve and the costs for the insurer and/or legal to handle.

Staff have been proactively looking at ways to mitigate losses and find cost efficiencies. In 2019, an Insurance Task Group was formed to review claims, determine potential causes, look at future mitigation measures and see if there are any trends happening.

Staff have also reviewed in detail the existing insurance policy looking for cost efficiencies, some consideration was given to the reduction of the limits of liability coverage; however staff deemed the risk to be too great since litigation matters are on the rise. Raising the deductible was also considered, however after polling other municipalities it was found that those with higher deductibles have their own in-house legal and/or more staff to assist with incoming claims. Staff did take the initiative however, for property damage claims where the Town is clearly liable; to deal directly with the claimant and not send them out to the insurer in an effort to reduce next year's reported claims. Other actions being taken in 2020 to help mitigate losses is our Public Works are purchasing their own mud jacking equipment, this will allow staff to take a more proactive approach to sidewalk repairs in an effort to reduce trips and falls. Staff have purchased more signage for park pathways reminding the public that pathways are not maintained during the winter months, and as budget permits, more signage will be purchased in 2020. According to report number TPW-2019-0019, 2019 Winter Control Operations, Public Works Staff are considering options to enhance the winter patrol program.

Staff have also taken mitigating measures in protecting the Town and the public's interest during Covid-19 by, but not limited to, closing park playgrounds, skate parks, facilities and providing additional cleaning and reduced ridership on ActiVan buses.

As always, staff leverage the experience and knowledge of our insurer, Frank Cowan Company and of our Adjuster, Crawford Insurance to minimize the financial and reputational impact to the Town.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the Strategic Plan as follows:

- Effective, efficient and economic delivery of the Town's existing services

FINANCIAL IMPACT:

As noted, there is a total potential exposure for the Town of \$700,000 based on the 52 open claims. The Town Treasurer has advised that all or part of this exposure could be funded through future operating budgets, which may also require an increased contribution from the Tax Rate Stabilization Reserve.

CONSULTATION:

If Council has any questions on any specific insurance related matter, please address them to the Senior Manager of Purchasing and Risk Management.

PUBLIC ENGAGEMENT:

There is no public engagement impact.

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:

There is no communications impact.

CONCLUSION:

This information report is provided to illustrate the 2019 insurance claim activity, by policy category, and to identify the potential total exposure to the Town based on open claims. In 2019, staff received 80 claims, of which 48 were closed. In addition to the remaining 32 claims from 2019, 20 carried over from previous years. The total potential exposure for the 52 open claims amounts to \$700,000, which could be covered through future operating budgets and the Tax Rate Stabilization Reserve.

Reviewed and Approved by,



Simone Gourlay, Senior Manager of Purchasing and Risk Management



Chris Mills, Commissioner of Corporate Services



Brent Marshall, Chief Administrative Officer

Report

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Melissa Ricci, Senior Planner- Policy

DATE: June 5, 2020

REPORT NO.: PD-2020-0004

RE: Intensification Opportunities Study Update –Results and Recommendations

RECOMMENDATION:

THAT Report PD-2022-0004 dated June 5, 2020, that provides a status update on the results and recommendations of the Intensification Opportunities Study Update be received;

AND FURTHER THAT staff be authorized to continue to work on the preparation of the draft Official Plan Amendment to implement the results and recommendations of the Intensification Opportunities Study Update;

AND FURTHER THAT a copy of this report be forwarded to the Region of Halton for information purposes.

BACKGROUND:

In May 2019, staff brought forward report PLS-2019-0041 to provide an update to Council on the progress of the Intensification Opportunities Study Update. Since then, staff have worked on finalizing the technical assessments and design guidelines and have consulted with the Technical Advisory Committee, the Steering Committee and the public on the study's preliminary results and recommendations. Staff held a number of public engagement events including LEGO Workshops with seniors and youth groups and worked on refining the intensification inventory (number of units that can be accommodated in the Built Boundary of Acton and Georgetown) accordingly. The study resulted in a number of proposed recommendations to be implemented in the future through an Official Plan Amendment.

This Study, which is an update to the 2010 Intensification Opportunities Study, aims to develop and update policies and guidelines for intensification in the Built-up Areas of Georgetown and Acton to the end of the 2041 planning horizon. The Study allows the

Town to be better positioned to manage expected residential growth within the urban Built-up Area and to provide input into the Regional Official Plan Review, which is currently underway.

As the Region undertakes the Municipal Comprehensive Review (MCR) program to bring the Regional Plan into conformity with provincial legislation, the Town's intensification potential will be a key factor to consider as part of the Regional Integrated Growth Management Strategy (IGMS). The four growth allocation scenarios that are being carried forward by the Region for further analysis, distribute post-2031 residential and employment growth through variable combinations of intensification and greenfield development. The Town's current three pronged growth strategy also emphasizes balancing growth through intensification, moderate greenfield growth and employment growth. The Intensification Opportunities Study Update is an important component of the Town's growth management strategy and provides the basis for the development of Official Plan policies to implement the Town's intensification objectives to the year 2041. The Town's anticipated intensification potential as identified in this Study will be provided to the Region as local input into the MCR process. The timing for the final adoption and approval of an OPA will be very much a function of the ongoing Regional Plan Review.

The Regional Official Plan review is expected to be finalized in late 2021/early 2022.

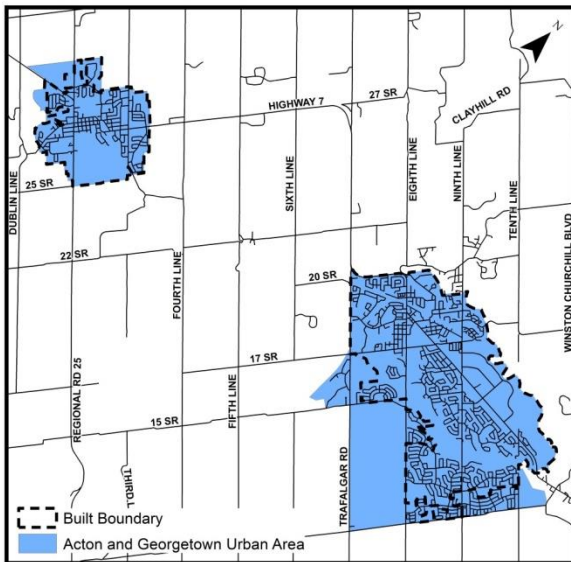
Provincial, Regional and Local Policy Framework

All municipal decisions affecting planning matters must adhere to provincial policy, which in the case of the Intensification Opportunities Study Update, includes the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe (2019). The Growth Plan (2019) contains policies that direct a significant portion of new growth to urban built up areas through intensification (see delineated Built-up Area for Georgetown and Acton in Figure 1). The Provincial Growth Plan prioritizes intensification and higher densities in strategic growth areas to make efficient use of land and infrastructure and support transit viability.

The Growth Plan states that by the year of the next Municipal Comprehensive Review (MCR) and every year thereafter, a minimum of 50 percent of all residential development within each upper-tier municipality (e.g. Region of Halton) must be within the Delineated Built-up Area¹. The Delineated Built-up Area is defined as the limits of the developed urban area as of the effective date of the GGH Growth Plan (i.e. May, 2019). In order to implement the updated intensification target, the Growth Plan requires all Greater Golden Horseshoe municipalities to update their intensification strategy and implement the strategy through amendments to their official plans.

¹ The 2006 Growth Plan minimum intensification target that was used through the last Regional MCR process was 40 percent.

Figure 1- Built Boundary



The Region of Halton through their ongoing Municipal Comprehensive Review (MCR) will need to conform to the most recent Provincial intensification targets and prioritize the efficient use of land and infrastructure. The Town's Official Plan (OP) currently includes intensification policies and objectives. It also identifies minimum intensification targets and key intensification areas. The results and recommendations of the Intensification Opportunities Study Update will be implemented through a series of changes to the OP in order to provide updated policy direction for how and where future intensification in the Town is going to take place.

The Study

In 2017, the Town retained SvN as the lead consultant to assist in the completion of the Intensification Opportunities Study Update. The consulting team included two sub-consultants: Dillon to support with the transportation and servicing assessments and Hemson Consulting to assist in the preparation of a market assessment. Town staff developed an intensification inventory which entailed a parcel by parcel analysis in key intensification areas highlighting parcels with intensification potential, anticipated timeframe of development and potential densities that could be accommodated.

The intensification inventory was used by Dillon as the basis to prepare transportation and servicing assessments and by Hemson to complete a market assessment. Alongside these technical assessments, SvN prepared Infill Design Guidelines and updated the Guelph Street and Downtown Acton Design Guidelines to ensure that future infill development meets best design practices and fits well into the existing community. The key-findings of these technical assessments and updated guidelines are summarized below:

- The Servicing Infrastructure Assessment indicates that the majority of the parcels/blocks are classified as having capacity to support the proposed infill development, (i.e. the majority of Intensification blocks scored good or fair). The areas identified as poor, are properties that do not currently have sufficient infrastructure built nearby and will require a new service connection to support future development. The servicing assessment acknowledges that further detailed studies will be required at the development application stage to understand servicing capacity for individual intensification proposals. The Servicing Infrastructure Assessment is attached to this report as Appendix A.
- The Transportation Assessment concludes that the majority of the intensification property blocks within Acton and Georgetown can be reasonably well served from a transportation perspective. The assessment indicates that there are no major transportation network issues. However, improvements to the mobility network will increase the desirability for intensification in the identified intensification blocks. In addition, staff noted that the average score for the majority of intensification blocks is expected to improve with the implementation of the Town's Transit Strategy Service Strategy and Active Transportation Master Plan. The Transportation Assessment is attached to this report as Appendix B.
- Considering the number of sites suitable for intensification in the Urban Areas of Acton and Georgetown combined with market demand, the Market Assessment concludes that the updated target may not warrant much of an increase relative to the Town's existing target to the year 2031 (5,100 units). An overall unit potential of approximately 5,800 units is estimated (1,600 in Acton and 4250 in Georgetown) to the year 2041. The Assessment highlights the importance of planning for an available supply beyond the proposed target for intensification units to account for those sites which may not come to fruition by the anticipated timeframe. The Market Assessment is attached to this report as Appendix C.
- New Infill Design Guidelines have been prepared to ensure that new development within Mature Neighbourhoods, Contemporary Neighbourhoods and Nodes and Corridors fits within the existing and planned context. In addition, the Downtown Acton and Guelph Street Design Guidelines were also updated to include current urban design best practices. Both draft Design Guidelines have been attached as Appendix D to this report.

Intensification Inventory

As part of this Study, staff developed an intensification target ranging from a minimum of 5,171 units and a maximum of 7,575 units. A table highlighting the distribution of intensification units in the different Intensification Areas has been attached to this report as Appendix E. In general, the minimum target considers the average density permitted in the Official Plan, while the maximum target considers the maximum densities allowed as per the Official Plan, public feedback and the results of the market assessment. The maximum density permitted was considered for those areas that staff heard from the community should accommodate further intensification. These include Acton Downtown,

the Queen Street Corridor Commercial Area, Community Node, the Guelph Street Corridor Commercial Area and the Georgetown GO Station Area. Considering the difficulties of meeting intensification targets in Halton Hills, as highlighted in the Market Assessment Report, the maximum inventory number identifies a larger available supply to account for those sites which may not be developed within the 2041 planning horizon.

Results and Recommendations

An Official Plan Amendment (OPA) will be required to implement the results and recommendations of the Intensification Opportunities Study Update. In addition, the OPA will implement the recommendations of the Employment Land Needs Study and any potential additional modifications that are required as a result of the Regional Official Plan review process. The draft amendment will identify all Intensification Areas within the Town and update specific policies in the Official Plan to facilitate intensification in the key intensification areas.

These changes include:

- An updated Intensification Table specifying the new intensification targets
- The delineation of updated intensification areas and of the updated Major Transit Station Areas
- The removal of hamlets from the inventory since they are no longer considered areas for intensification per the Growth Plan (2019)
- The incorporation of new Infill Design Guidelines and updates to the Guelph Street Corridor and Downtown Acton Design Guidelines
- The creation of new policies permitting mixed uses including commercial and residential along the Guelph Street Corridor, from McFarlane Drive to Sinclair Avenue, in Georgetown and the Queen Street Corridor, from Tanners Drive to Eastern Avenue in Acton.
- The following changes to the High Density designation which will apply to areas designated as High Density on Schedule A3 and Schedule A6 of the Official Plan:
 - o a) a maximum floor space index (FSI) of 1.5 will be permitted;
 - o b) the maximum building height permitted will be eight (8) storeys, excluding any mechanical penthouse

In addition, the Employment Land Needs Study Phase 2 Report² recommended that three properties (one located at 344 Guelph Street in Georgetown and two existing sites in Acton, located at the intersection of Perth Street and Wallace Street) be converted to allow mixed use development including residential and commercial uses in the future. It is important to note that the re-designation of these properties will not in any way impede current permitted uses. To allow the employment conversion to take place, Town staff is recommending that the Region considers these properties for conversion

² The Employment Land Need Study final Report was presented to Planning, Public Works and Transportation Committee on January 28, 2020 (refer to report PL-2020-0006).

through the ongoing MCR process. If the Region proceeds with the conversion of these properties, the Intensification OPA will need to include their re-designation.

RELATIONSHIP TO STRATEGIC PLAN:

This report is closely aligned with the following Value contained in the Strategic Plan:

Achieve Sustainable Growth

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

The report also directly aligns to the following Council Strategic Plan 2019-2022 theme and focus area:

1. Shaping Growth.

- Continue to provide input into the Halton Region Official Plan review including the Integrated Growth Management Strategy, establishing the Town's position on population and employment growth on the basis of a moderate scale and pace of growth to 2041.
- Committed to increasing the supply of affordable housing in the community leveraging the formation of the Affordable Housing Working Group.

Looking out to 2041, this report aligns with Council's vision as entrenched in our Strategic Plan such as:

- maintaining fiscal sustainability as a local municipality;
- enhanced economic development opportunities including leveraging and enhancing our strategic location vis a vis Highway 401 and the 407 ETR;
- continuing to develop our Climate Change strategies;
- promoting an adequate supply of housing and range of housing choices including affordable, accessible and seniors housing;
- fostering and enhancing our existing community structure; and
- providing for a moderate scale of growth that enhances the Town's urban and community structure and protects its' rural character as directed by the objectives of the Strategic Plan.

FINANCIAL IMPACT:

There are no financial impacts associated with this report. The Region of Halton had previously committed to provide the Town with \$75,000 to undertake the Intensification Opportunities Study Update. Staff has initiated the process for processing the funds. Upon receipt of funding from the Region of Halton, the funds approved by Council can be returned to the appropriate reserves as was recommended in Report P&I-2017-0036.

CONSULTATION:

Staff has engaged other Town Departments and Regional staff during all phases of the Study through the Technical Advisory Committee. In addition, the Study results have been shared with the Town's Senior Management Team.

PUBLIC ENGAGEMENT:

Staff conducted extensive public consultation, giving the community the opportunity to learn about the Study and provide feedback. Last summer, staff held two steering committee meetings, two Public Open Houses, and prepared additional online and in-person interactive engagement activities. In addition, Town staff coordinated public outreach at the Framer's Markets and the Fall Fairs in Acton and Georgetown and held five LEGO workshops with Seniors, Youth Groups and Steering Committee members (for a complete summary of all consultation and engagement activities see Appendix F).

The Study follows the Mayor's Public Engagement Charter which is built on three pillars; Transparency, Notification, and Participation.

SUSTAINABILITY IMPLICATIONS:

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

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

COMMUNICATIONS:

Upon Council approval of this report, a copy should be forwarded to the Region of Halton.

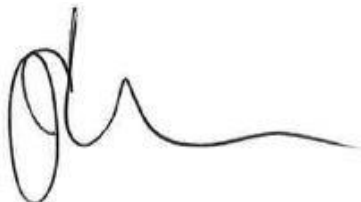
CONCLUSION:

This report presents the results and recommendations of the Intensification Opportunities Study Update. Staff will continue to work on preparing the draft Official Plan Amendment to be presented at a Statutory Public Open House as per the requirements of the Planning Act and the Town's Official Plan, prior to being released to the public and interested agencies to review. Following the review and consideration of public and agency comments, staff will prepare a report addressing any comments and providing recommendations for Council's consideration. As previously mentioned, the timing for finalizing the Intensification OPA will be contingent on the ongoing Regional Plan Review program schedule.

Reviewed and Approved by,

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

Bronwyn Parker, Director of Planning Policy

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

John Linhardt, Commissioner of Planning and Development

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

Brent Marshall, Chief Administrative Officer



MEMO

TO: Alex Heath, MES
SvN Architects + Planners

FROM: Yena Ahadzie, P.Eng., and Isabelle Hemmings, P.Eng.
Dillon Consulting Limited

cc: Melissa Ricci, M.Sc, MCIP, RPP
Town of Halton Hills

DATE: August 26, 2019

SUBJECT: Infrastructure Assessment – Servicing
Town of Halton Hills Intensification Opportunities Study

OUR FILE: 17-6497

Introduction

The urban areas of Acton and Georgetown are long established communities along the Highway 7 corridor. Over time the areas have developed from farming communities, to commuter shed residential areas, to self-supporting urban areas. The areas still serve a significant proportion of commuters to other larger centers (Guelph, Milton, Oakville, Mississauga, Brampton, Vaughan, and Toronto). Dillon Consulting Limited and SvN Architects + Planners Inc. were retained to complete an Intensification Opportunities Study Update, of which this servicing infrastructure assessment is a part.

Halton Hills Servicing Infrastructure Assessment – Overview

The servicing infrastructure assessment was completed to understand potential constraints to development due to existing servicing (i.e. storm sewer, sanitary sewer and water main) infrastructure limitations. The aim of this assessment was to identify recommended areas for infrastructure investment in order to support the proposed future intensification. This was completed in an effort to provide the Town with a decision-making framework to guide selection of properties for intensification.

Methodology

Dillon reviewed the shapefiles provided by the Town which identified 90 parcels in Acton and 192 parcels Georgetown for possible residential intensification opportunities, as well as the locations of existing storm sewers, sanitary sewers and water mains. An evaluation of the parcels were completed based on three criteria:

- The proposed intensification density;
- The proposed timeline for intensification; and,
- The availability of existing servicing infrastructure.

The proposed intensification densities ranged from low to medium to high density intensification. Values of *Good*, *Fair*, or *Poor* were assigned to each level of intensification density as per *Table 1*.

TABLE 1: SERVICING INFRASTRUCTURE ASSESSMENT CRITERIA

Criteria	Definition	Assessment
Timeline	Timing of proposed intensification	Good: Proposed development occurring between 2032 – 2041 Fair: Proposed development occurring between 2022 – 2031 Poor: Proposed development occurring between 2016 – 2021
Availability of Infrastructure	The proximity and ease of access to the servicing infrastructure (storm, water and sanitary sewers/mains)	Good: Servicing infrastructure is available and capacity is known. Fair: Servicing infrastructure is available, however, capacity is unknown. Poor: Servicing infrastructure is unavailable.
Intensification	Development of properties at high, low or medium density. Less intensification is expected to have less impact on infrastructure	Good: Lower proposed intensification density is expected to have less impact on servicing infrastructure and/or lower potential requirement for additional servicing infrastructure Fair: Medium proposed intensification density is expected to have some impact on servicing infrastructure and/or a medium potential requirement for additional servicing infrastructure Poor: High proposed intensification density is expected to have higher impact on servicing infrastructure and/or a higher potential requirement for additional servicing infrastructure

Some properties were identified as potentially low-to-medium density or medium-to-high density. For those parcels the higher density was selected to be conservative.

The proposed timelines for intensification ranged from *2016 to 2021*, *2022 to 2031*, *2032 to 2041*. Similar to the approach for intensification density, values of *Good*, *Fair*, or *Poor* were assigned to each time period as per *Table 1*. Development proposed to occur over a longer timeframe was considered better, since the strain on servicing infrastructure due to increased demand was delayed.

Finally, the existing storm, sanitary and water infrastructure was reviewed at a high level to assess the proximity of servicing that could support the proposed development parcels. For all types of servicing, values of *Good*, *Fair*, or *Poor* were assigned to indicate whether the infrastructure was available and had a known capacity, available but the capacity was unknown, or entirely unavailable. *Table 1* summarizes this approach.

A decision matrix based on a numerical scale of 0 - 3 was generated and used to identify recommended areas for servicing infrastructure investments and/or further assessment. These are areas where the servicing infrastructure needs to be reviewed in detail, and potentially upgraded to support future development. The areas were determined in two ways:

- new developments are being proposed within a short time frame and there is limited availability of infrastructure
- the intensification density of future infrastructure is such that existing infrastructure may not have sufficient capacity to accommodate additional flows.

The decision matrix was completed on a parcel-by-parcel basis which was then aggregated to the larger development blocks and presented in colour-coded tables and figures.

Notes/Assumptions

Due to the qualitative nature of the study and available background information, capacity assessments for the servicing infrastructure (storm sewers, sanitary sewers and water mains) were not completed.

The assessment for storm sewer servicing was, however, further discretized based on the size (diameter) of the sewer. Storm sewer diameter/size was used as an indication of whether or not storm sewers were local sewers or trunk sewers which was used as a proxy for available capacity (i.e. larger storm sewers were assumed to have more likelihood for capacity). Storm sewers greater than or equal to 900 mm in diameter were deemed to be trunk sewers, and those less than 600mm were deemed to be local sewers. Storm sewers between 900 mm and 600 mm were determined to be either local or trunk sewers, depending on whether or not they were at the upstream end of the sewer network and if whether or not they were on major roads.

It should be noted that the analysis/assessment focused on residential intensification rather than including employment intensification and growth.

Results

Figure 1 and *Figure 2* display the results of the Storm Services, and Water and Wastewater Services for Acton respectively, while *Figure 3* and *Figure 4* display the results of the Storm Services, and Water and Wastewater Services for Georgetown respectively.

Table 2, *Table 3* and *Table 4* summarize the results of the Storm Services, Sanitary Services, and Water Services for Acton respectively, while *Table 5*, *Table 6* and *Table 7* summarize the results of the Storm Services, Sanitary Services, and Water Services for Georgetown respectively.

As shown in the figures, the majority of the parcels/blocks are classified as fair. This indicates areas where servicing infrastructure is generally assumed to be able to support the proposed development.

Properties identified as poor are properties that are proposed to house high-density intensification, be constructed in the near-term, and/or do not have sufficient infrastructure nearby to support the proposed development. For these properties, additional storm sewers, sanitary sewers, or water mains may be required before development/intensification can proceed. These properties will require additional effort/investment to develop.

For properties identified as good, it is likely that existing infrastructure can meet the future development/intensification needs. These properties may take less effort/investment to develop.

Notes/Assumptions

The following approved developments were included in the initial infrastructure assessment; however, they are no longer considered in the infrastructure assessment since storm water servicing capacity has already been addressed through the development application process.

ACTON

- Block 1 approved servicing plan
- Block 7 current zoning will not permit development
- Block 9 125 MacDonald is an approved subdivision

GEORGETOWN

- Block 5 approved subdivision
- Block 33 approved condo (under construction)
- Block 40 approved site plan (building nearly complete)

Summary

The assessment is based on the intensification density of selected parcels, the proposed timeline for intensification and the availability of existing servicing infrastructure.

The servicing infrastructure assessment was completed to understand potential constraints to development due to servicing (i.e. storm sewer, sanitary sewer and water main) infrastructure limitations.

A decision matrix based on a numerical scale of 0 - 3 was generated and used to identify recommended areas for servicing infrastructure investments. These are areas where the servicing infrastructure needs to be reviewed in detail, and potentially upgraded to support future development.

As shown in the results, the majority of the parcels/blocks are classified as fair. This indicates areas where servicing infrastructure is generally assumed to be able to support the proposed development, pending further studies. A number of areas are identified as poor and good, depending on the timeframe for development and/or the density of the future development.

It is recommended that an assessment of infrastructure capacity be undertaken for all areas to further refine the analysis undertaken for this study. This should include:

- A detailed assessment of storm sewer capacity issues;
- A detailed review of available water/wastewater capacity; and,
- A refinement of the decision matrix based on existing capacity issues.

Figure 1: Acton Parcel Evaluation: Storm Services

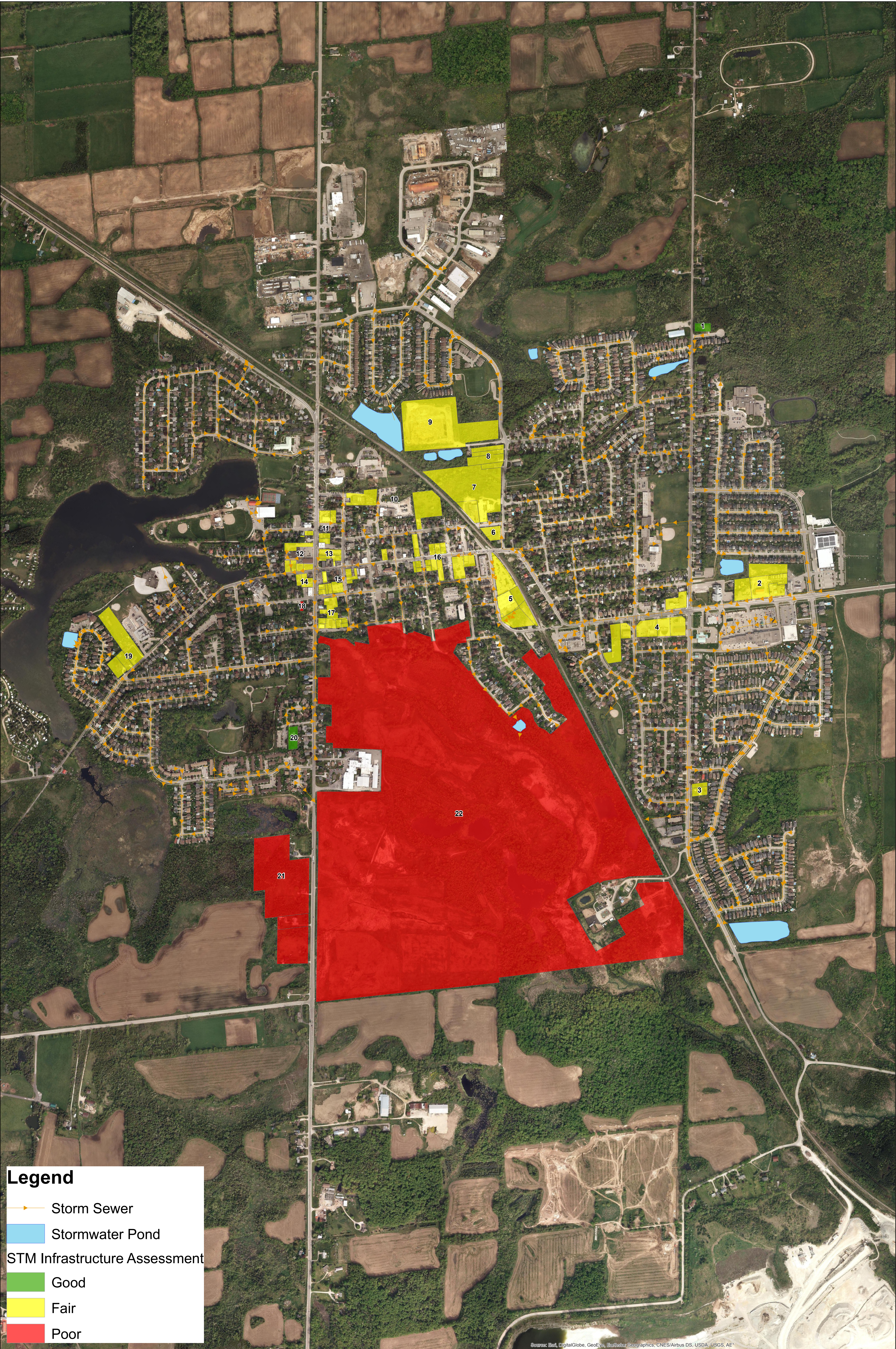


Figure 2: Acton Parcel Evaluation: Water / Wastewater Services

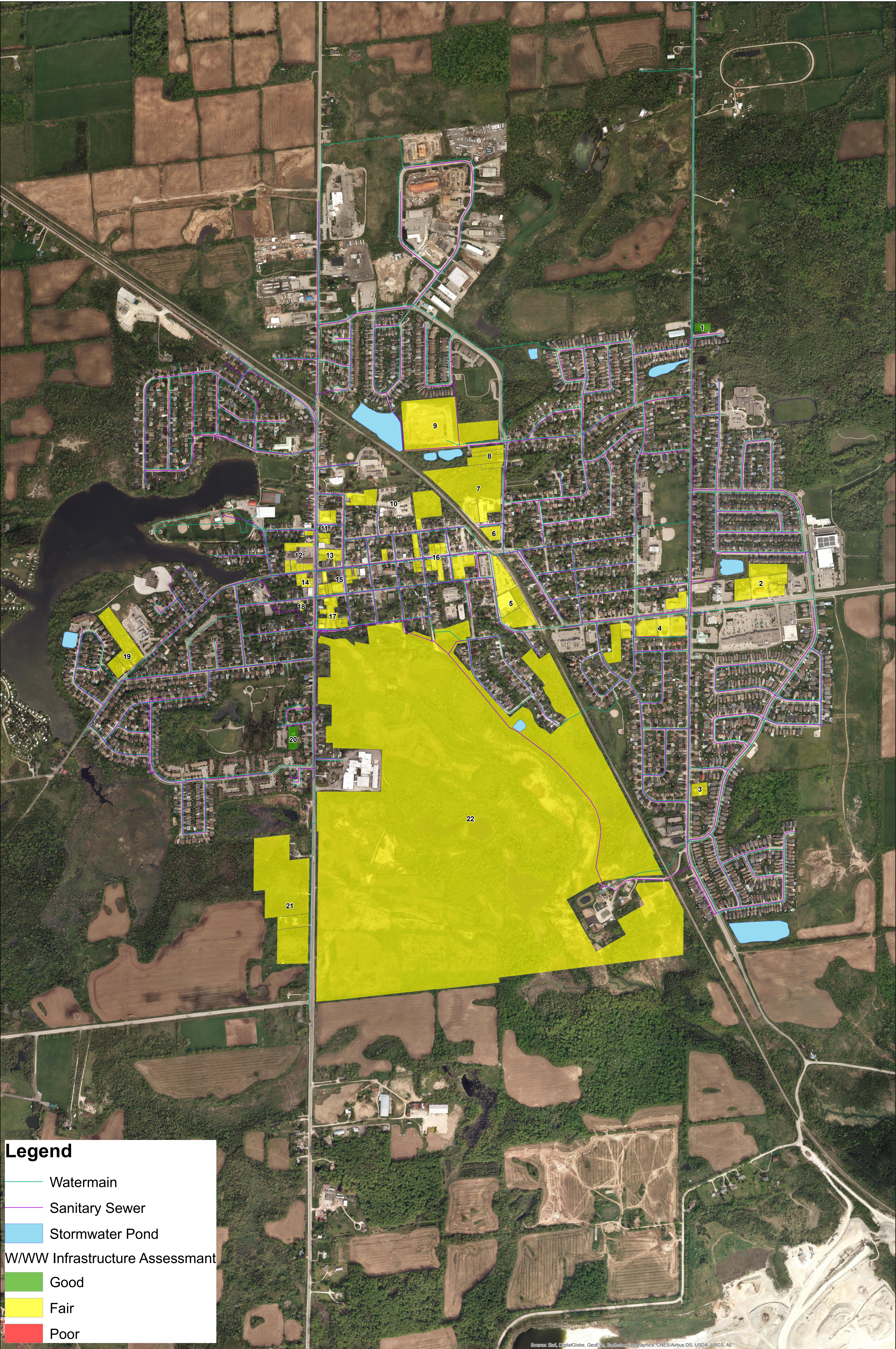


Figure 3: Georgetown Parcel Evaluation: Storm Services

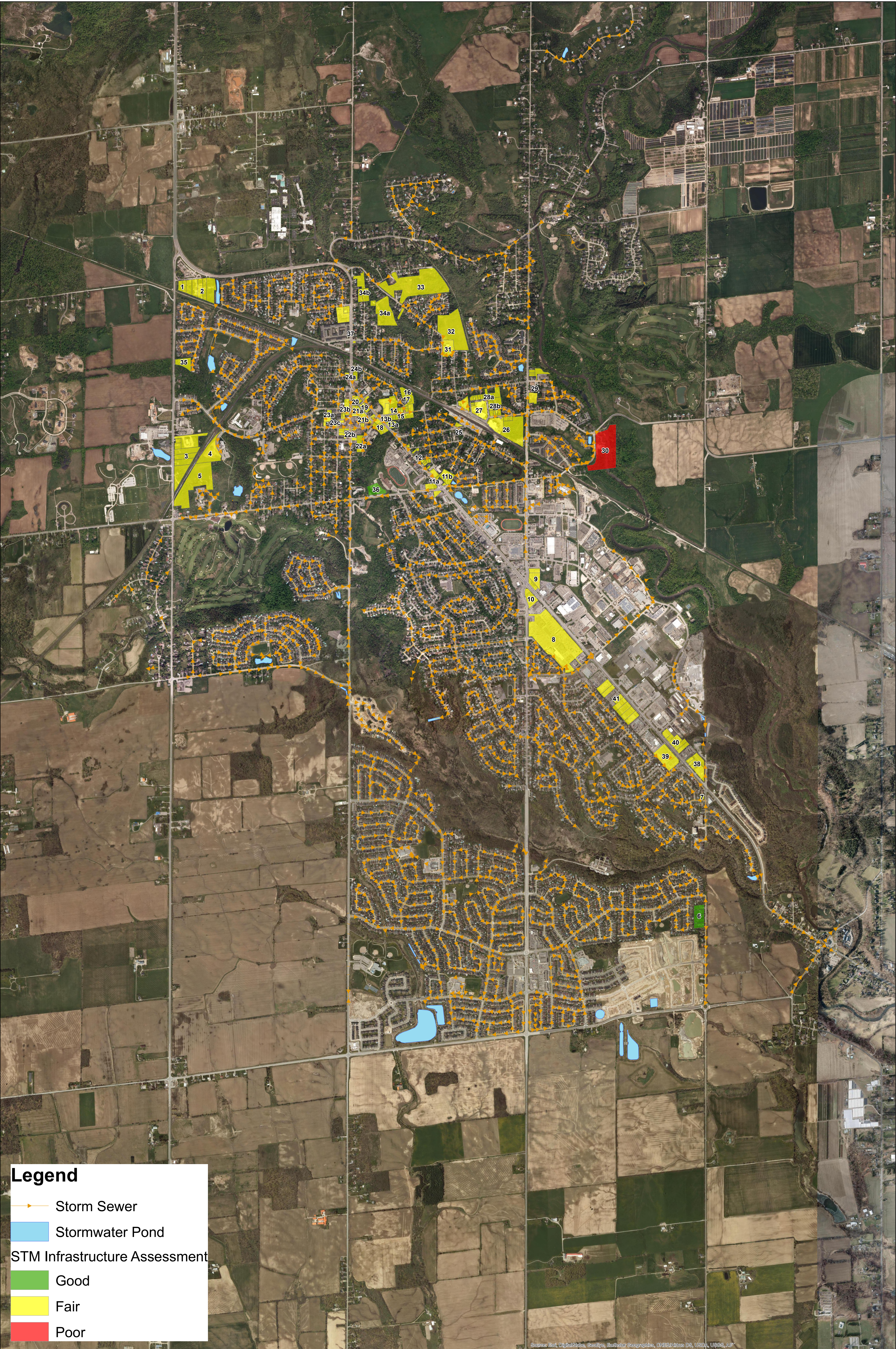


Figure 4: Georgetown Parcel Evaluation: Water / Wastewater Services

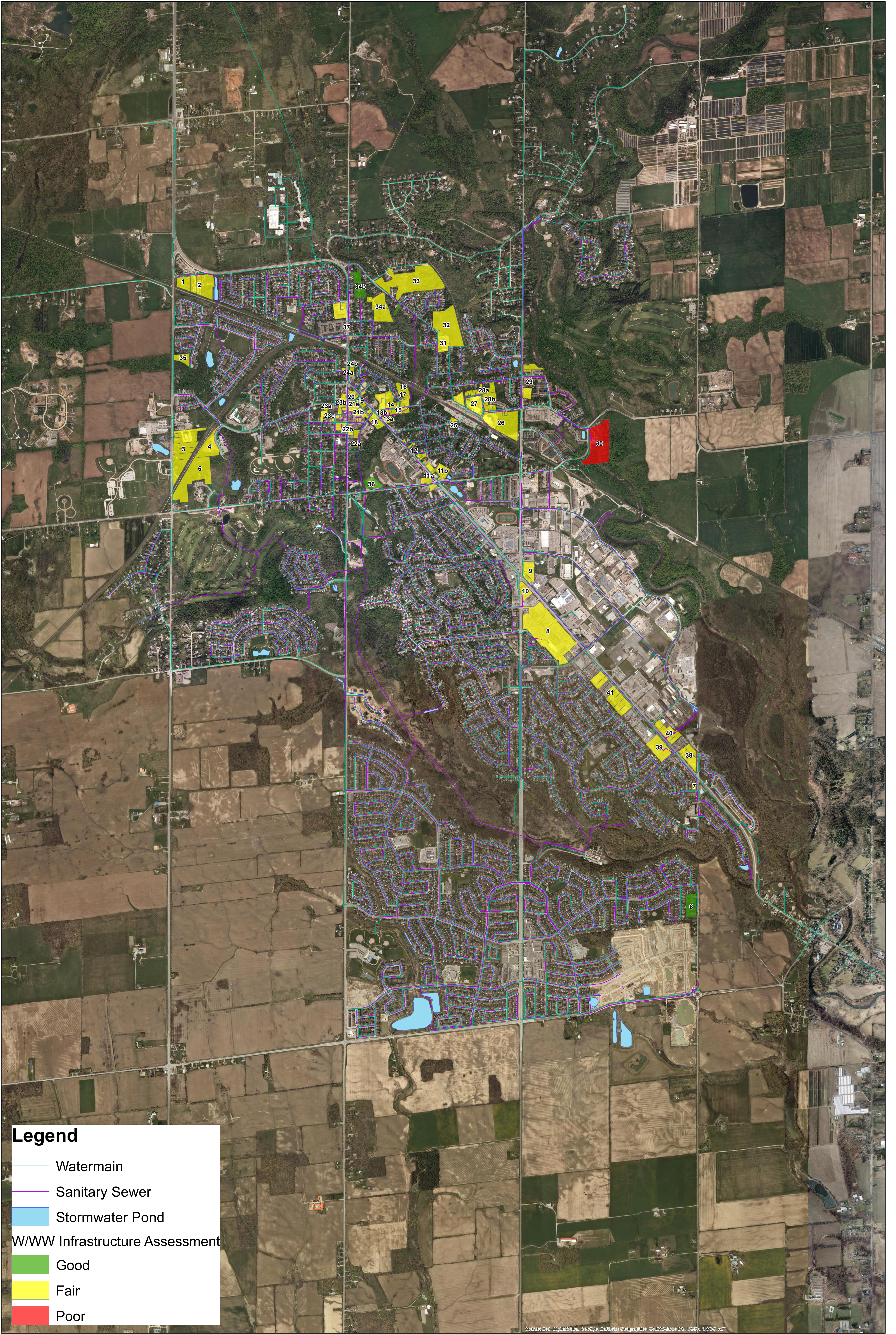


Table 2: Acton Parcel Evaluation: Storm Services

Block ID	Area (ha)	Timeline	Intensification Density	Availability of Infrastructure	Timeline	Intensification Density	Availability of Infrastructure	Average
1	0.18	22-31	LD	Approved servicing plan				
2	2.03	22-31	MD	Local				
3	0.25	22-31	LD	Local				
4	2.23	22-31	MD	Local				
5	2.02	32-41	HD	Trunk				
6	0.28	22-31	HD	Local				
7	3.55	32-41	MD	None				
8	0.90	32-41	MD	Limited				
9	4.60	16-21	MD	Approved servicing plan				
10	1.48	22-31	MD	Approved				
11	0.41	32-41	MD	Limited				
12	0.58	32-41	HD	Local				
13	0.33	32-41	HD	Local				
14	0.24	32-41	HD	Local				
15	0.56	32-41	HD	Local				
16	1.43	32-41	HD	Local				
17	0.71	22-31	MD	Local				
18	0.04	16-21	LD	None				
19	1.61	22-31	MD	Local				
20	0.27	32-41	LD	Trunk				
21	6.70	22-31	MD	None				
22	121.0	22-31	HD	Limited				

Table 3: Acton Parcel Evaluation: Sanitary Services

























































































Block ID	Area (ha)	Timeline	Intensification Density	Availability of Infrastructure	Timeline	Intensification Density	Availability of Infrastructure	Average
1	0.18	22-31	LD	Approved servicing plan				
2	2.03	22-31	MD	Yes				
3	0.25	22-31	LD	Yes				
4	2.23	22-31	MD	Yes				
5	2.02	32-41	HD	Yes				
6	0.28	22-31	HD	Yes				
7	3.55	32-41	MD	Yes				
8	0.90	32-41	MD	Yes				
9	4.60	16-21	MD	Approved servicing plan				
10	1.48	22-31	MD	Yes				
11	0.41	32-41	MD	Yes				
12	0.58	32-41	HD	Yes				
13	0.33	32-41	HD	Yes				
14	0.24	32-41	HD	Yes				
15	0.56	32-41	HD	Yes				
16	1.43	32-41	HD	Yes				
17	0.71	22-31	MD	Yes				
18	0.04	16-21	LD	Yes				
19	1.61	22-31	MD	Yes				
20	0.27	32-41	LD	Yes				
21	6.70	22-31	MD	Yes				
22	121.0	22-31	HD	Yes				

Table 4: Acton Parcel Evaluation: Water Services

























































































Block ID	Area (ha)	Timeline	Intensification Density	Availability of Infrastructure	Timeline	Intensification Density	Availability of Infrastructure	Average
1	0.18	22-31	LD	Approved servicing plan				
2	2.03	22-31	MD	Yes				
3	0.25	22-31	LD	Yes				
4	2.23	22-31	MD	Yes				
5	2.02	32-41	HD	Yes				
6	0.28	22-31	HD	Yes				
7	3.55	32-41	MD	Yes				
8	0.90	32-41	MD	Yes				
9	4.60	16-21	MD	Approved servicing plan				
10	1.48	22-31	MD	Yes				
11	0.41	32-41	MD	Yes				
12	0.58	32-41	HD	Yes				
13	0.33	32-41	HD	Yes				
14	0.24	32-41	HD	Yes				
15	0.56	32-41	HD	Yes				
16	1.43	32-41	HD	Yes				
17	0.71	22-31	MD	Yes				
18	0.04	16-21	LD	Yes				
19	1.61	22-31	MD	Yes				
20	0.27	32-41	LD	Yes				
21	6.70	22-31	MD	Yes				
22	121.0	22-31	HD	Yes				

Table 5: Georgetown Parcel Evaluation: Storm Services

Block	Area (ha)	Timeline	Intensification	Availability of Infrastructure	Timeline	Intensification	Availability of Infrastructure	Average
1	0.52	22-31	MD	no				
2	3.43	16-21	MD	Sufficient infrastructure is available				
3	5.39	22-31	MD	Sufficient infrastructure is available				
4	2.07	16-21	HD	Sufficient infrastructure is available				
5	5.03	16-21	MD	Sufficient infrastructure is available				
6	1.38	32-41	LD	local				
7	0.13	22-31	LD	local				
8	10.06	32-41	HD	local				
9	1.32	32-41	HD	no				
10	0.86	32-41	MD	no				
11a	0.96	22-31	HD	local				
11b	0.86	32-41	HD	local				
12	0.43	32-41	MD	local				
13a	0.37	22-31	MD	local				
13b	0.25	32-41	MD	local				
14	1.78	16-21	MD	local				
15	0.56	32-41	MD	local				
16	0.68	32-41	HD	local				
17	0.83	32-41	MD	local				
18	0.81	32-41	HD	trunk				
19	0.43	22-31	HD	local				
20	0.44	32-41	HD	local				
21a	0.55	22-31	HD	trunk				
21b	0.63	32-41	HD	trunk				
22a	0.12	22-31	HD	local				
22b	0.76	32-41	HD	local				
23a	0.15	16-21	MD	trunk				
23b	0.30	22-31	HD	trunk				
23c	0.83	32-41	HD	trunk				
24a	0.29	22-31	MD	local				
24b	0.20	32-41	MD	local				
25	0.14	22-31	LD	local				
26	4.31	22-31	HD	local				
27	2.02	22-31	HD	trunk				
28a	0.24	22-31	LD	local				
28b	2.04	32-41	MD	local				
29	1.18	16-21	HD	Sufficient infrastructure is available				
30	5.24	16-21	HD	local				
31	1.07	22-31	MD	local				
32	4.74	16-21	LD	local				
33	7.58	16-21	LD	no				
34a	2.93	22-31	LD	no				
34b	1.52	32-41	LD	no				
35	0.81	22-31	LD	local				
36*	0.95	16-21	HD	trunk				
37	1.25	32-41	MD	local				
38	1.70	32-41	MD	local				
39	2.16	32-41	MD	local				
40	1.71	32-41	MD	no				
41	3.59	32-41	MD	local				

Table 7: Georgetown Parcel Evaluation: Sanitary Services

Block	Area (ha)	Timeline	Intensification	Availability of Infrastructure	Timeline	Intensification	Availability of Infrastructure	Average
1	0.52	22-31	MD	yes				
2	3.43	16-21	MD	Sufficient infrastructure is available				
3	5.39	22-31	MD	Sufficient infrastructure is available				
4	2.07	16-21	HD	Sufficient infrastructure is available				
5	5.03	16-21	MD	Sufficient infrastructure is available				
6	1.38	32-41	LD	yes				
7	0.13	22-31	LD	yes				
8	10.06	32-41	HD	yes				
9	1.32	32-41	HD	yes				
10	0.86	32-41	MD	yes				
11a	0.96	22-31	HD	yes				
11b	0.86	32-41	HD	yes				
12	0.43	32-41	MD	yes				
13a	0.37	22-31	MD	yes				
13b	0.25	32-41	MD	yes				
14	1.78	16-21	MD	yes				
15	0.56	32-41	MD	yes				
16	0.68	32-41	HD	yes				
17	0.83	32-41	MD	yes				
18	0.81	32-41	HD	yes				
19	0.43	22-31	HD	yes				
20	0.44	32-41	HD	yes				
21a	0.55	22-31	HD	yes				
21b	0.63	32-41	HD	yes				
22a	0.12	22-31	HD	yes				
22b	0.76	32-41	HD	yes				
23a	0.15	16-21	MD	yes				
23b	0.30	22-31	HD	yes				
23c	0.83	32-41	HD	yes				
24a	0.29	22-31	MD	yes				
24b	0.20	32-41	MD	yes				
25	0.14	22-31	LD	yes				
26	4.31	22-31	HD	yes				
27	2.02	22-31	HD	yes				
28a	0.24	22-31	LD	yes				
28b	2.04	32-41	MD	yes				
29	1.18	16-21	HD	Sufficient infrastructure is available				
30	5.24	16-21	HD	yes				
31	1.07	22-31	MD	yes				
32	4.74	16-21	LD	yes				
33	7.58	16-21	LD	yes				
34a	2.93	22-31	LD	yes				
34b	1.52	32-41	LD	yes				
35	0.81	22-31	LD	yes				
36*	0.95	16-21	HD	yes				
37	1.25	32-41	MD	yes				
38	1.70	32-41	MD	yes				
39	2.16	32-41	MD	yes				
40	1.71	32-41	MD	yes				
41	3.59	32-41	MD	yes				

Table 6: Georgetown Parcel Evaluation: Water Services

Block	Area (ha)	Timeline	Intensification	Availability of Infrastructure	Timeline	Intensification	Availability of Infrastructure	Average
1	0.52	22-31	MD	yes				
2	3.43	16-21	MD	Sufficient infrastructure is available				
3	5.39	22-31	MD	Sufficient infrastructure is available				
4	2.07	16-21	HD	Sufficient infrastructure is available				
5	5.03	16-21	MD	Sufficient infrastructure is available				
6	1.38	32-41	LD	yes				
7	0.13	22-31	LD	yes				
8	10.06	32-41	HD	yes				
9	1.32	32-41	HD	yes				
10	0.86	32-41	MD	yes				
11a	0.96	22-31	HD	yes				
11b	0.86	32-41	HD	yes				
12	0.43	32-41	MD	yes				
13a	0.37	22-31	MD	yes				
13b	0.25	32-41	MD	yes				
14	1.78	16-21	MD	yes				
15	0.56	32-41	MD	yes				
16	0.68	32-41	HD	yes				
17	0.83	32-41	MD	yes				
18	0.81	32-41	HD	yes				
19	0.43	22-31	HD	yes				
20	0.44	32-41	HD	yes				
21a	0.55	22-31	HD	yes				
21b	0.63	32-41	HD	yes				
22a	0.12	22-31	HD	yes				
22b	0.76	32-41	HD	yes				
23a	0.15	16-21	MD	yes				
23b	0.30	22-31	HD	yes				
23c	0.83	32-41	HD	yes				
24a	0.29	22-31	MD	yes				
24b	0.20	32-41	MD	yes				
25	0.14	22-31	LD	yes				
26	4.31	22-31	HD	yes				
27	2.02	22-31	HD	yes				
28a	0.24	22-31	LD	yes				
28b	2.04	32-41	MD	yes				
29	1.18	16-21	HD	Sufficient infrastructure is available				
30	5.24	16-21	HD	yes				
31	1.07	22-31	MD	yes				
32	4.74	16-21	LD	yes				
33	7.58	16-21	LD	yes				
34a	2.93	22-31	LD	yes				
34b	1.52	32-41	LD	yes				
35	0.81	22-31	LD	yes				
36*	0.95	16-21	HD	yes				
37	1.25	32-41	MD	yes				
38	1.70	32-41	MD	yes				
39	2.16	32-41	MD	yes				
40	1.71	32-41	MD	yes				
41	3.59	32-41	MD	yes				



MEMO

TO: Alex Heath, MES
SvN Architects + Planners

FROM: Jeff Axisa, MA, and Paul Bumstead, BES
Dillon Consulting Limited

cc: Melissa Ricci, M.Sc, MCIP, RPP
Town of Halton Hills

DATE: August 20, 2019

SUBJECT: Infrastructure Assessment – Transportation
Town of Halton Hills Intensification Opportunities Study

OUR FILE: 17-6497

Introduction

The Town of Halton Hills is undertaking an update to the 2010 Intensification Opportunities Study in order to understand the ability of the Town to accommodate residential intensification within the urban areas of Georgetown and Acton to the end of the 2041 planning horizon. The results of this study will be used as input into the Region of Halton Official Plan Review currently underway.

The urban areas of Acton and Georgetown are long established communities along the Highway 7 corridor. Over time the areas have developed from farming communities, to commuter shed residential areas, and to self-supporting urban areas. The areas still serve a significant proportion of commuters to other larger centers (Guelph, Milton, Oakville, Mississauga, Brampton, Vaughan, and Toronto). The infrastructure that has developed over the last 50 years has focused on the Highway 7 corridor. In the more recent 20 year period, more emphasis has been placed on north-south connections to Highway 401. A network grid has developed that not only provides multiple options for access to and egress from the communities but also supports the infrastructure necessary to support the development.

With a new emphasis on reducing single occupant vehicle demands that are straining the system, alternative modes of travel are coming to the forefront as mitigative solutions, rather than strictly infrastructure expansion. GO Transit Service through each community provides opportunities to increase density in areas around the rail line and around the Highway 7 corridor.

The purpose of this memo is to document the existing multi-modal transportation conditions and infrastructure, and to identify problems and opportunities for residential intensification within Acton and Georgetown.

Methodology

The Town of Halton Hills identified 90 parcels in Acton and 192 parcels Georgetown for possible residential intensification opportunities. These parcels were aggregated based on their geographic proximity to other parcels in combination with their context to the transportation network. The aggregated groups of parcels are referred to as Intensification Property Blocks. This aggregation was

necessary in order to reduce redundancy and simplify the analyses. The 90 parcels in Acton were aggregated into 21 Intensification Property Blocks, while the 192 parcels in Georgetown were aggregated into 41 Intensification Property Blocks. The Intensification Property Blocks for Acton and Georgetown are illustrated in *Figure 1* and *Figure 2* respectively.

Each Intensification Property Block was assessed based on four transportation criteria: Capacity, Access, Transit, and Active Transportation. *Table 1* defines each of the criteria and outlines how each criteria was assessed.

TABLE 1: TRANSPORTATION INFRASTRUCTURE ASSESSMENT CRITERIA

Criteria	Definition	Assessment
Capacity	The availability to accommodate additional vehicles under 2021 / 2031 traffic volumes and roadway conditions (timing of proposed intensification dictated horizon year)	Good: Critical roadways operating well, not experiencing capacity delays Fair: Critical roadways beginning to experience capacity related delays Poor: Critical roadways approaching or over capacity
Access	The availability and ease to access the arterial/collector road network	Good: Access directly onto arterial/collector road network Fair: Multiple options to indirectly access the arterial/collector road network Poor: Limited access the arterial/collector road network
Transit	The proximity to transit service	Good: Within 400 m walking distance to a transit stop / service Fair: Within 800 m walking distance to a transit stop /service Poor: More than 800 m walking distance to a transit stop / service
Active	The proximity to Active Transportation (AT) infrastructure and community amenities / employment	Good: Access to AT infrastructure and community amenities / employment Fair: Limited access to AT infrastructure and community amenities / employment Poor: No access to AT infrastructure and community amenities / employment

Numerical values were assigned to each of the assessment performance measures (*Good*, *Fair*, or *Poor*) in order to allow for an overall score to be calculated. The overall score for each Intensification Property Block was calculated based on the average assessment results of the four transportation criteria.

Data Sources

Table 2 summarizes the data that were utilized during this assessment and their source.

TABLE 2: DATA SOURCES

Data	Source
Residential Intensification properties	Town of Halton Hills
Road Network: Classification	Town of Halton Hills
Road Network: # of Lanes	Halton Region - Emme Model
Road Network: Capacity	Halton Region - Emme Model
Trails	Dillon Consulting & Halton Region
Bicycle Lanes	Town of Halton Hills
GO Transit Line / Route & Station / Stops	GO Transit
Transit walkability Buffer	Dillon Consulting

Results

The following sections provide overview of the assessment results of the four transportation criteria, individually and collectively, for the Intensification Property Blocks in Acton and Georgetown.

Capacity

Figure 3 and *Figure 4* display the projected PM peak hour roadway capacities (volume to capacity (V/C) ratios) for Acton in the years 2021 and 2031 respectively, while *Figure 5* and *Figure 6* display projected PM peak hour roadway capacities for Georgetown in the years 2021 and 2031 respectively.

Overall the capacity constraints in Acton are expected to be relatively minor in the future, with only a short section of Main Street (just north of Cobblehill Road) expected to be over capacity in 2031.

The capacity constraints in Georgetown are expected to be an issue on two major roadways by 2031. They include Guelph Street (north of Maple Avenue), and Trafalgar Road (south of 17 Side Road). It should be noted that these capacity forecasts do take into account planned infrastructure improvements, which notably includes the planned widening of Trafalgar Road from 2 lanes to 4 lanes between 10 Side Road and Highway 7 and Eighth Line from 2 lanes to 4 lanes between Steeles Avenue and Maple Avenue.

Access

Figure 7 and *Figure 8* display the roadway classification for Acton and Georgetown respectively. The location of the Intensification Property Blocks relative to the arterial / collector road network was reviewed to determine whether direct or indirect access was feasible.

Overall access is not a major constraint for any of the Intensification Property Blocks within Acton and Georgetown. All Intensification Property Blocks that do not front directly onto the arterial / collector road network have adequate access to the arterial / collector road network through easy local road connections.

Transit

Figure 9 and *Figure 10* display the transit service and walkability to transit stops / station for Acton and Georgetown respectively. Currently the only transit provider within Acton and Georgetown is GO Transit offering regional bus and commuter train service.

Access to transit varies significantly throughout Intensification Property Blocks. Transit stops are generally within the Highway 7 corridor in both Acton (Main Street / Mill Street/ Queen Street) and Georgetown (Guelph Street), thus the Intensification Property Blocks that are located closer to the Highway 7 corridor have better access to transit. There are a handful of Intensification Property Blocks within both Acton and Georgetown that are well removed from the Highway 7 corridor resulting in an unacceptable walking distance to transit. However, access to transit for those Intensification Property Blocks that are removed from the Highway 7 corridor could improve significantly in the future as the Town of Halton Hills recently completed a Transit Strategy. It is expected that a number of fixed local transit routes will be in operation before the year 2041 along major corridors including Trafalgar Road, Guelph Street and Mountainview Road in Georgetown and Queens Street and Mill/Main Street in Acton.

Active Transportation

Figure 11 and Figure 12 display the active transportation infrastructure within Acton and Georgetown respectively. The location of the Intensification Property Blocks relative to active transportation elements (specifically trails and Bike lanes) was reviewed to determine whether safe active transportation connects could be made to community amenities / employment areas (generally within downtown and the Highway 7 corridor) of Acton and Georgetown. It should be noted that all roads within the urban boundary of Acton and Georgetown were assumed to have a sidewalk on at least one side of the road.

The opportunity for Active Transportation use in Acton is expected to be relatively good overall. Although Acton has limited trails and cycling infrastructure, the proximity of the Intensification Property Blocks to downtown Acton and the Highway 7 corridor (where the majority of amenities and employment tends to be located) provides good opportunity for walking and cycling on local roads.

The opportunity for Active Transportation use in Georgetown is also expected to be relatively good overall. Georgetown has an extensive network of trails and bike lanes however they tend to be recreation based and do not connect to downtown or the Highway 7 corridor. The proximity of the Intensification Property Blocks to downtown Georgetown and the Highway 7 corridor (where the majority of amenities and employment tends to be located) provides good opportunity for walking and cycling on local roads.

Overall Results

Table 3 and Table 4 summarize the assessment results of the four transportation criteria, individually and collectively, for the Intensification Property Blocks in Acton and Georgetown respectively.

TABLE 3: ACTON INTENSIFICATION PROPERTY BLOCKS – ASSESSMENT RESULTS

Intensification Property Block	Area (ha)	Capacity	Access	Transit	Active	Average
1	0.18	●	●	●	●	●
2	2.03	●	●	●*	●	●
3	0.25	●	●	●*	●	●
4	2.23	●	●	●*	●	●
5	2.02	●	●	●*	●	●
6	0.28	●	●	●*	●	●
7	3.55	●	●	●*	●	●
8	0.90	●	●	●	●	●
9	4.60	●	●	●	●	●
10	1.48	●	●	●	●	●
11	0.41	●	●	●	●	●
12	0.58	●	●	●*	●	●
13	0.33	●	●	●*	●	●

14	0.24	●	●	●*	●	●
15	0.56	●	●	●*	●	●
16	1.43	●	●	●*	●	●
17	0.71	●	●	●	●	●
18	0.04	●	●	●	●	●
19	1.61	●	●	●	●	●
20	0.27	●	●	●	●	●
21	6.70	●	●	●	●	●
22	121.00	●	●	●	●	●

● = Good, ● = Fair, ● = Poor

*Fixed local route transit is expected to service this intensification property block before the year 2041.

TABLE 4: GEORGETOWN INTENSIFICATION PROPERTY BLOCKS – ASSESSMENT RESULTS

Intensification Property Block	Area (ha)	Capacity	Access	Transit	Active	Average
1	0.52	●	●	●*	●	●
2	3.43	●	●	●*	●	●
3	5.39	●	●	●*	●	●
4	2.07	●	●	●*	●	●
5	5.03	●	●	●*	●	●
6	1.38	●	●	●	●	●
7	0.13	●	●	●*	●	●
8	10.06	●	●	●*	●	●
9	1.32	●	●	●*	●	●
10	0.86	●	●	●*	●	●
11	1.82	●	●	●*	●	●
12	0.43	●	●	●*	●	●
13	0.62	●	●	●*	●	●
14	1.78	●	●	●	●	●
15	0.56	●	●	●*	●	●
16	0.68	●	●	●	●	●
17	0.83	●	●	●	●	●
18	0.81	●	●	●*	●	●
19	0.43	●	●	●*	●	●
20	0.44	●	●	●*	●	●

21	1.18	●	●	●*	●	●
22	0.88	●	●	●*	●	●
23	1.28	●	●	●*	●	●
24	0.49	●	●	●*	●	●
25	0.14	●	●	●*	●	●
26	4.31	●	●	●	●	●
27	2.02	●	●	●	●	●
28	2.28	●	●	●	●	●
29	1.18	●	●	●	●	●
30	5.24	●	●	●	●	●
31	1.07	●	●	●	●	●
32	4.74	●	●	●	●	●
33	7.58	●	●	●	●	●
34	4.45	●	●	●	●	●
35	0.81	●	●	●*	●	●
36	0.95	●	●	●*	●	●
37	1.25	●	●	●	●	●
38	1.70	●	●	●*	●	●
39	2.16	●	●	●*	●	●
40	1.71	●	●	●*	●	●
41	3.59	●	●	●*	●	●

● = Good, ● = Fair, ● = Poor

*Fixed local route transit is expected to service this intensification property block before the year 2041.

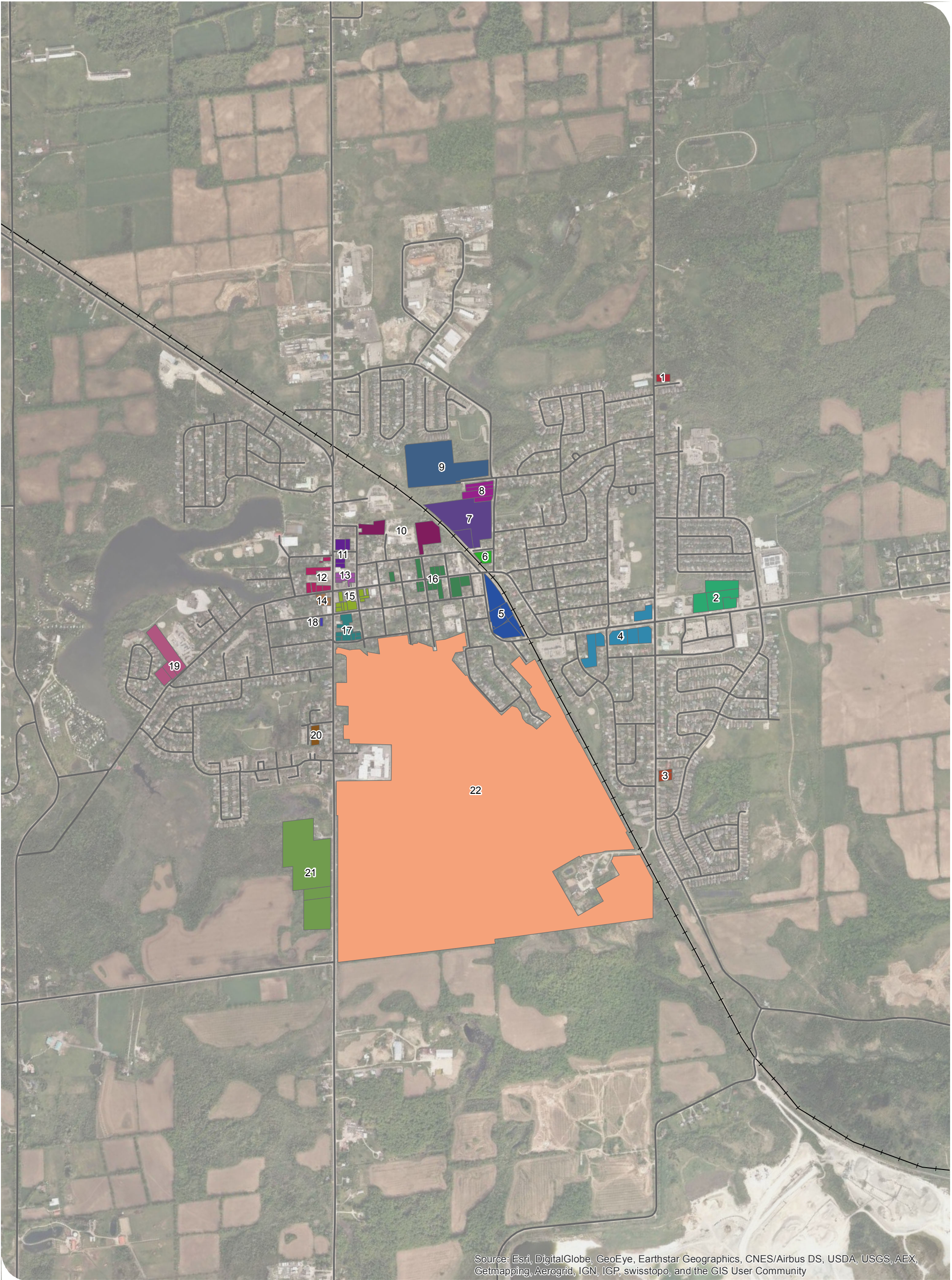
Figure 13 and Figure 14 display the overall multi-modal transportation infrastructure assessment results within Acton and Georgetown respectively.

Summary

Each of the Intensification Property Blocks within Acton and Georgetown was assessed based on four transportation criteria: Capacity, Access, Transit, and Active Transportation. The results of the four transportation criteria were then assessed to understand the overall multi-modal transportation opportunities and/or constraints for each Intensification Property Block.

Overall, the majority of the Intensification Property Blocks within Acton and Georgetown can be reasonably well served from a transportation perspective. Of the 63 Intensification Property Blocks that were assessed within Acton and Georgetown only 2 blocks received an overall average score of *Poor*, while 25 blocks received overall average score of *Good*. Although there are no major vulnerabilities that

can't be overcome / mitigated, significant upgrades to infrastructure and/or service would be necessary to make the *Poor* Intensification Property Blocks desirable for residential intensification.



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 1:
INTENSIFICATION PROPERTY
BLOCKS
ACTON

- Road
- +— Railway
- Intensification Property
- 17** Intensification Property Block ID

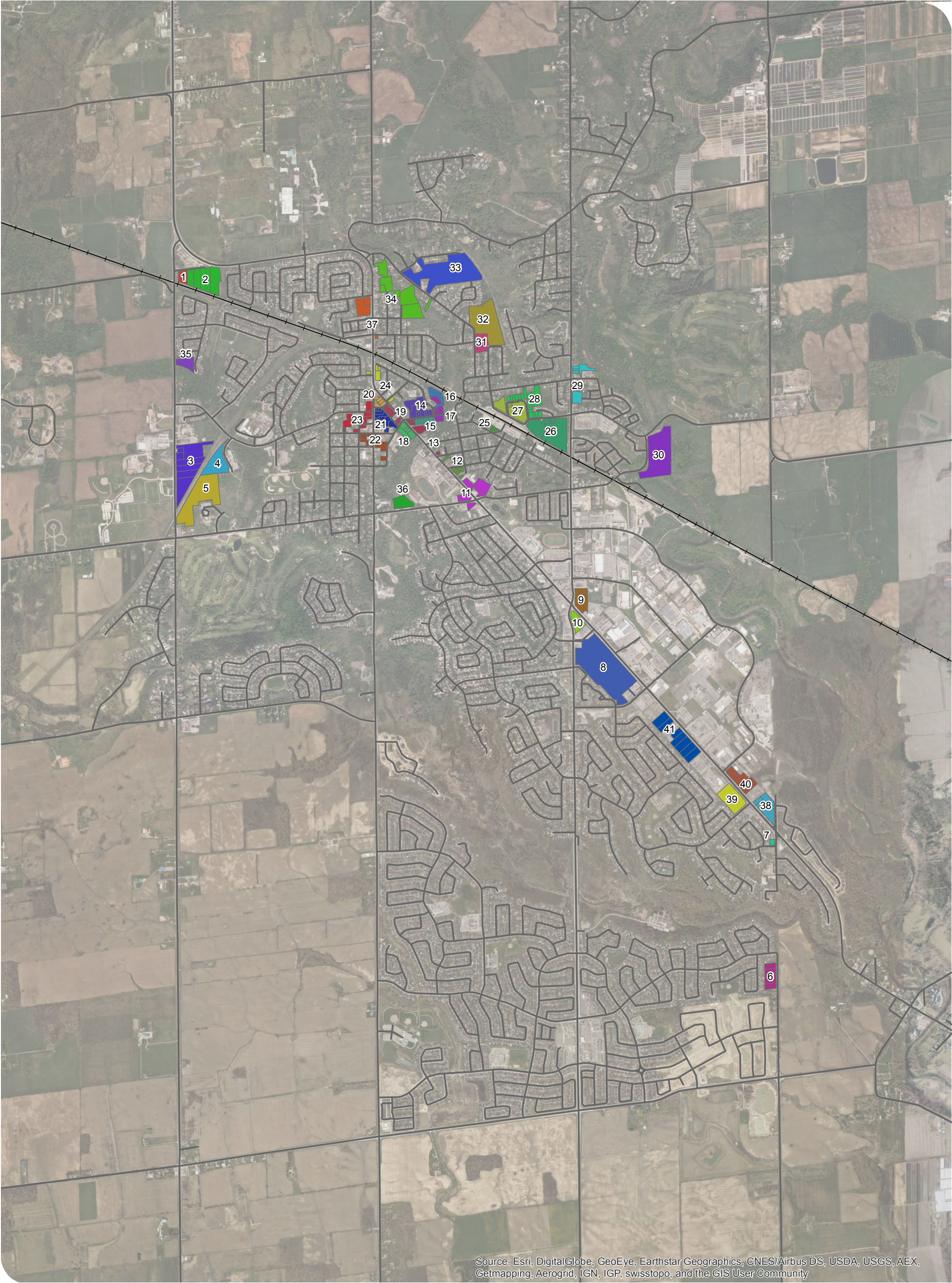


MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N



PROJECT: 17-6497 STATUS: FINAL DATE: 9/25/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

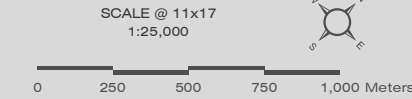
FIGURE 2:
INTENSIFICATION PROPERTY
BLOCKS
GEORGETOWN

- Road
- +— Railway
- Intensification Property
- 17** Intensification Property Block ID



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

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MAP PROJECTION: NAD 1983 UTM Zone 17N



PROJECT: 17-6497 STATUS: FINAL DATE: 8/21/2019



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TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

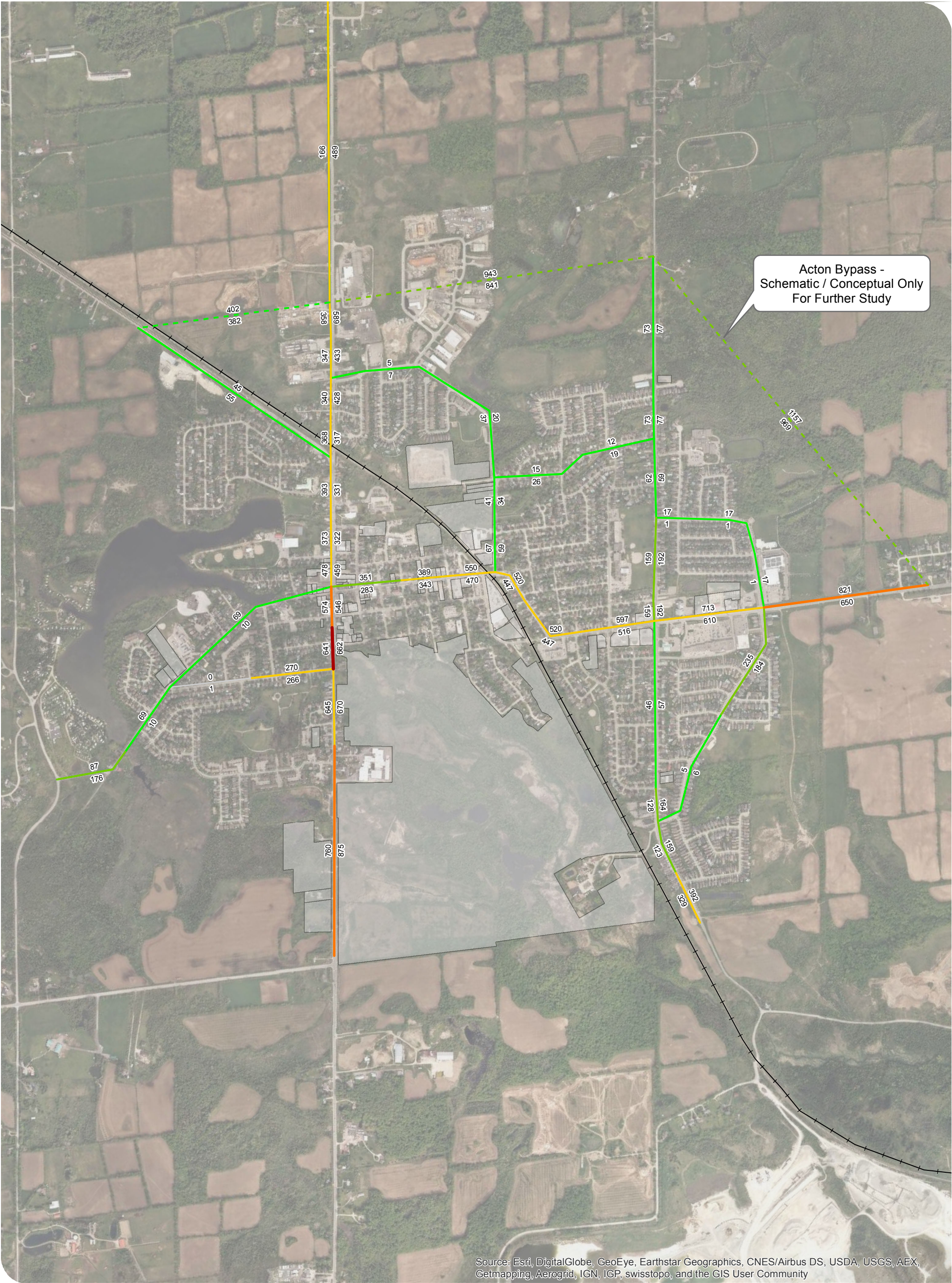
FIGURE 3:
2021 LINK CAPACITY
PM PEAK HOUR
ACTON



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DATA PROVIDED BY THE TOWN OF HALTON HILLS

MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

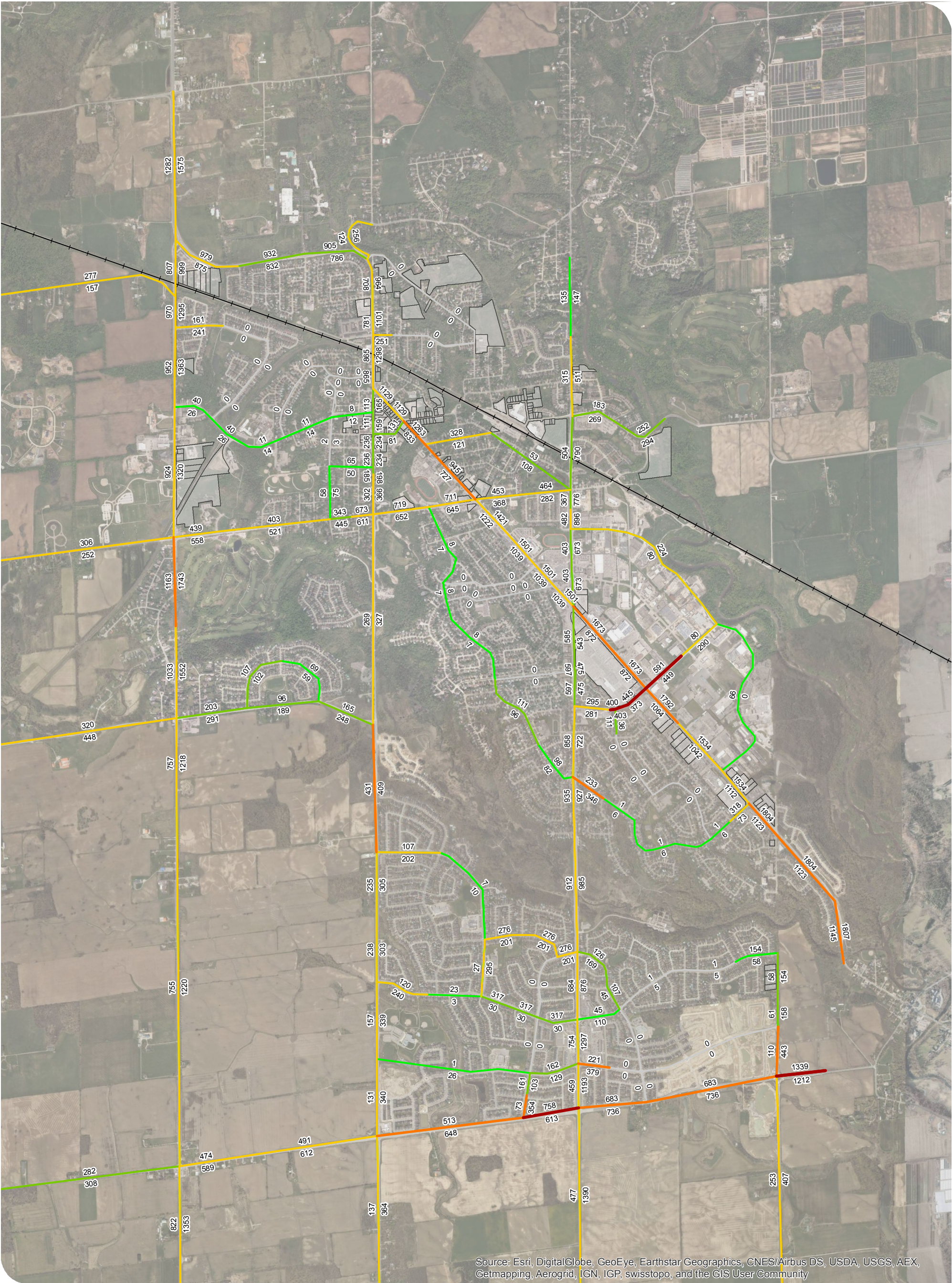
FIGURE 4:
2031 LINK CAPACITY
PM PEAK HOUR
ACTON



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 5:
2021 LINK CAPACITY
PM PEAK HOUR
GEORGETOWN

- Volume Capacity Ratio**
- | | | |
|---|---|------------------------------|
| — >1.00 V/C | — <0.50 V/C | 427 Peak Hour Traffic Volume |
| — <1.00 V/C | — <0.25 V/C | — Railway |
| — <0.85 V/C | — 0.00 V/C | □ Intensification Property |



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

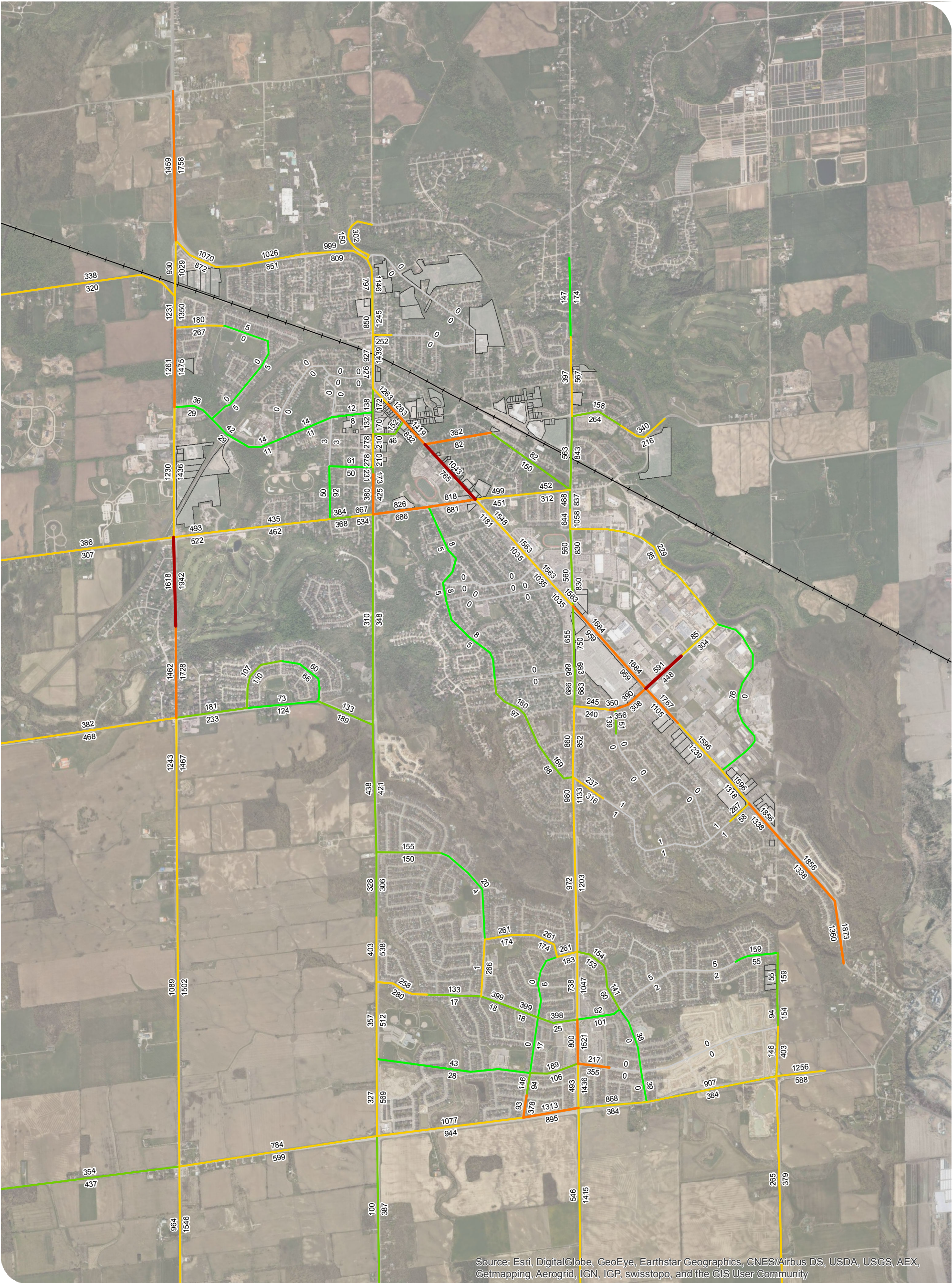
MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N

SCALE @ 11x17
1:25,000



0 250 500 750 1,000 Meters

PROJECT: 17-6497 STATUS: FINAL DATE: 8/20/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 6:
2031 LINK CAPACITY
PM PEAK HOUR
GEORGETOWN

- Volume Capacity Ratio**
- | | | |
|---|---|------------------------------|
| — >1.00 V/C | — <0.50 V/C | 427 Peak Hour Traffic Volume |
| — <1.00 V/C | — <0.25 V/C | — Railway |
| — <0.85 V/C | — 0.00 V/C | □ Intensification Property |



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N

SCALE @ 11x17
1:25,000



0 250 500 750 1,000 Meters

PROJECT: 17-6497 STATUS: FINAL DATE: 8/20/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 7:
ROADWAY CLASSIFICATION
ACTON

- Roadway Classification**
- Highway
 - Arterial
 - Collector
 - Local
 - Railway
 - Intensification Property

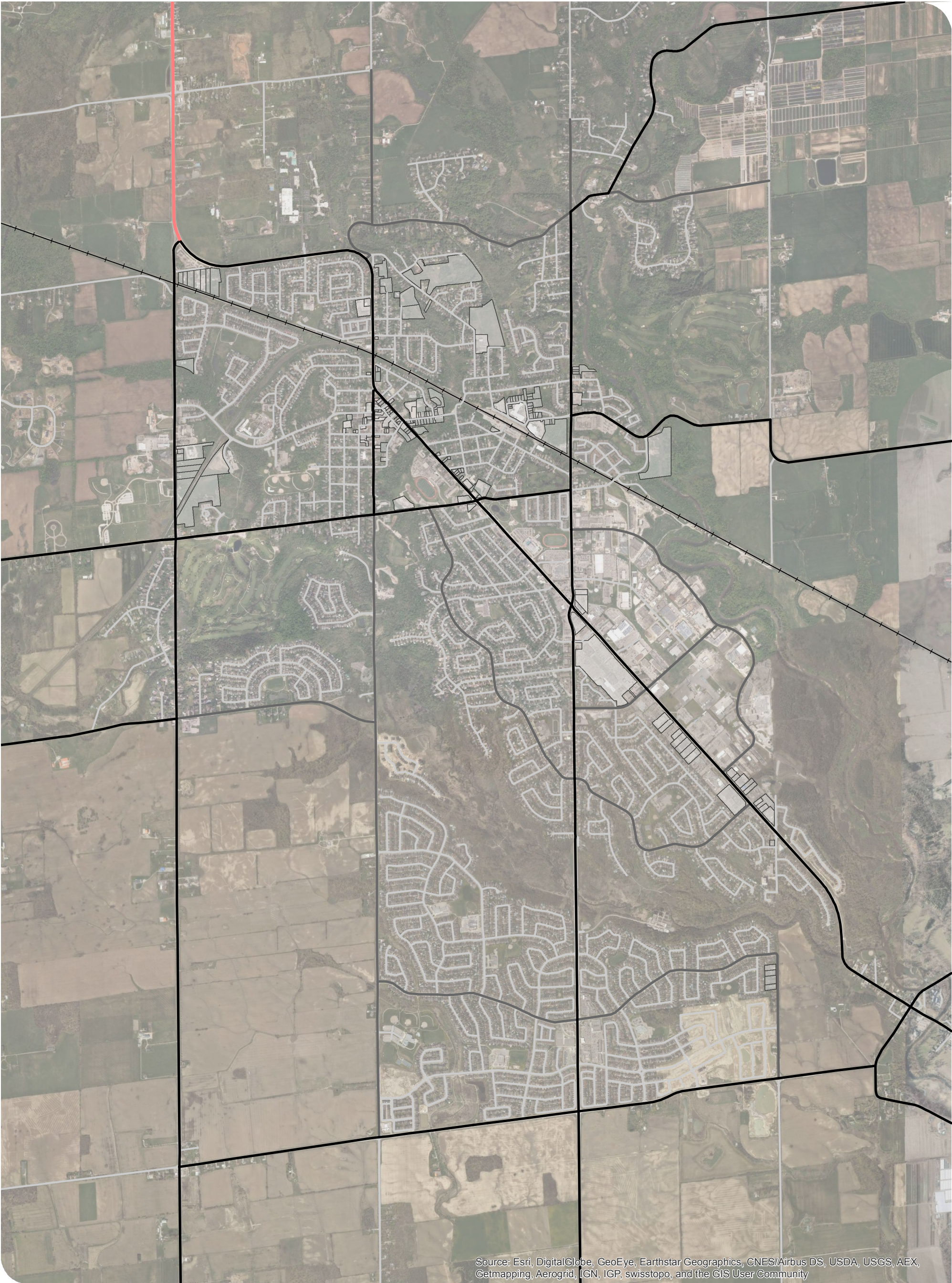


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MAP PROJECTION: NAD 1983 UTM Zone 17N








PROJECT: 17-6497 STATUS: FINAL DATE: 9/25/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

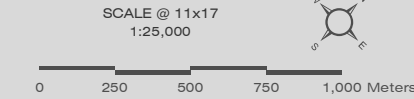
FIGURE 8:
ROADWAY CLASSIFICATION
GEORGETOWN

- Roadway Classification**
- | | |
|---|--|
|  Highway |  Railway |
|  Arterial |  Intensification Property |
|  Collector | |
|  Local | |

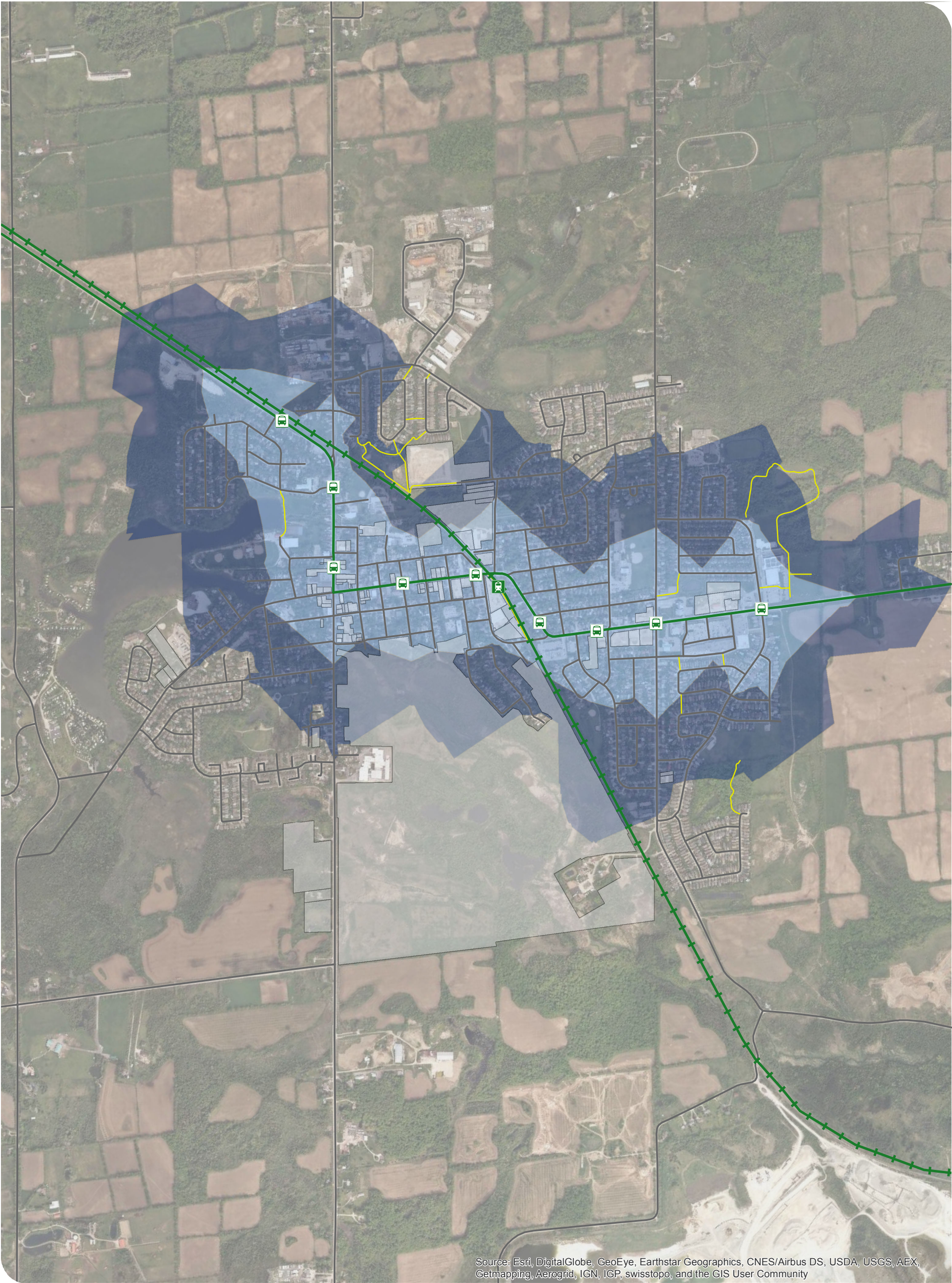


MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N



PROJECT: 17-6497 STATUS: FINAL DATE: 8/20/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 9:
TRANSIT SERVICE AND
WALKABILITY
ACTON

- GO Bus Stop
- GO Train Station
- GO Bus Route (31 & 33)
- GO Train Line (Kitchener)

- Road
- Trail
- Intensification Property

- Transit Walkability
(Network Distance
from Transit Stop)**
- 400 m
 - 800 m



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

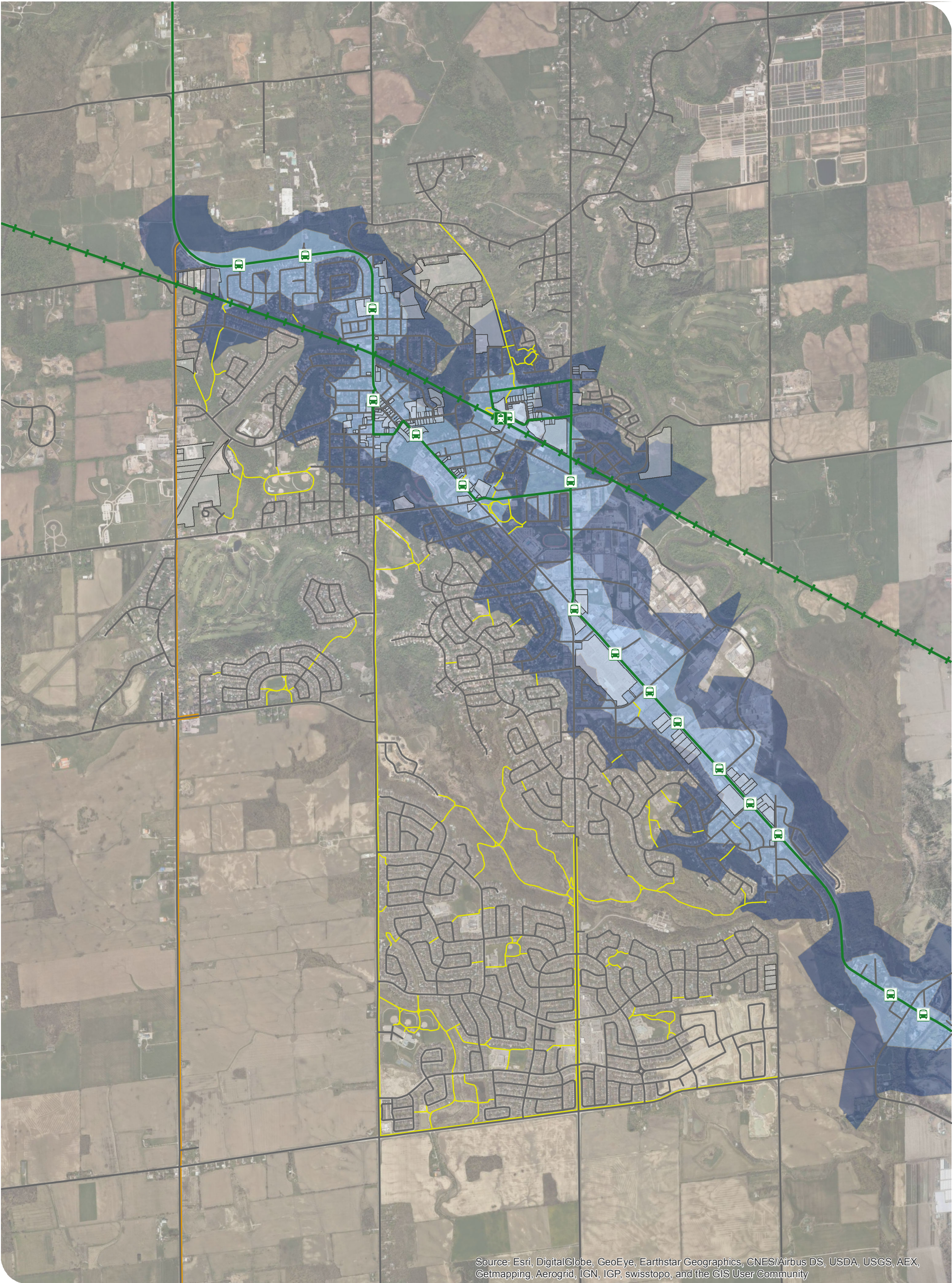
MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N

SCALE @ 11x17
1:15,000

0 200 400 600 Meters











PROJECT: 17-6497 STATUS: FINAL DATE: 9/25/2019





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 10:
TRANSIT SERVICE AND
WALKABILITY
GEORGETOWN

- | | |
|---|--|
|  GO Bus Stop |  Road |
|  GO Train Station |  Trail |
|  GO Bus Route (31 & 33) |  Future Trail |
|  GO Train Line (Kitchener) |  Intensification Property |

Transit Walkability
(Network Distance
from Transit Stop)

- | | |
|---|-------|
|  | 400 m |
|  | 800 m |



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N

SCALE @ 11x17
1:25,000

0 250 500 750 1,000 Meters



PROJECT: 17-6497 STATUS: FINAL DATE: 11/5/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 11:
ACTIVE TRANSPORTATION
ACTON

- Road
- +— Railway
- Trail
- Bike Lane
- Intensification Property



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

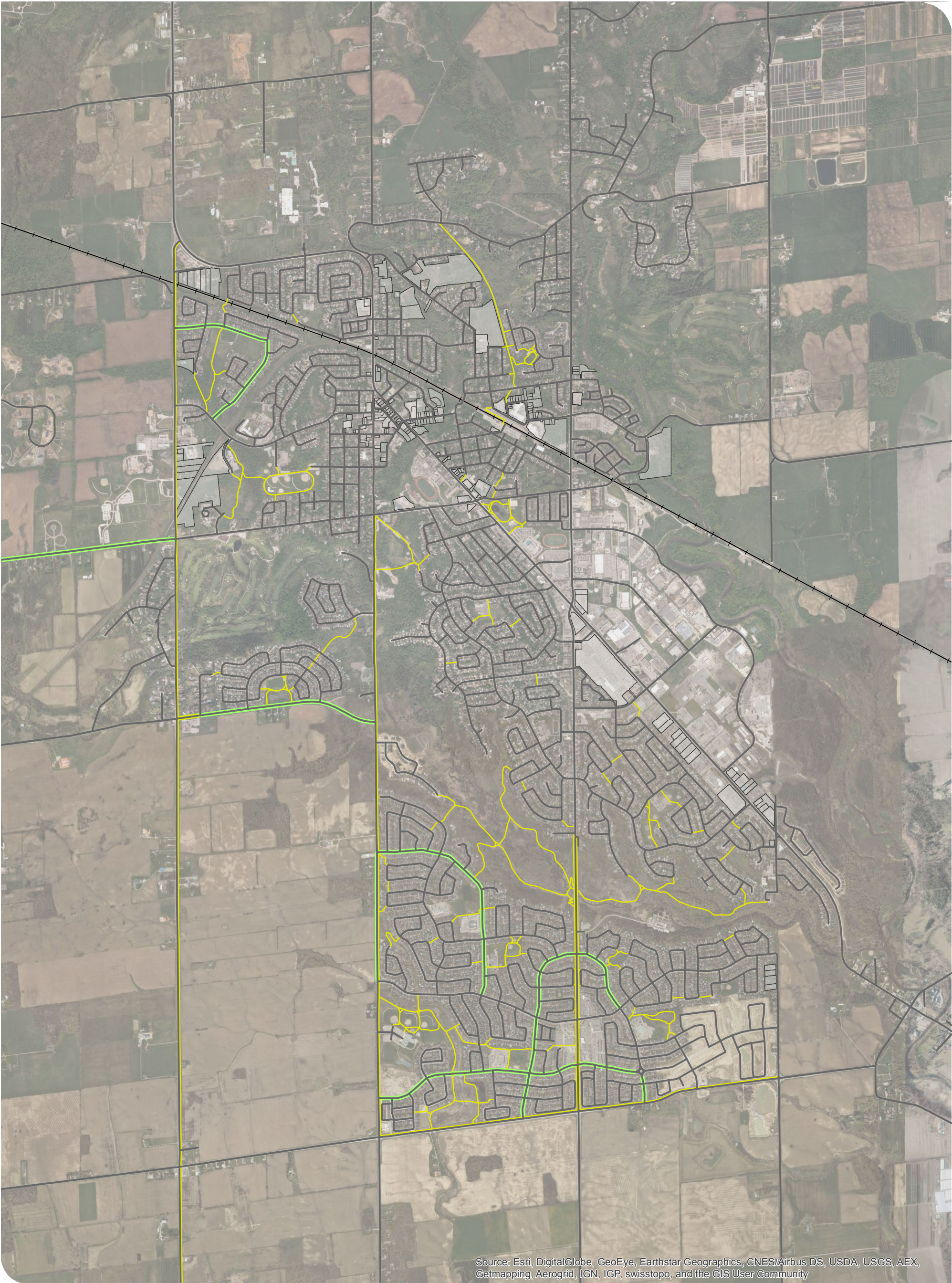
MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N

SCALE @ 11x17
1:15,000

0 200 400 600 Meters



PROJECT: 17-6497 STATUS: FINAL DATE: 9/25/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 12:
ACTIVE TRANSPORTATION
GEORGETOWN

- Road
- Railway
- Trail
- Bike Lane
- Intensification Property



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DATA PROVIDED BY THE TOWN OF HALTON HILLS

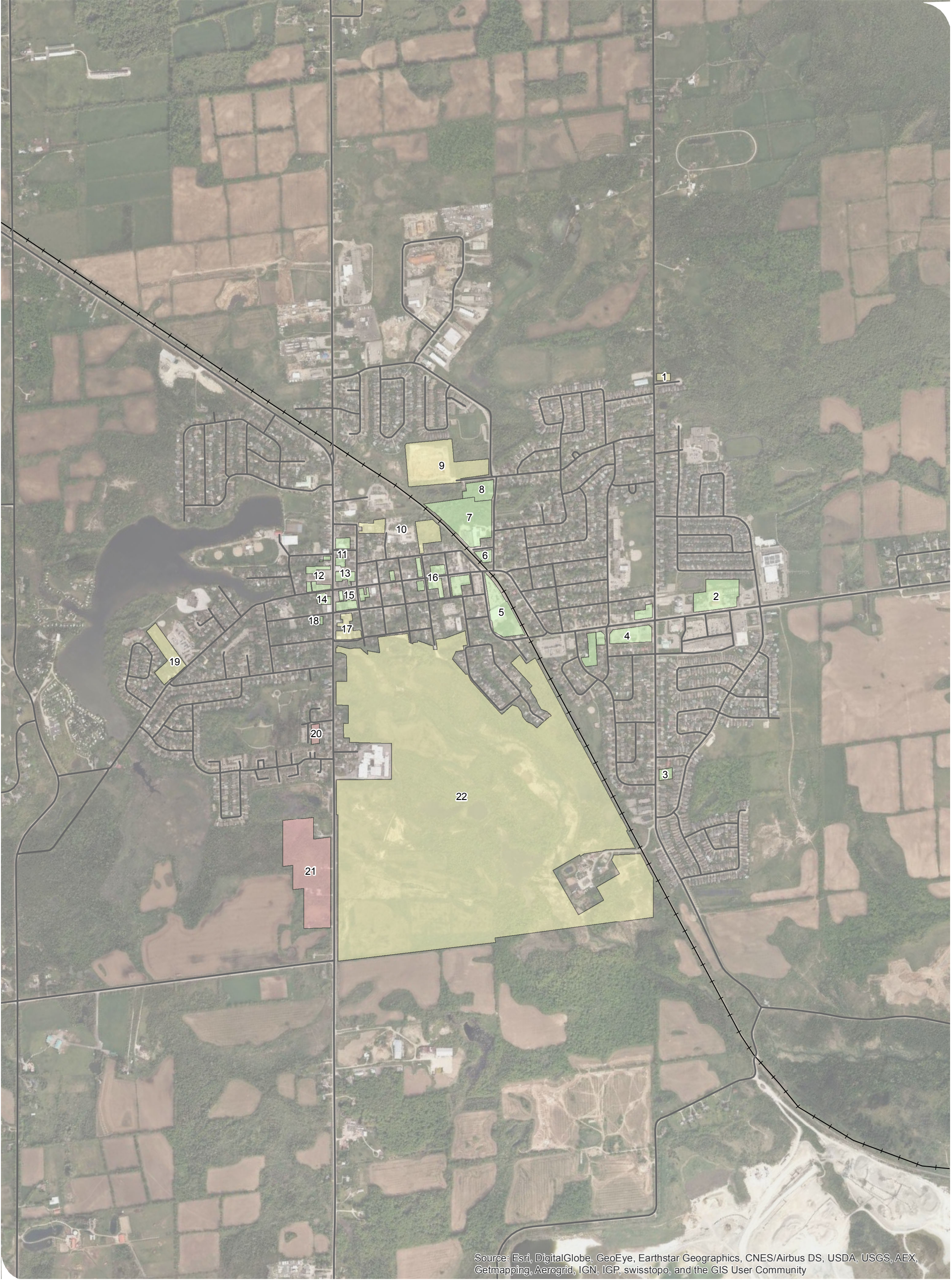
MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N

SCALE @ 11x17
1:25,000

0 250 500 750 1,000 Meters



PROJECT: 17-6497 STATUS: FINAL DATE: 11/5/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 13:
INTENSIFICATION PROPERTY
BLOCKS - OVERALL SCORE
ACTON

- Road
- +— Railway

**Intensification Property
Average Score**

- Good
- Fair
- Poor

17 Intensification Property Block ID



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

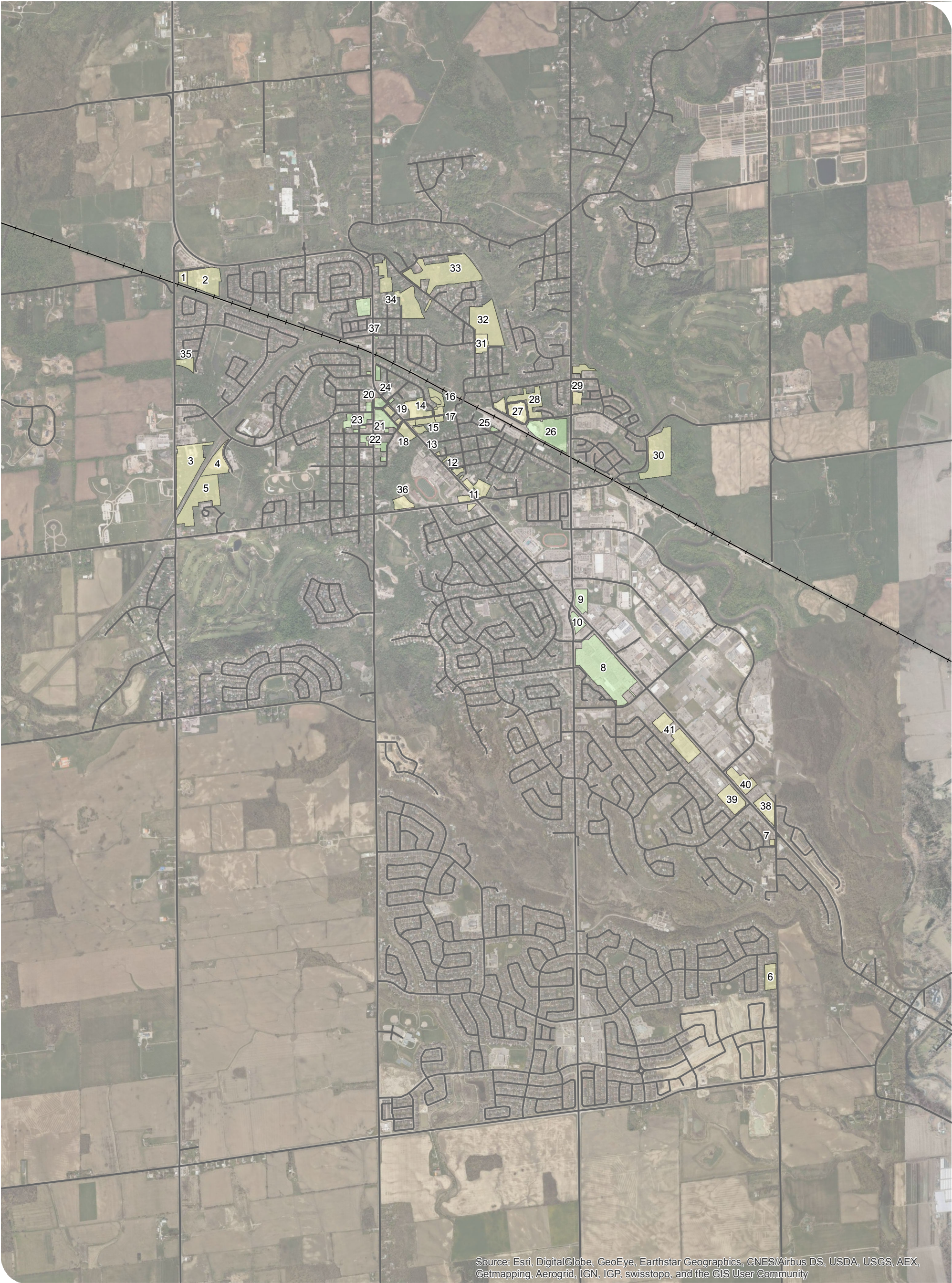
MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N

SCALE @ 11x17
1:15,000

0 200 400 600 Meters



PROJECT: 17-6497 STATUS: FINAL DATE: 9/25/2019



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

TOWN OF HALTON HILLS
INTENSIFICATION OPPORTUNITIES
STUDY UPDATE

FIGURE 14:
INTENSIFICATION PROPERTY
BLOCKS - OVERALL SCORE
GEORGETOWN

- Road
- + Railway

Intensification Property
Average Score

- Good
- Fair
- Poor

17 Intensification Property Block ID



MAP DRAWING INFORMATION:
DATA PROVIDED BY THE TOWN OF HALTON HILLS

MAP CREATED BY: JJA
MAP CHECKED BY: PB
MAP PROJECTION: NAD 1983 UTM Zone 17N

SCALE @ 11x17
1:25,000

0 250 500 750 1,000 Meters



PROJECT: 17-6497 STATUS: FINAL DATE: 11/5/2019

30 St. Patrick Street, Suite 1000, Toronto, Ontario, Canada M5T 3A3
Facsimile (416) 595-7144 Telephone (416) 593-5090
e-mail: hemson@hemson.com

MEMORANDUM

To: Melissa Ricci, Town of Halton Hills
Blair Scorgie, SvN

From: Russell Mathew and Lara Nelson, Hemson Consulting Ltd.

Date: October 25, 2019

Re: Halton Hills Intensification Opportunities Study Update – Market Assessment

Hemson Consulting Ltd. is currently assisting the Town of Halton Hills with a market assessment as input to the Halton Hills Intensification Opportunities Study Update, being led by SvN Architects + Planners. Background analyses were undertaken of the policy context and market for intensification in Halton Hills along with a review of identified intensification sites within the communities of Georgetown and Acton, giving consideration to estimated unit potential by density category, likelihood and timing of development. The intensification site inventory, initially reviewed in January 2018, was updated by Town staff over the course of 2018 and additional sites were included for evaluation. The purpose of this memorandum is to provide the results of the updated market assessment including:

- an overview of the policy framework for planning for growth and intensification in Halton Hills;
- discussion of residential patterns in Halton Hills;
- housing market supply and demand considerations with respect to intensification; and
- commentary on factors affecting redevelopment potential and the results of the updated Halton Hills intensification site inventory assessment.

1. Planning for Intensification in Halton Hills Undertaken within the Context of Provincial and Regional Policy

The subject of this memorandum is the market for intensification units from both a supply and demand perspective. The need for undertaking this work at all must be understood in the context of planning policy, as these policies seek much higher levels of intensification than have occurred in the past.

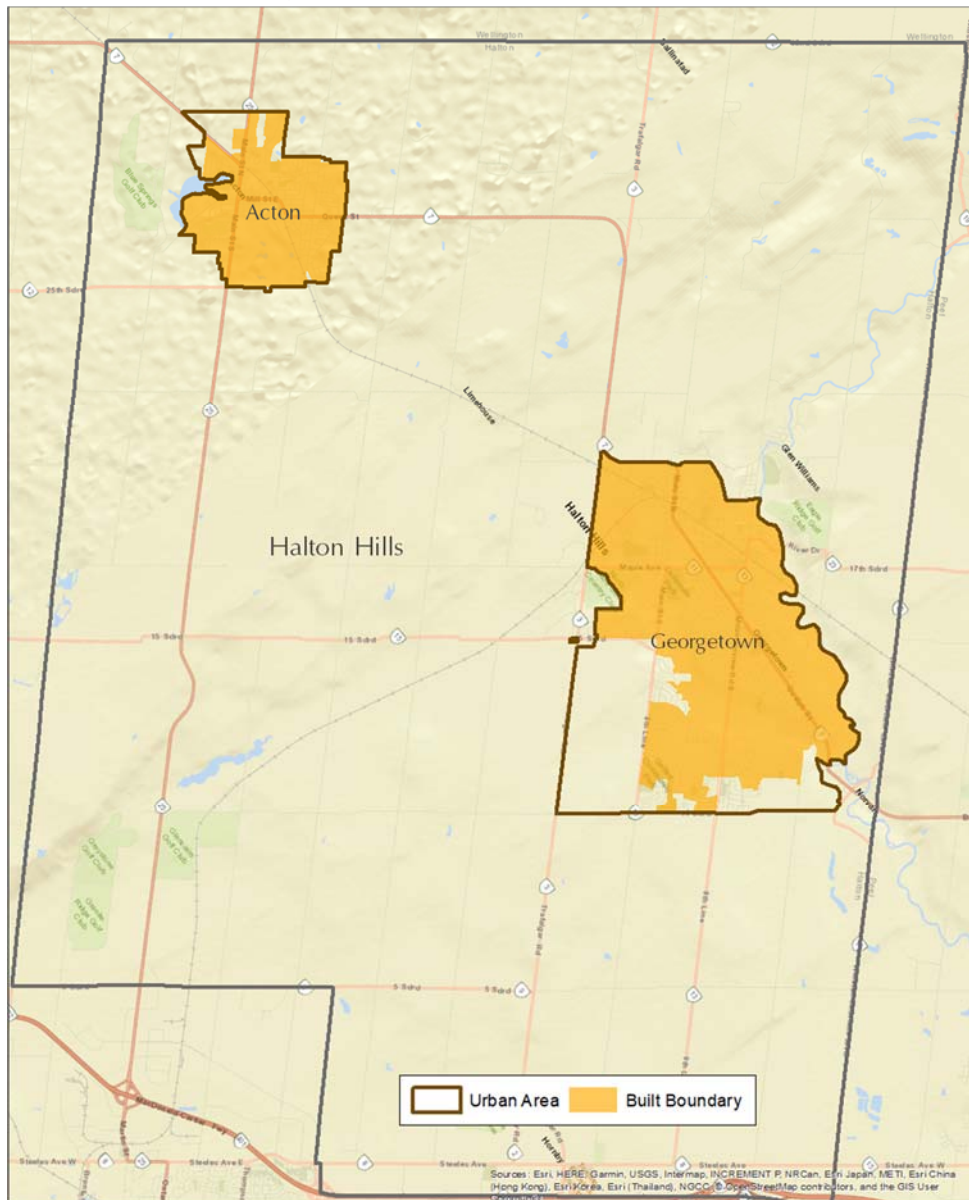
Growth through intensification has become a key part of planning policy in the Greater Golden Horseshoe (GGH), Halton Region and the Town of Halton Hills, characterized by policies and targets which aim for more development in built-up areas and less on new greenfield land, along with encouraging higher density forms of development. A central purpose of intensification policy is to reduce the amount of new urban land developed while at the same time protecting prime agricultural lands, mineral aggregate resources and natural heritage systems. Intensification policies are also promoted as a way to support a broad range of planning objectives, such as increased transit ridership and the development of complete communities characterized by a mix of residential and employment land uses, a range of housing affordability and choice, higher level urban amenities and active, animated, pedestrian-oriented streets. Intensification can also help to minimize infrastructure costs, since it can rely on existing services, however that is not always the case, particularly in very mature urban centres where infrastructure upgrades or replacement can be challenging and costly.

Planning for intensification in Halton Hills is undertaken within the context of Provincial and Halton Region growth management and land use planning policy and must be consistent with the direction and targets of the Province's, *A Place to Grow: Growth Plan for the Greater Golden Horseshoe* (the *Growth Plan*), 2019, and the *Halton Region Official Plan*. The *Growth Plan* provides forecasts of population and employment (Schedule 3) and minimum targets for intensification within Built-up Areas (s.2.2.2.1) and density on Designated Greenfield Areas (DGA) (s.2.2.7.2) that municipalities throughout the Greater Golden Horseshoe (GGH) must use as a basis for long range planning and managing growth.

Intensification is generally considered to be new housing occurring in built-up parts of a community, through infill and redevelopment often at higher densities of

development. In a *Growth Plan* context, it refers specifically to residential development occurring within delineated Built-up Areas, as defined by the Province's 2006 delineated built boundary. Halton Hills has two Built-Up Areas, within the communities of Acton and Georgetown, as shown on Map 1.

Map 1: Acton and Georgetown Built Up Areas, Halton Hills



Growth Plan targets for residential development within the Built-Up Area have been revised twice since its initial adoption.

- The *Growth Plan*, 2006 required 40% of residential units to be planned within the Built-Up Area from 2015 onward.
- In 2017, the Province adopted new *Growth Plan* targets that were more ambitious, requiring 50% of residential development within the Built-Up Area from the time of the next Municipal Comprehensive Review (MCR) process, and then 60% from 2031 onward;
- The *Growth Plan*, 2019 which came into effect recently on May 16, 2019 updated the intensification target applicable to Halton Region to 50% from the MCR onward, with no required increase in the 2030's.

By any measure this amounts to much higher levels of intensification than have been experienced in the past, especially in Halton Hills.

The Schedule 3 forecasts that the Region must use as a basis for planning have also been revised since the initial adoption of the *Growth Plan*. Amendment 2 to the *Growth Plan* updated the Schedule 3 forecasts and extended them from 2031 to a 2041 planning horizon, as shown in Table 1 below. Halton is now planning for a population of 1,000,000 residents and 470,000 jobs to 2041, including allocating that growth to each local municipality in the Region.

Table 1

Growth Plan Schedule 3 Forecasts, Halton Region				
	Population		Employment	
	2031	2041	2031	2041
Original Schedule 3 (2006)	780,000	n/a	390,000	n/a
Current Schedule 3 (2013)	820,000	1,000,000	390,000	470,000

The significant growth to be accommodated and the much higher level of intensification means that a very large number of units need to be allocated to Halton Hills through the Regional official plan.

The *Halton Region Official Plan* is the implementing vehicle of *Growth Plan* policy within Halton and provides growth allocations, policy direction and targets for each of the four municipalities, including Halton Hills. Regional Official Plan Amendment (ROPA) 38 brought the Region into conformity with the original Schedule 3 and targets of the *Growth Plan*, 2006 and culminated with the planned population, employment and intensification, density and phasing targets to 2031, contained in

Tables 1 to 2A of the *Halton Region Official Plan*. The targets allocate a minimum number of residential units for each local municipality to be planned within the Built-Up Area from 2015 to 2031, working to meet the Regional minimum 40% required by the policy in effect at the time. For the Town of Halton Hills, the *Halton Region Official Plan* currently allocates a population of 94,000 residents at 2031; and a target of 5,100 units to be built within the Built-Up Area. The 5,100 units represents 15% of Region-wide planned intensification units required to meet the *Growth Plan*, 2006 target. The bulk of Halton Region intensification units are accommodated and planned for within the more mature urban municipalities of Burlington and Oakville.

The Regional growth allocations and targets are planned for by the Town through the *Town of Halton Hills Official Plan*. Table D5.1, provides an intended distribution of the 5,100 intensification units for the 2015 to 2031 period, including 3,200 units in Georgetown, 1,790 in Acton and 110 units in designated hamlets. Given that the intensification in the current period (2016-21) is likely to be in the range of 100 units per year, it is unlikely that the 5,100 units by 2031 will be achieved. Completing over 400 units per year from 2021-31 seems unlikely in this context. The background work of the current review of the official plan is considering extending the timeline for these units well into the 2030s.

The Region is presently in the process of a Regional Official Plan Review, a key component of which is the Halton Region Integrated Growth Management Strategy (IGMS). The IGMS will, among other matters, update the forecasts and targets within the Regional official plan and extend the planning horizon to 2041, consistent with the updated Schedule 3 forecasts and current in-effect policies and targets of the *Growth Plan*, 2019.

The IGMS will culminate with a preferred growth concept for the Region including growth allocations and minimum expectations for density and intensification for each local municipality to 2041, to be adopted through subsequent amendment of the *Halton Region Official Plan*. Following this, the Town of Halton Hills will need to update their planning and growth management targets to 2041, contributing to achievement of Regional targets that can be reasonably planned for and accommodated within the Town. This work has already begun in part through the Intensification Opportunities Study Update which will also provide a key input to informing the IGMS, particularly in demonstrating where and how intensification can

be accommodated within the municipality and appropriate sub-municipal allocations of growth to intensification areas within Acton and Georgetown. It is noted that Provincial policy updates under the *Growth Plan*, 2017 also changed the treatment of hamlets with respect to intensification targets, removing the undelineated provisions from the policy. As a result the 110 units currently planned for Halton Hills hamlets will no longer count towards meeting the targets in the current policy framework. This will need to be considered as part of the growth allocations prepared under the IGMS and in updating the *Town of Halton Hills Official Plan* unit by area targets.

The IGMS allocations of growth must now be based on planning to meet 50% of residential development within the Region's delineated built boundary. While the *Growth Plan*, 2019 target remediated the expectations of the 60% target at 2031, achieving 50% intensification will still necessitate change from current residential development patterns in the Region. Analysis undertaken as part of the IGMS indicates that the Region as a whole is currently just achieving the 40% of units within the built boundary, as was required from 2015 onward under the 2006 *Growth Plan*. Meeting the 50% intensification target of the current in-force policies will require more intense, denser development, representing a shift in the pattern of housing and housing demand in the Region.

2. Intensification Policy Requires Shift in Housing Market Demand

Growth Plan intensification (and density) policy seeks to affect change, not only with respect to the amount of residential growth occurring in the Built-Up Area relative to greenfield settings, but also in the types of units that households occupy. Notwithstanding that any new units within the Built-Up Area count as intensification from a *Growth Plan* policy perspective, most intensification is in the form of rowhouse and apartment units; and policy objectives directed at more intensification primarily seek to introduce more new units in apartments in place of fewer ground-related units on greenfields.

Residential growth has always included intensification to some degree, regardless of whether there were planning policies to produce infill growth. Some examples of intensification in a Halton Region context include:

- Rowhouse infill in Downtown Georgetown, James St. 2004 (left) and 2018:



- Former rural-sized lots in Milton assembled for rowhouses:



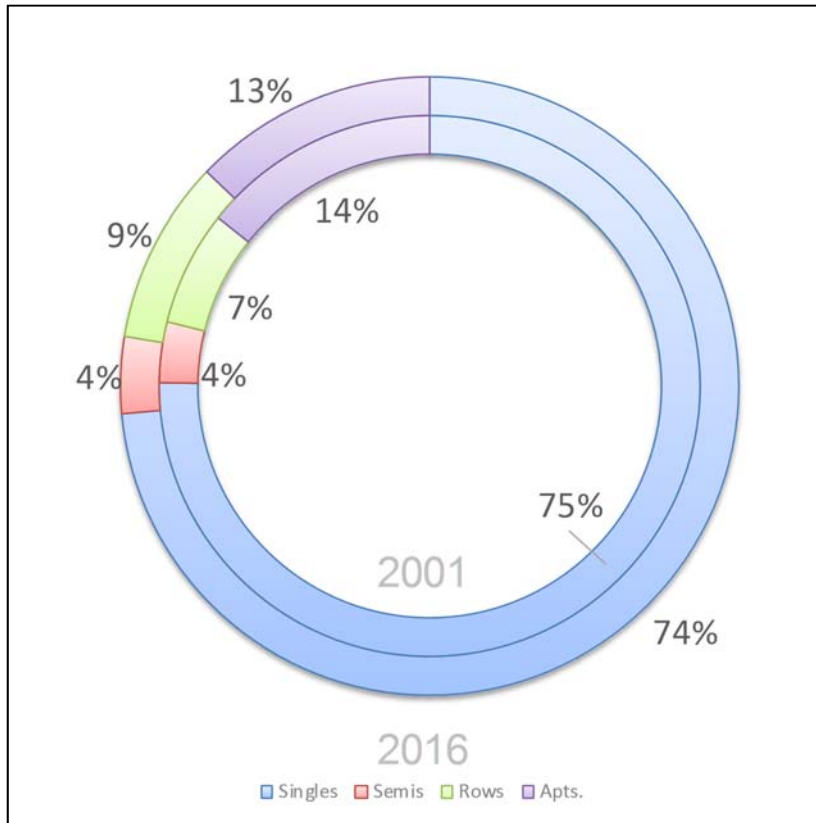
- Lakeshore estates in Burlington and Oakville, subdivided into still-large single detached units:



Some intensified land uses will occur with or without town-wide targets. It is the amount of intensification units mandated under the *Growth Plan* that may present challenges for Halton Hills. Accommodating the number of intensification units in Halton Hills means that most will need to be apartment units and some buildings at a larger scale than is typical in the community today.

Since the 1970s, the vast majority of new apartment development in the Region and in Halton Hills has been through intensification. Apartment development in greenfield areas has been quite limited in most markets, though there has been a market established over the past decade for low-rise apartment developments in Milton and North Oakville, apartment units are overwhelmingly located within intensification areas. This pattern is a market outcome of housing demand, as most apartment occupants are seeking the higher amenities of urban areas and apartment units are an affordable housing form in urban centres relative to ground-oriented units. For this reason, at any given time, apartment demand and the amount of intensification occurring are much the same.

Background work undertaken as part of the Regional IGMS suggests greenfield development in Halton is already being planned at a higher overall residential density than the current *Growth Plan* policy expectation. It is in planning for higher intensification, particularly for more apartments, that there is a potential disconnect between policy and the market necessitating a shift in the nature of housing demand in order to achieve the policy. The *Growth Plan* seems to suggest that intensification will occur by simply adopting the right planning policies, however, more intensification means more individual people need to choose to buy or rent apartment units in intensification areas than they have in the past. This is especially so for the Town of Halton Hills, where housing, historically and today, is predominately comprised of ground-oriented units occupied by larger households (relative to the smaller households occupying apartments). Exhibit 1 below illustrates the proportion of housing by type in Halton Hills in 2001 and 2016.

Exhibit 1 Households by Housing Type, Halton Hills, 2001 & 2016

Recent residential development within the Town does not suggest a shift in the long-standing pattern. Table 2 below indicates housing completions by type within Halton Hills from 2011 to current, which continues to be overwhelmingly dominated by ground-oriented units. The bulk of housing growth, most rowhouse and virtually all of the apartment development which has occurred in the Town has been concentrated in the Georgetown community.

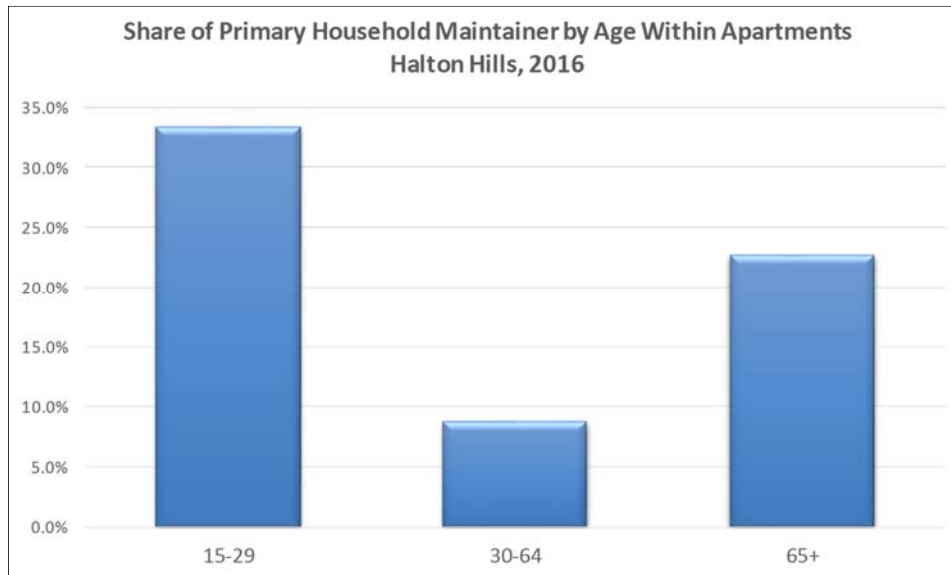
Table 2

Housing Completions by Unit Type and Area Town of Halton Hills, 2011-2019						
Area	2011-2016		2016-2019 (April)		Under Construction	
	Number of Units	Share by Unit Type	Number of Units	Share by Unit Type	Number of Units	Share by Unit Type
Acton						
Single/Semi	99	94%	20	77%	1	100%
Row	6	6%	6	23%	0	0%
Apartment	0	0%	0	0%	0	0%
Total Acton	105	100%	26	100%	1	100%
Georgetown						
Single/Semi	285	72%	467	20%	68	78%
Row	60	15%	134	20%	19	22%
Apartment	53	13%	56	9%	0	0%
Total Georgetown	398	100%	657	100%	87	100%
Rural						
Single/Semi	232	60%	70	100%	19	100%
Row	155	40%	0	0%	0	0%
Apartment	0	0%	0	0%	0	0%
Total Rural	387	100%	70	100%	19	100%
Halton Hills						
Single/Semi	616	69%	557	74%	88	82%
Row	221	25%	140	19%	19	18%
Apartment	53	6%	56	7%	0	0%
Halton Hills Total	890	100%	753	100%	107	100%

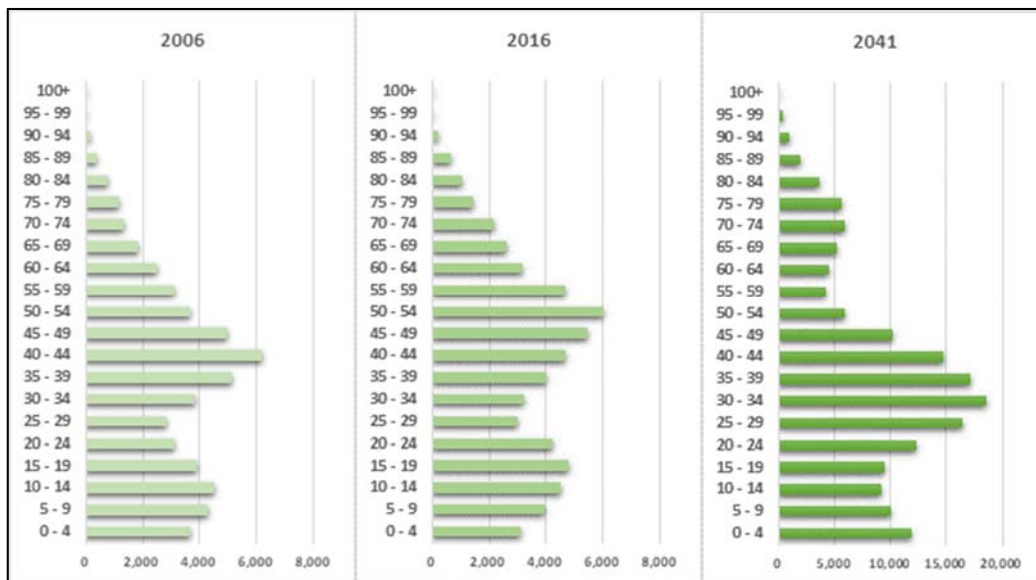
Source: CMHC.

The pattern of housing development by unit type in Halton Hills exists because of the types of households that live there – that is, mainly family households, historically attracted to the Town for affordable ground-oriented housing, particularly relative to the urban centres of Toronto and Peel, where many Halton residents moved from, many of which from apartments to starter homes. Shifting to more apartments in Halton, would require a shift either in the types of households that live in Halton Hills, or in the type of units that residents choose to reside in. Exhibit 2 below indicates the proportion of primary household maintainer by age currently occupying apartments in the Town.

The exhibit indicates that nearly one-third of young adults led households are in apartments, compared to less than 10% of middle aged households and about one-quarter of senior households.

Exhibit 2

Most apartment occupants are young adults, prior to or at the start of family formation, some empty nesters and the elderly, largely single seniors (through divorce or widowhood). Exhibit 3 below illustrates the age-structure of residents in Halton Hills residents, the bulk of which, historically, now and anticipated to 2041, are not in the age categories which predominately occupy apartments.

Exhibit 3 Age Structure, Halton Hills, 2006, 2016 & 2041

Source: Statistics Canada, historical; Hemson Consulting, forecast.

Exhibits 4 and 5 below illustrate the type and size of households occupying apartments within Halton; and the current and forecast composition of households in the Region.

Exhibit 4: Households Occupying Apartments, Halton Region, 2016

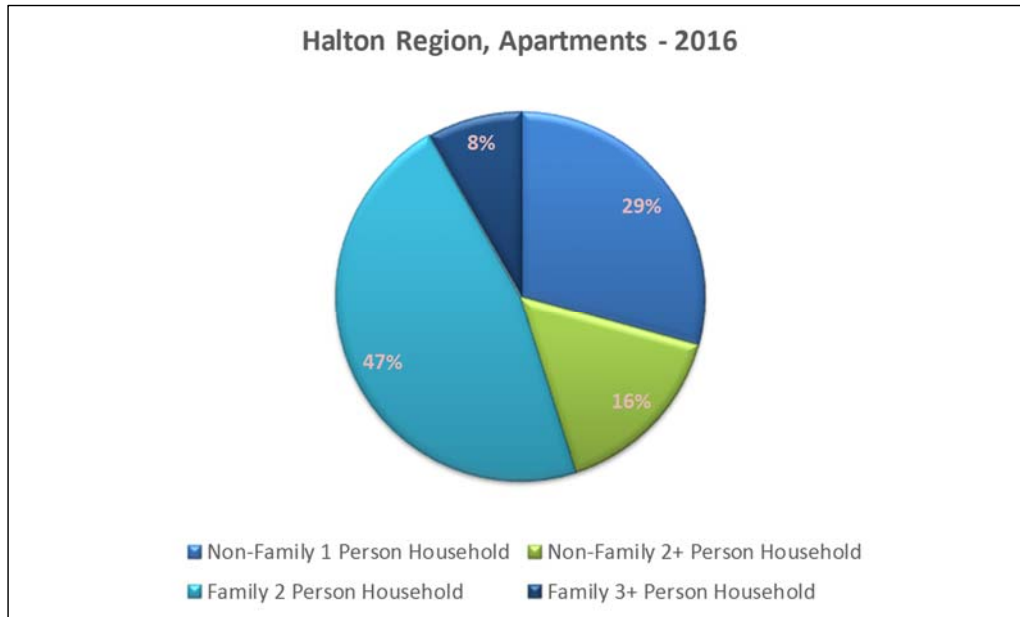
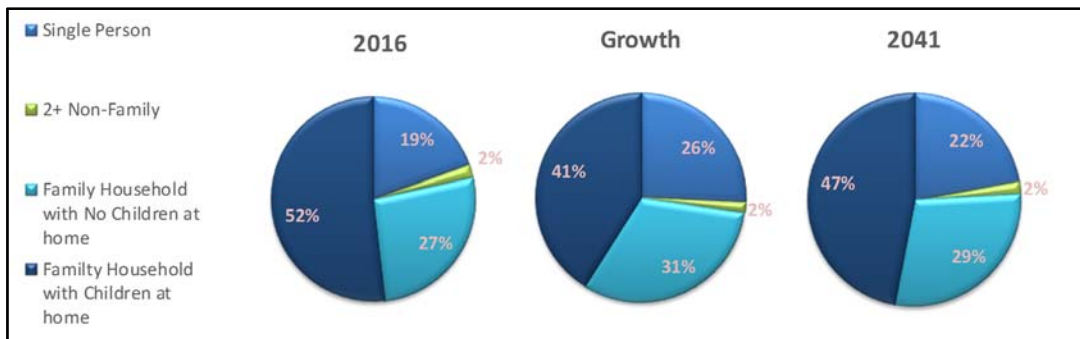


Exhibit 5 Current and Forecast Apartment Households, Halton Region



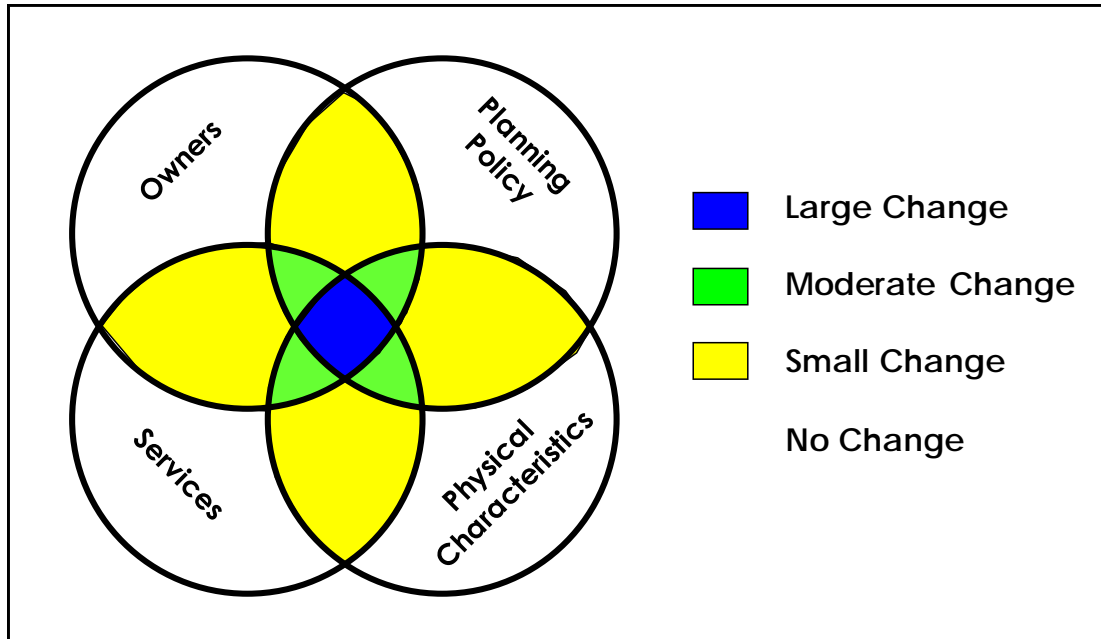
As shown, most apartments in the Region are occupied by one or two person households, while the overwhelming majority of households in Halton are families, most of which have children living at home. The type of households living in Halton are not anticipated to shift substantially between now and 2041. Thus, in order for there to be a greater proportion of people residing in apartments, more families and larger households would need to choose the housing form, instead of the ground-oriented units that most families in Halton occupy today. Given that most new

residents to the Region and Halton Hills are younger families, many of which are moving out of apartments in the GTAH core and seeking affordable starter homes, it is more likely that most will choose single- or semi-detached units or more so, rowhouses, which can provide a more affordable ground-oriented housing option. While most families are likely to prefer ground-oriented to apartment units, some may choose apartments. However, sizing apartment units to larger households also increases the cost which represents another deterrent to the policy-driven shift. That is, apartments are only more affordable (than rows for example) because they are smaller. Recent analyses undertaken by NBLC of Downtown Georgetown considered the relative size and typical cost of apartments compared with that of rowhouses. An 850 sq. ft. apartment with an estimated cost of \$580 per sq ft would cost \$493,000. This cost compares with a 2,000 sq ft rowhouse at an estimated cost of \$380 per sq. ft. that would sell for \$760,000. However, a “family-sized” apartment would need to be more comparable in size to a rowhouse. A family-sized apartment of 1,300 sq. ft., for example, at the \$580 per sq ft cost, would result in a unit cost of \$760,000. Taking this together with the maintenance fees associated with apartments, it might be a harder sell in a market where one can purchase a ground-oriented rowhouse for roughly the same cost.

3. Supply Aspects Pose Additional Challenges

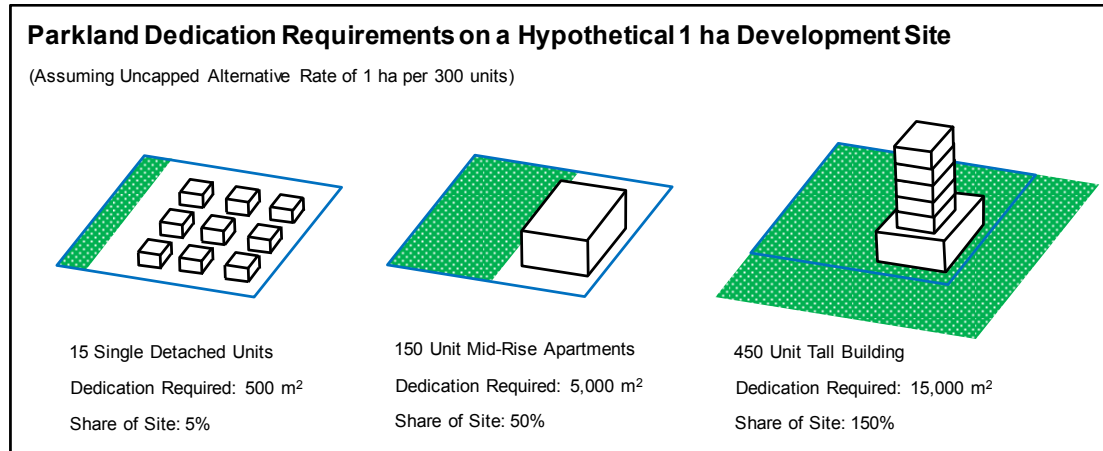
Notwithstanding that a huge shift to apartments as a proportion of housing in Halton may not seem likely, given the characteristics of the current and anticipated household population in Halton, the Region and Town does need to plan for significant intensification. For the Town of Halton Hills, most intensification will likely be in the form of rowhouses, and some low-rise and medium apartment development over the longer-term. Even for typical sized apartment projects, supply needs to meet demand through economically viable projects. Suitable sites, availability of sites, planning policy and infrastructure all come into play. A number of supply-sided challenges also affect likelihood and timing of development and redevelopment for intensification. Multiple factors need to align for a large change to occur with respect to intensification, as illustrated on Exhibit 6, and described below.

Exhibit 6: Factor Influencing Redevelopment Likelihood



- Firstly, planning policy at the local level is important to encouraging intensification, signalling to land owners and developers that the intent for intensification is there. Providing suitable land use designations is a start and approaches such as pre-zoning lands for higher densities is also helpful. It is also important to ensure that that planning fees and minimum development standards do not work against intensification goals. A prime example being parkland dedication, which can act as a deterrent to higher density development if not carefully considered, as shown in the example in Exhibit 7. The new Community Benefit Charge replacing the cash-in-lieu of parkland dedication system will not apply quite the same way but in principle, the larger share of park with higher density principle should still apply.

Exhibit 7: Example Parkland Dedication Requirements



- Next, owners need to want to redevelop. Not every land owner is a developer or wants to take the risk. It is noted that existing commercial sites are commonly identified for intensification. However, even a tired-looking strip mall can provide a good low-risk return on investment. Or, as long as a big box retailer is profitable there is little incentive to change use. As well, some owners may hold vacant properties for a long time for their own reasons. Just as municipalities have little influence over where and what type of unit residents choose to occupy, so too do they have little control over whether or not someone chooses to redevelop their property.
- Municipal and community services need to be in place to support the anticipated population growth associated with more intense residential development. Infill and redevelopment can rely on existing infrastructure to a point. Early in the process, where Halton Hills is today, there are not many challenges. However, once excess capacity is used up, retrofitting new infrastructure can be very expensive. The primary example of this challenge is in Downtown Toronto, where rapid apartment infill necessitated investments in large water and wastewater infrastructure to service residents, along with need for new recreational facilities, libraries schools and parkland. While an extreme example for Halton Hills, at the numbers being considered for intensification, some issues of significance to the community may still arise.
- Lastly, the physical characteristics of sites have to allow for viable development. Where land assembly is needed for large enough sites, it is usually a very slow and painful process. Older areas also often have challenges with site depth and lane access, which may be an issue in Downtown Georgetown, older parts of Guelph Street and Downtown Acton, the Town's key intensification areas.

As a result of these considerations, redevelopment can be a very slow and often unpredictable process. Notwithstanding, the Town needs to plan for intensification and meeting expectations for residential development within the Built-Up Areas of Halton Hills, as part of *Growth Plan* conformity, including identifying where there is potential for infill and redevelopment within the delineated built boundary.

Compared with greenfield areas, there is a much more limited number of relatively small sites for intensification. As part of the determining where and how intensification could be achieved in Halton Hills, Town staff have identified an inventory of potential intensification sites. The intensification site inventory allows identification of where, how and how many units can be accommodated within the Built-Up Areas of Georgetown and Acton, and helps inform an appropriate intensification target for the Town, planning to 2041 and looking ahead to the longer-term.

4. Updated Intensification Inventory Indicates Significant Unit Potential

In order to plan for achieving intensification within the framework of *Growth Plan* policy, it is necessary to identify that the potential exists on the supply side to meet the intensification targets. A primary purpose of the Intensification Opportunities Study Update is to demonstrate that the units can be provided through identified sites and appropriate planning permissions should the policy-based demand expectations for intensification materialize through the market. To this end, Town staff identified an inventory of vacant, underutilized and potential redevelopment sites within the communities of Acton and Georgetown.

The identified intensification parcels were initially reviewed by Hemson in January 2018, giving consideration to the estimated unit potential and timing of development of each site. The inventory was updated over the course of 2018, including a number of additional sites. The updated intensification inventory has been reviewed on a site-by-site basis and estimates made of unit potential by likelihood and density category by planning period from 2016 to 2041, working in consultation with Town staff.

Development and redevelopment require not only market demand but also sites that can be economically developed. The review and assessment of potential intensification sites considered a range of factors, such as planning policy and official plan designations, existing and surrounding uses and site characteristics, each of which

affects the likelihood and potential timing of development. The inventory includes sites considered to have potential for infill development on vacant lots as well as redevelopment opportunities on identified underutilized parcels. For the most part, those sites which were considered in the review to be most likely to develop and to develop in the nearer term are those which are:

- large;
- vacant;
- have good site configuration;
- do not require assembly with other parcels;
- are designated and zoned for residential uses;
- not deterred by significant planning fees and charges; and
- not constrained by environmental features or contaminated from prior uses.

As the above conditions change so does the likelihood and potential timing of development:

- Parcels which contain active existing uses, particularly high value commercial uses, are less likely to be redeveloped especially in the nearer term. Those sites identified within commercial corridors with businesses still in operation, for example along Guelph Street in Georgetown, were attributed largely to the 2031-41 period. Many may ultimately be redeveloped beyond the 2041 planning period. The need for site clean-up from former use acts as another deterrent to redevelopment, which may also be the case for some of the identified commercial corridor sites.
- A range of intermediating factors that increase redevelopment costs also reduce likelihood and extend the timing of development, such as the presence of existing buildings requiring demolition costs, small or poorly configured sites requiring assembly. Land assembly is almost always a very time consuming process. This generally resulted in parcels being categorized within the medium to longer-term categories, for example a number of smaller sites within Downtown Acton.
- Parcels with active applications, or on larger vacant parcels with planning permissions in place and no known constraints to development represented those most likely to be developed in the nearer term.

The likelihood and timing are estimates based on the noted range of considerations. Ultimately however, development or redevelopment will depend on the decisions of individual land owners, which cannot be predicted. The identification of a parcel as underutilized or candidate for redevelopment does not necessarily mean that it will come to market, as land owners may choose to hold onto vacant lands, or not to redevelop parcels for their own reasons.

The density category and resulting unit estimates identified were based for the most part on official plan density ranges and existing permissions. For parcels with active applications in process, known unit counts were used.

Taking into account the range of policy and physical site characteristics of identified intensification parcels within the Town, an overall unit potential of just over 5,850 units is estimated: 1,600 in Acton and 4,250 in Georgetown. Results are provided in Tables 3 and 4 below and shown on Maps 1 to 8 which follow as attachment to this memorandum.

Table 3

Intensification Inventory Review Estimated Unit Potential by Density Category, Likelihood and Timing of Development Acton, Town of Halton Hills, 2019				
	Planning Period			Total
	2016-2021	2021-2031	2031-2041	
Low Density	0	240	209	449
Med Density	135	473	313	921
High Density	0	116	118	233
Total	135	828	640	1,603
Low Likelihood	0	632	68	700
Medium Likelihood	0	181	107	288
High Likelihood	135	15	465	614
Total	135	828	640	1,603

Table 4

Intensification Inventory Review Estimated Unit Potential by Density Category, Likelihood and Timing of Development Georgetown, Town of Halton Hills, 2019				
	Planning Period			Total
	2016-2021	2021-2031	2031-2041	
Low Density	154	58	56	268
Med Density	217	483	686	1,386
High Density	1,181	867	548	2,596
Total	1,552	1,408	1,290	4,250
Low Likelihood	0	209	758	967
Medium Likelihood	7	186	420	614
High Likelihood	1,544	1,013	112	2,669
Total	1,552	1,408	1,290	4,250

The identified unit potential and timing are key considerations for the Town and the Region in determining an appropriate amount of growth and intensification targets for Halton Hills in planning for the updated *Growth Plan* forecasts and targets to a 2041 planning horizon. Where possible, it is wise to have an available supply beyond the policy expectations for intensification units in order to account for those sites which may not come to market owing to individual land owner actions and the range of factors that can inhibit or lengthen the timing of development on the ground. The identified unit potential within the Town's Built-Up Areas would be more than adequate to accommodate a continuation of recent residential development within the Built-Up Area. However, the identified unit potential of roughly 5,800 units would not support allocating much more intensification than the 5,100 units currently suggested in ROPA 38.

5. Concluding Remarks and Next Steps

Housing occupancy patterns and household characteristics within Halton Hills suggests a substantive market shift to unit types that typically characterize intensification has not yet occurred. A range of policy and supply side factors may also cause some intensification sites to take longer to come to market; these factors have been considered in evaluating the estimated units, likelihood and timing of potential development or redevelopment of intensification sites. The assessment suggests

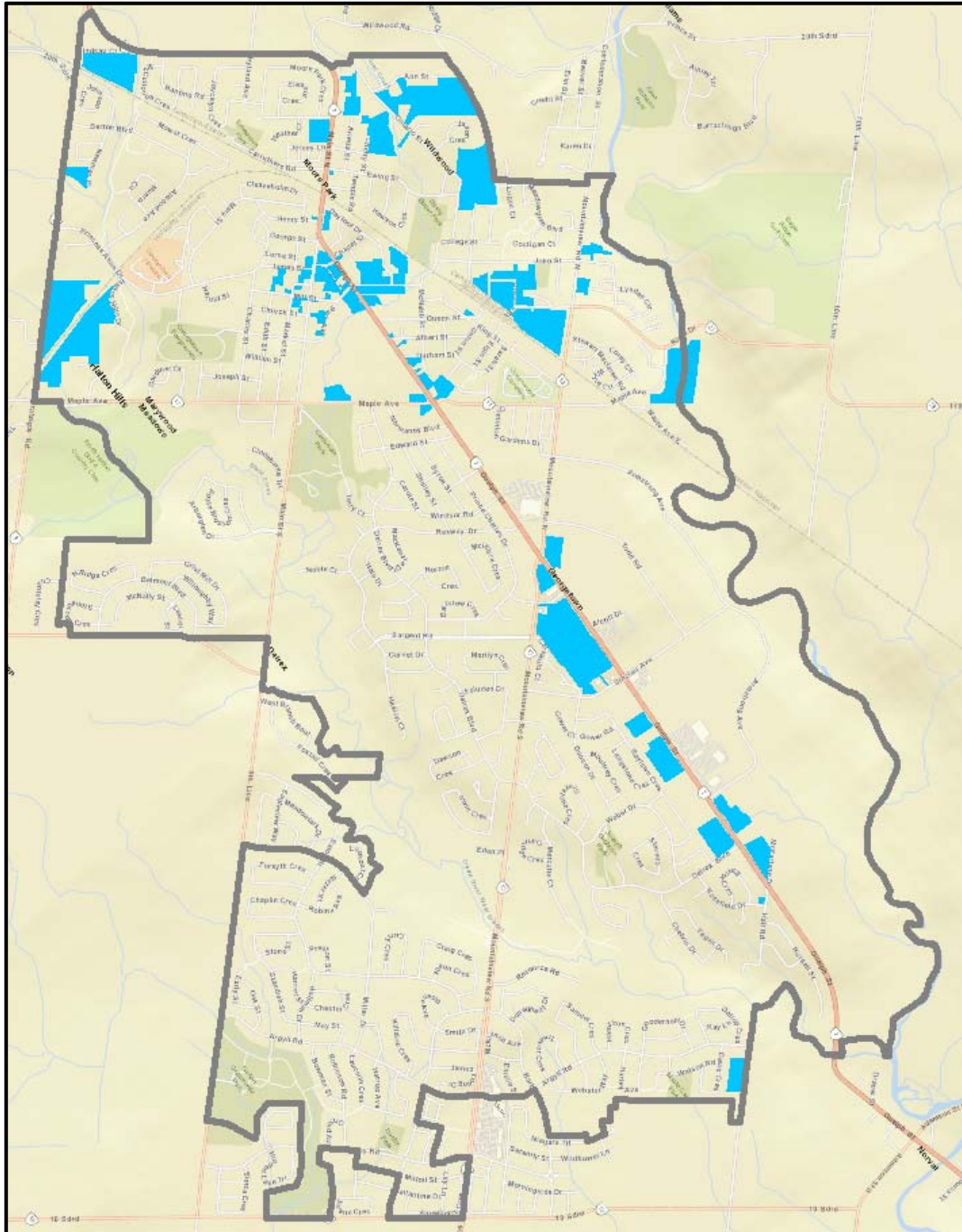
significant potential for the Town to accommodate growth within its Built-Up Areas, to contribute to meeting the Regional intensification target of the *Growth Plan*, 2019, however may not warrant much of an increase in the intensification target for the Town relative to its existing target or other local municipalities within Halton.

The results of the market assessment and intensification inventory review have been refined based on input from Town Planning Staff and will be presented at upcoming Technical Advisory Committee and Steering Committee meetings and Public Information Centre (PIC) for the Intensification Opportunities Study Update in the Fall of 2019. The identified unit potential of the intensification inventory will inform the development of growth concepts, and the determination of appropriate planned unit growth and intensification target for Halton Hills as part of the next stages of the Halton Region IGMS and official plan updates for the Region and Town.

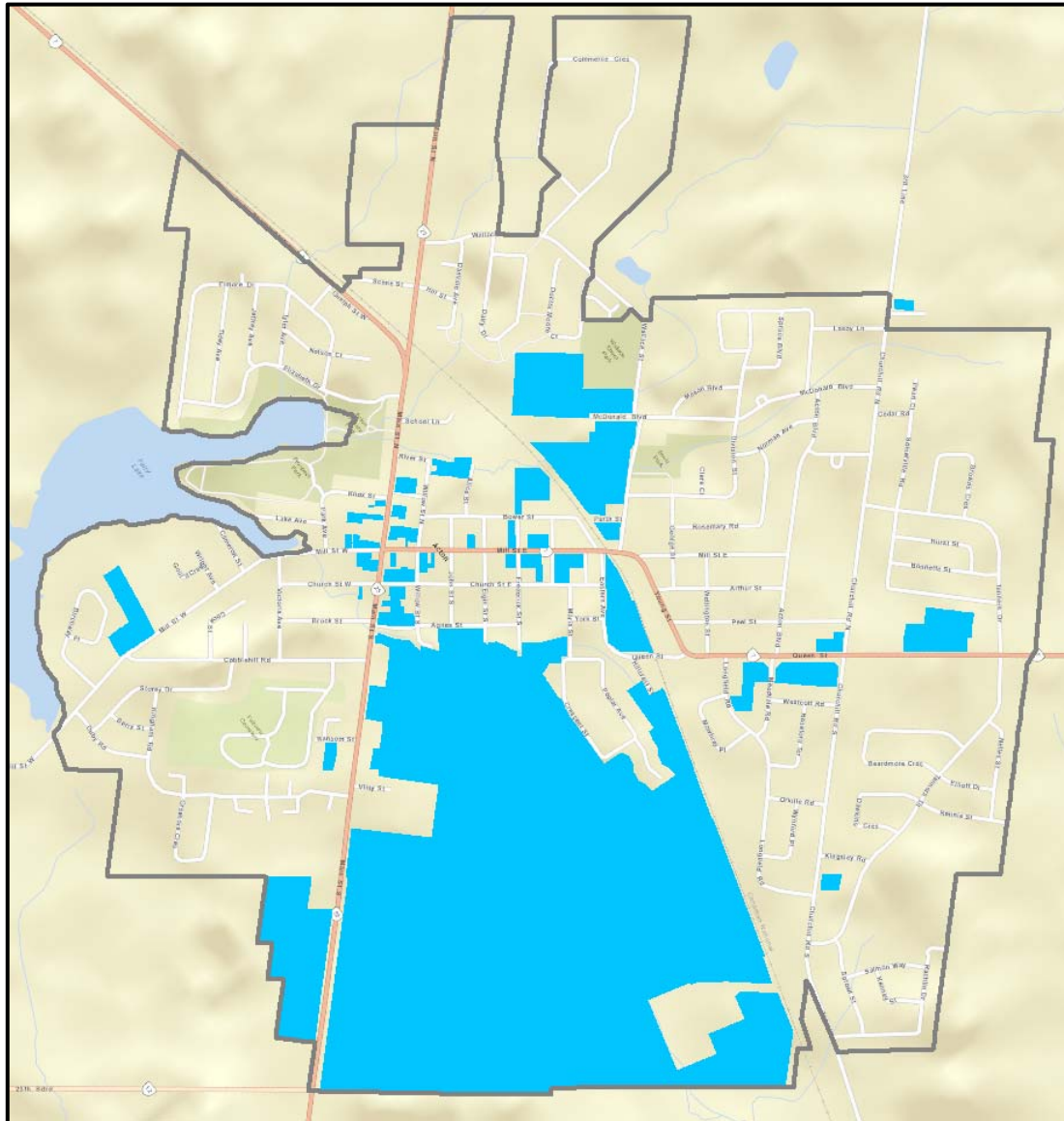
Attachments

1. Mapping: Intensification Site Assessment by Likelihood, Density and Timing of Development

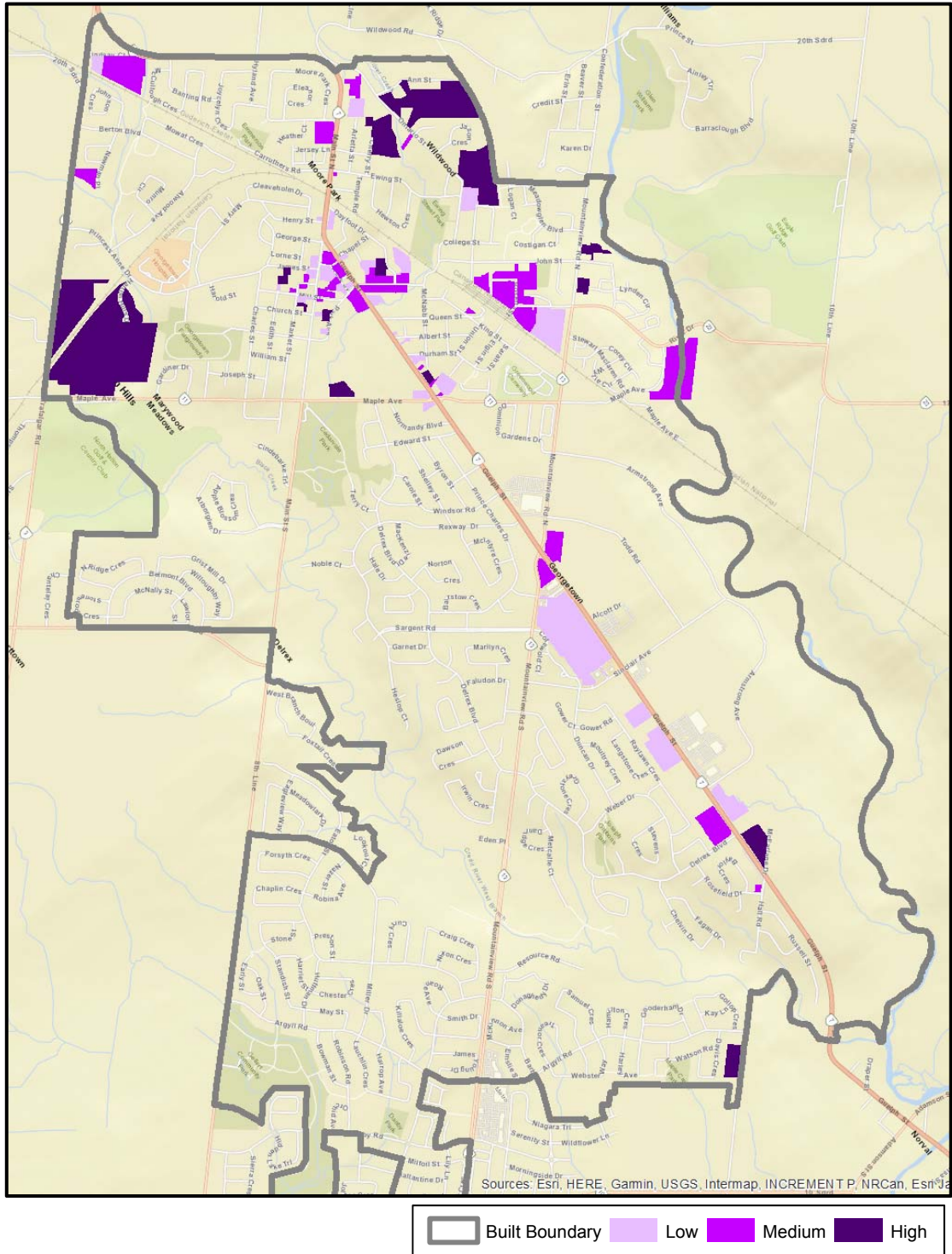
Map 1: Intensification Site Inventory – Georgetown, 2019



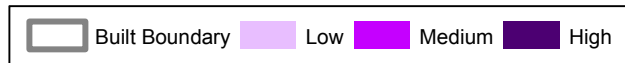
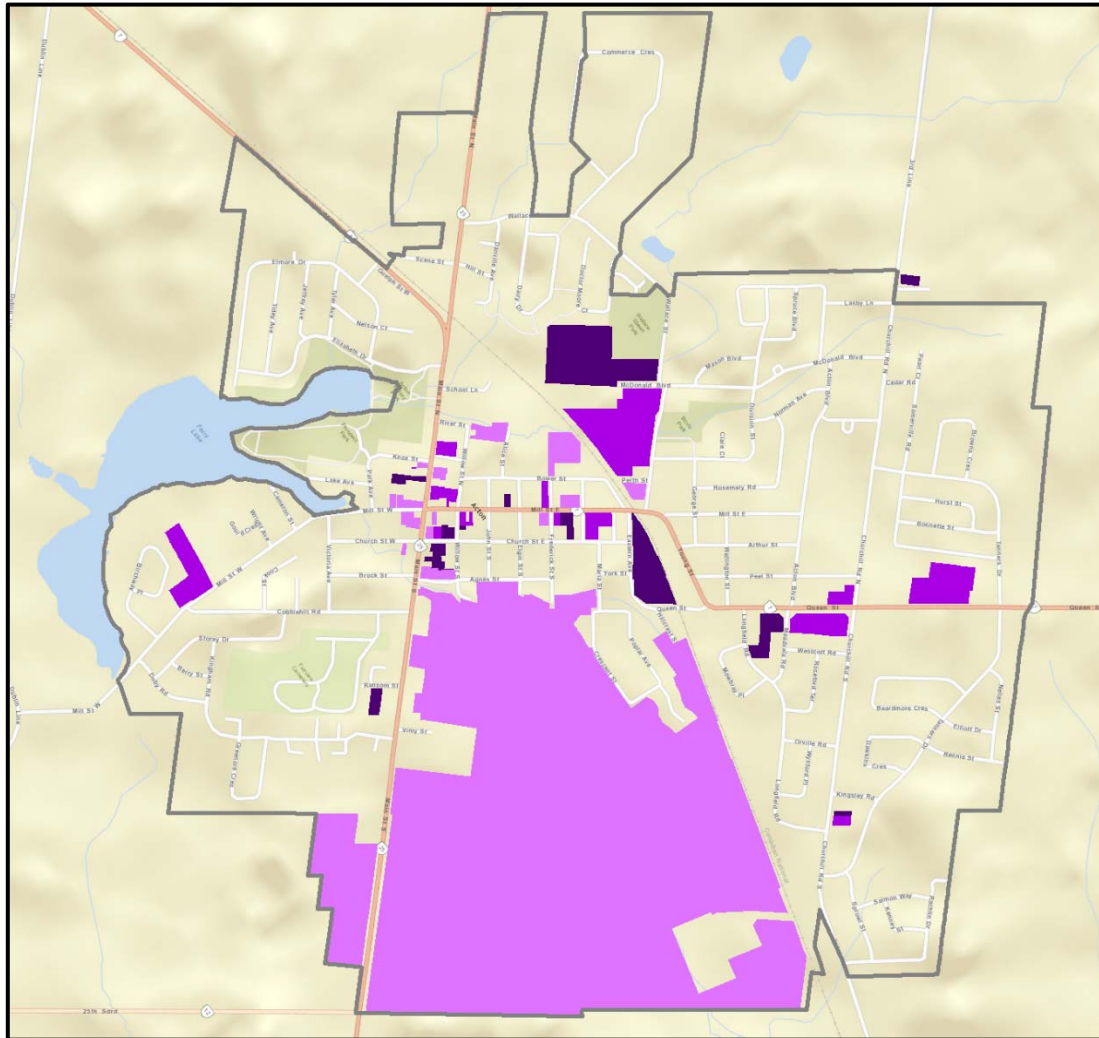
Map 2: Intensification Site Inventory – Acton, 2019



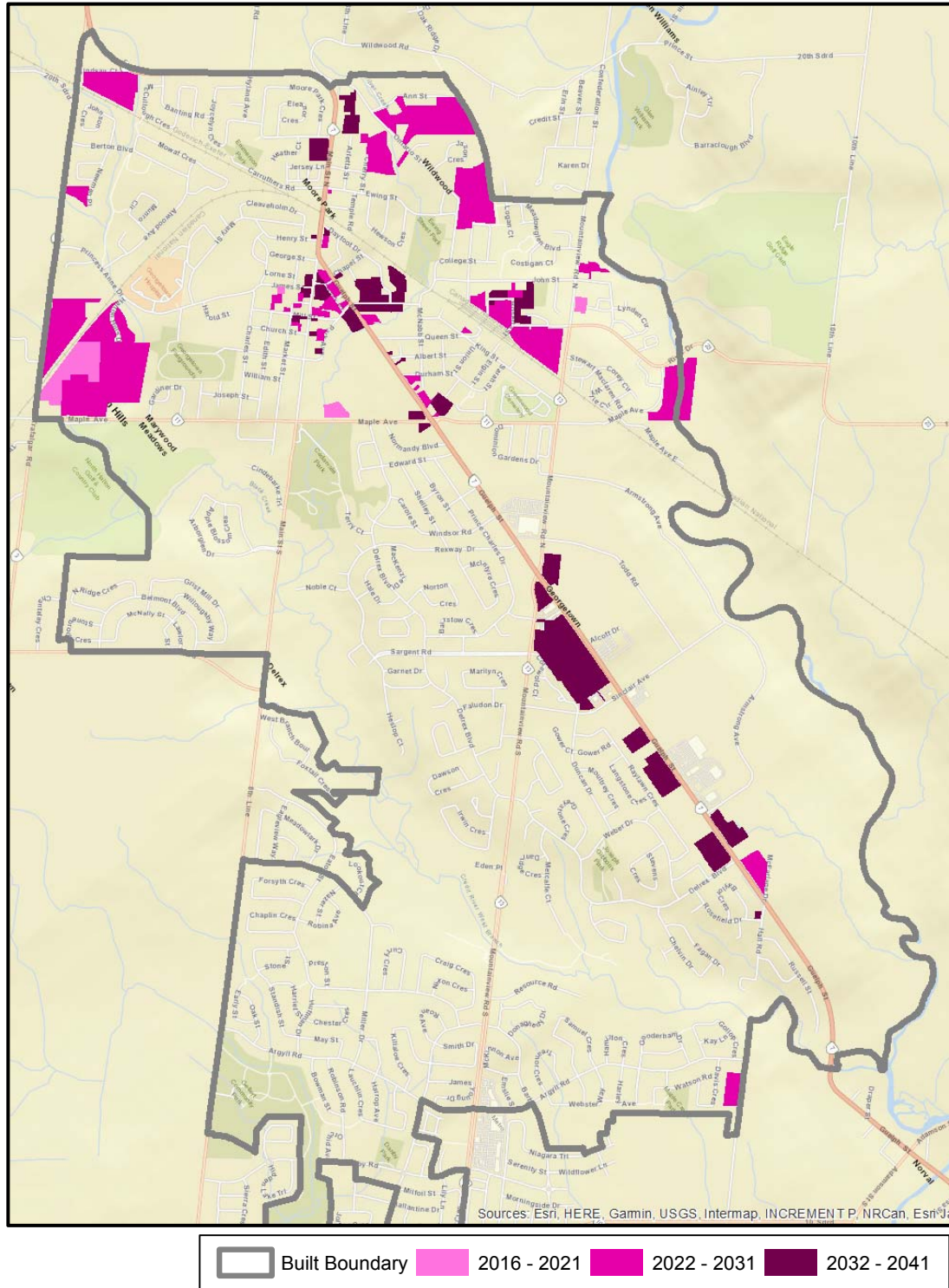
Map 3: Intensification Site Inventory by Estimated Likelihood of Development, Georgetown



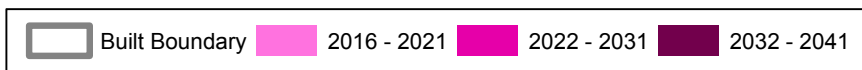
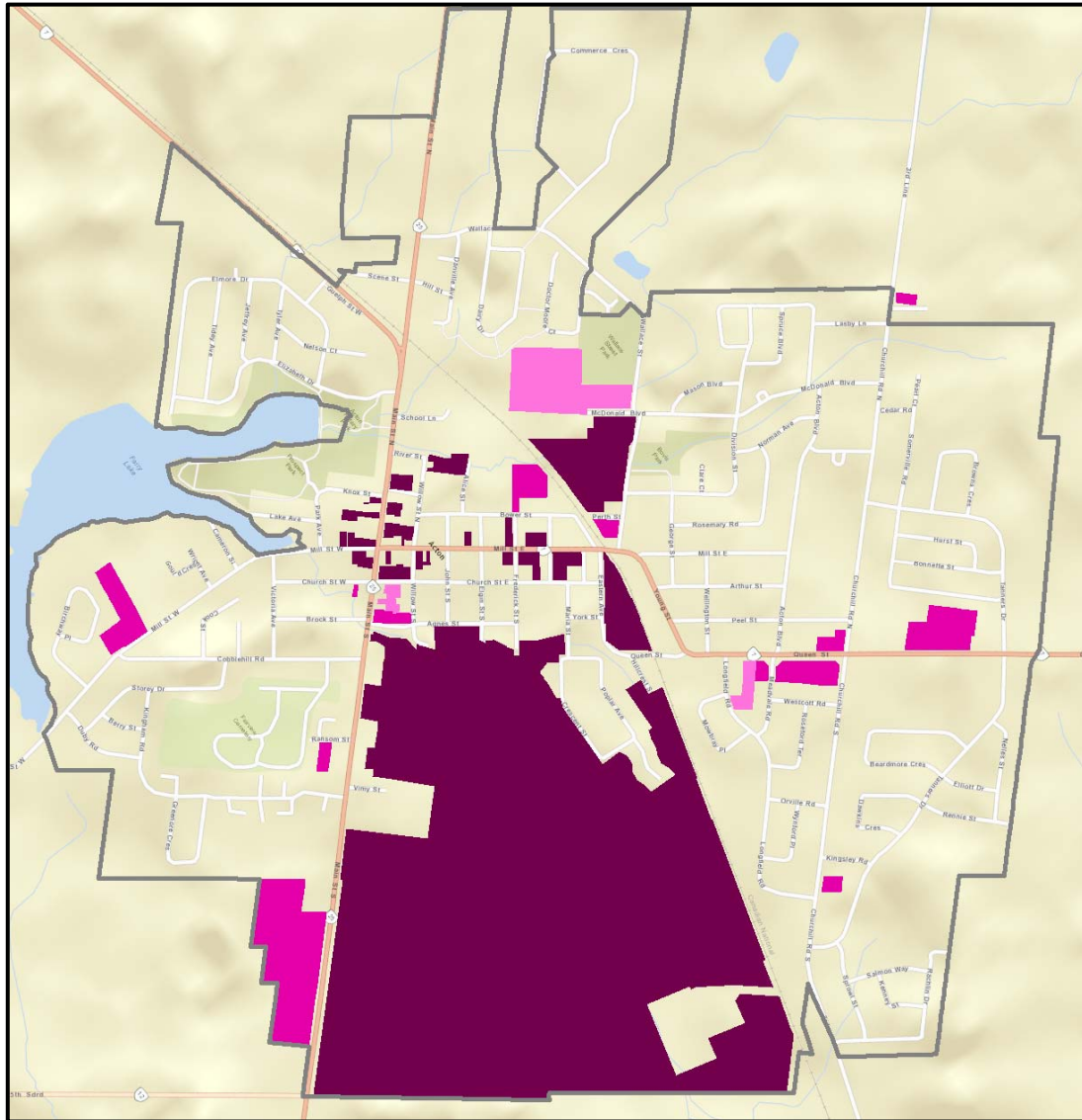
Map 4: Intensification Site Inventory by Estimated Likelihood of Development, Acton



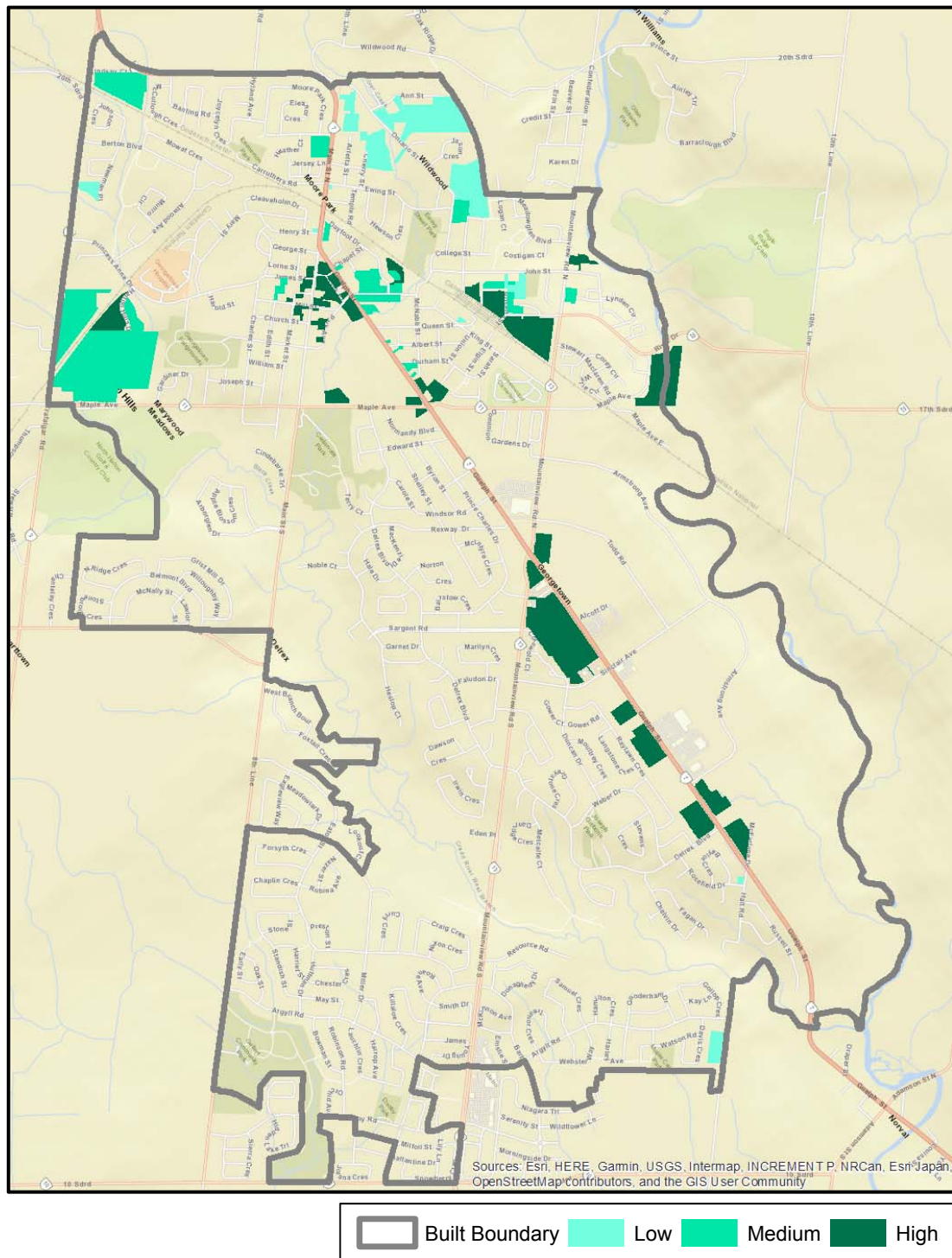
Map 5: Intensification Site Inventory by Estimated Timing of Development, Georgetown



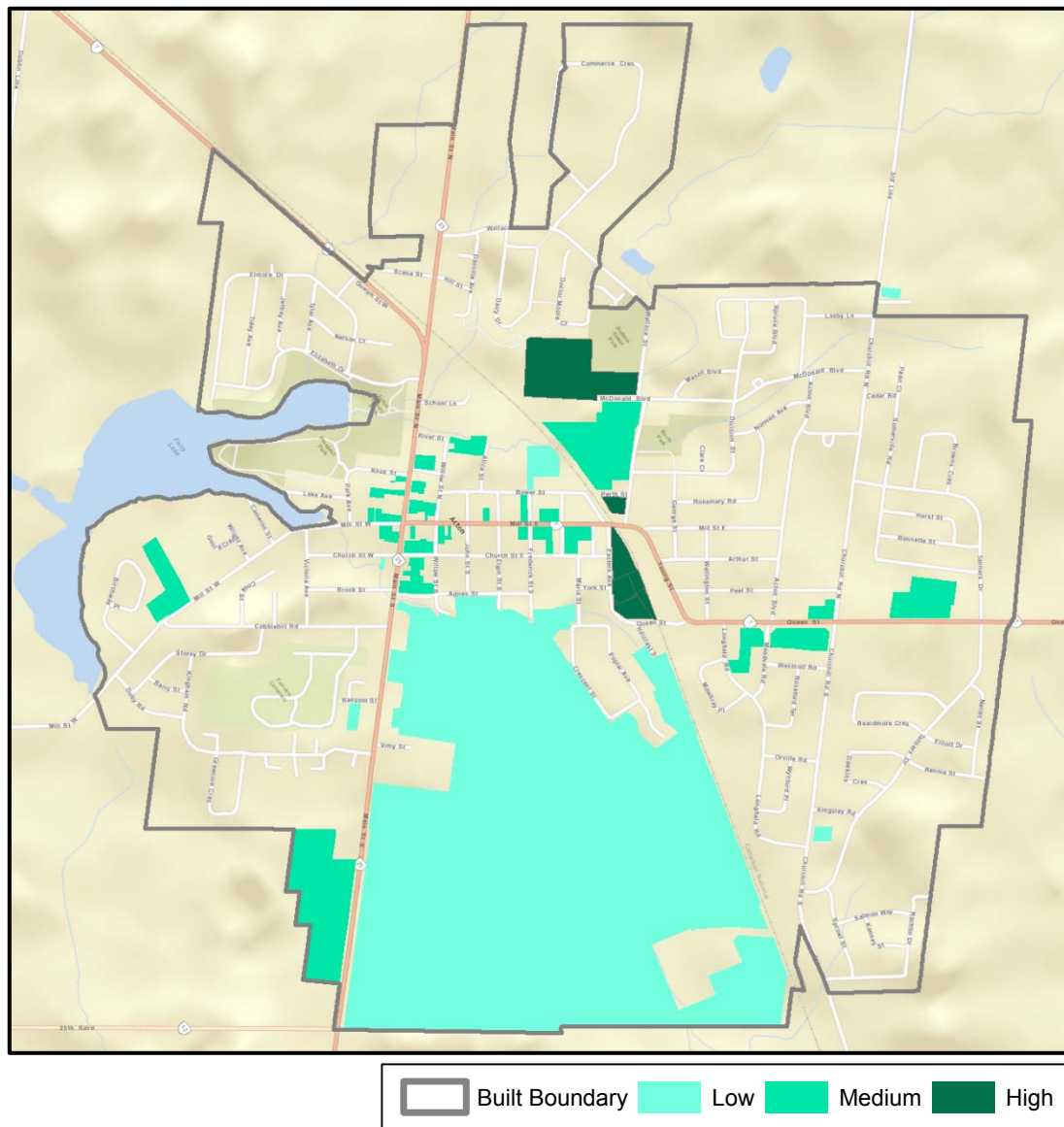
Map 6: Intensification Site Inventory by Estimated Timing of Development, Acton



Map 7: Intensification Site Inventory by Density Category, Georgetown



Map 8: Intensification Site Inventory by Density Category, Acton



2. Table: Intensification Site Assessment: Development Potential Categorization

Intensification Parcel Inventory: Development Potential Categorization			
	Low	Medium	High
Unit Type	Single-detached Semi-detached Duplex	Triplex Quattroplex Multiple dwellings Street townhouse Block townhouse Low-rise apartment Long-term care facilities Retirement homes	Apartments Long-term care facilities Retirement homes
Density: Units / Net ha	15-20	21-50	51-100
Maximum Height	3 storeys	4 storeys	8 storeys
	Low / Longer-term	Medium / Mid-term	High / Near-term
Likelihood and Timing	<ul style="list-style-type: none"> - Occupied with high value commercial use - Significant site remediation required - Small, poorly configured - Requires parcel assembly - Not located within residential/mixed use designation 	<ul style="list-style-type: none"> - Occupied, on-site buildings - Requires demolition - Requires some parcel assembly - Located within residential/mixed use designation 	<ul style="list-style-type: none"> - Vacant - Large site size, good site configuration - Appropriate planning permissions in place - No site contamination - Approved development application

Note: For parcels with active applications in process, known unit counts were used.

Town of Halton Hills

Guelph Street Corridor and Downtown Acton Design Guidelines

July 2019 (Draft)



Prepared by:

SvN

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Section 1 /

Introduction

1.1 /

PURPOSE OF THE GUIDELINES

The purpose of the Guidelines is to inform the design of future developments and infrastructure investments within Georgetown's Guelph Street Corridor, and Acton's Downtown Area. The Guidelines build upon relevant policies of the Town of Halton Hills Official Plan (2008), as they pertain to the lands designated Georgetown Community Node (Schedule A5), Guelph Street / Maple Avenue Activity Node and Guelph Street / Mountainview Road Activity Node (Schedule A3-1), and Acton Downtown Area (Schedule A7).

The Guidelines have been prepared as part of a broader update to the 2010 Intensification Opportunities Study. They have been prepared following a review of pre-existing guidelines for both areas, and represent a comprehensive update and consolidation of both documents. As such, the Guidelines have been prepared to reflect policy and regulatory changes at the provincial, regional and local level; the emergence of new materials and technologies; and changes in best practices with respect to sustainability, accessibility, crime prevention through environmental design, and urban design which have occurred over the last 20 years.

The Guidelines are based on relevant policies stated above, however their intent is not necessarily to conform to these policies. ***They provide design guidance beyond the specific parameters of the Official Plan and Zoning By-Law. The purpose of the Guidelines is to suggest design interventions to realize Halton Hills' aesthetic potential, maximize its character, establish a sense of place and celebrate its heritage.***

1.2 /

BACKGROUND

The Town of Halton Hills is preparing an update to the 2010 Intensification Opportunities Study. The purpose of the study is to understand the ability of the Town of Halton Hills to accommodate residential intensification within the Delineated Built-up Area (the area within the Built Boundary) of Georgetown and Acton to the end of the 2041 planning horizon. The preparation of these Guidelines represents one phase of the broader Study.

The 2010 Intensification Opportunities Study identified the potential for Halton Hills to accommodate intensification between 2015 and 2031. The results of this Study were implemented through the allocation of intensification units to Halton Hills through both Regional Official Plan Amendment No. 38 and Town Official Plan Amendment No. 9 which identified 5,100 potential intensification units within the Delineated Built-up Area of the Town of Halton Hills to the year 2031.

The 2019 Growth Plan includes updated population and employment distributions to the year 2041. Policies in the Growth Plan continue to focus intensification in settlement areas, specifically areas that are within the Delineated Built-up Areas; strategic growth areas; locations with existing or planned transit; and areas with existing or planned public service facilities including recreation, police and fire, health and educational programs and cultural services.

The policies of the Growth Plan support the optimization of infrastructure, particularly along transit and transportation corridors, development of complete communities and support environmental and agricultural protection. Intensification targets mandated in the Growth Plan require that the Regional Official Plan Review currently underway must plan for a minimum of 50% of all residential development to occur within the Delineated Built-up Area.

The purpose of the Town's Intensification Study Update is to determine an appropriate level of intensification in Halton Hills to the year 2041. This work will provide input to the Region of Halton Official Plan Review currently underway.

1.3 /

DOCUMENT STRUCTURE

The Guelph Street Corridor and Downtown Acton Design Guidelines document is structured into the following sections:

- 1.0 Introduction: This section provides a general overview of the Guidelines, addressing the purpose of the document, the relevant policy context, and overall document structure.
- 2.0 General Design Guidelines: This section establishes a set of general design guidelines, which pertain to all future development within the Georgetown Guelph Street Corridor and the Acton Downtown Area. The General Design Guidelines address matters pertaining to site design, building design, streetscape design, private open space design, and access and circulation design and are meant to be read in conjunction with other relevant sections of the document.
- 3.0 Georgetown - Guelph Street Corridor Design Guidelines: This section builds upon the design direction provided in Section 2.0, and establishes a set of area-specific design guidelines, which pertain to all future development within the Georgetown Guelph Street Corridor.
- 4.0 Acton - Downtown Area Design Guidelines: This section builds upon the design direction provided in Section 2.0, and establishes a set of area-specific design guidelines, which pertain to all future development within the Acton Downtown Area.

Section 2 /

General Design Guidelines

2.1 /

SITE DESIGN

This section establishes a set of general design guidelines, which pertain to all future development within the Georgetown Guelph Street Corridor and the Acton Downtown Area. The General Design Guidelines address matters pertaining to site design, building design, streetscape design, private open space design, and access and circulation design and are meant to be read in conjunction with other relevant sections of the document.

2.1.1 Siting and Orientation

- Buildings should be sited and oriented to define the public realm, frame abutting streets and open spaces at a proportion which establishes a direct interface and sense of enclosure;
- Buildings should be sited and oriented to optimize passive solar opportunities and natural ventilation, and are encouraged to incorporate the use of solar panels as a source of renewable energy; and,
- Buildings should be sited and oriented to ensure the coordination and cohesion of the development within the context of adjacent properties and the surrounding streetscape. For multi-building sites, buildings should be organized into a pattern of internal streets and blocks, which are defined by buildings and/or landscaped areas.

2.2 /

BUILDING DESIGN**2.2.1 Height, Massing and Transition**

- Buildings should be scaled and massed to establish a desirable relationship to adjacent streets and open spaces. This desirable relationship is defined by building height and character that is in keeping with its' context and relates to the streetscape, creating a beautiful public realm, and comfortable pedestrian experience;
- The height and massing of buildings should transition between areas which are targeted for intensification including Downtown Acton and the Georgetown Guelph Street Corridor, and sensitive adjacent or surrounding land uses or open spaces;
- The height and massing of buildings should allow for maximum of 5 hours of shadow on adjacent sidewalks (opposite side of the street), between the hours of 9am and 6pm, during the Spring and Fall Equinox;
- Height transitions should be achieved through the provision of setbacks, recesses, stepbacks and terraces, as well as stepping down building heights and hipping down roofs;
- Where significant grade changes occur within a site, buildings should be designed to accommodate, and potentially capitalize upon, such grade changes, taking into account the scale and proportion of the building;
- Consideration should be given to maintaining appropriate micro-climate conditions in the design of buildings;

- Where a proposed development may produce incremental ground level shadow impacts on sensitive adjacent or surrounding land uses or parks/open spaces, it is strongly encouraged that Shadow Impact Studies be undertaken under the provision of Town Staff; and,
- Where permitted, buildings between 4 and 8 storeys should be designed to establish distinct base, middle and upper portions in order to visually break down their vertical massing.

Base Portion

- For the purpose of these guidelines, the base portion of the building includes the ground floor and subsequent floors which comprise the streetwall. Throughout Downtown Acton and the Georgetown Guelph Street Corridor, streetwall heights are generally envisioned to comprised the first 2 to 4 storeys of the building, depending on the location;
- The base portion of the building face should provide visual interest through the provision of high quality materials, colours, fenestration, articulation and architectural detailing in order to reinforce a pedestrian scale environment at street level;



The Base Portion of the building should comprise of 2-4 storeys, with ample visual interest and activation at street level.

- The base portion of the building should also be compatible with the adjacent street wall buildings. The ground storey of new development should relate to the established scale of adjoining buildings, and where a strongly projecting stringcourse or cornice between the ground and first floors exists this should be respected for new development within a streetscape; and,
- it is encouraged that 1:50 scaled drawings of proposed base portions of buildings be submitted to the municipality for review prior to development.

Middle Portion

- For the purpose of these guidelines, the middle portion of the building includes those floors which are located above the streetwall, up until the top habitable floor;
- Variation in the design and articulation of the middle portion of the building should be provided to promote visual interest;
- The middle portion of the building face should be sized, shaped and oriented in order to minimize shadow and overview impacts on adjacent and surrounding properties;
- The middle portion of the building should be stepped back the equivalent of 1.5 metres per floor above the streetwall. Such a setback can occur at once, or can be distributed at multiple points throughout the height of the building. Setbacks greater than 1.5m may be required in order to mitigate shadow impacts on adjacent properties or the sidewalk on the opposite side of the street; and,
- Where buildings are situated adjacent to neighbouring developments, upper storey setbacks of 5.5m would result in more of a porous streetwall condition. Through redevelopment of the adjacent site, this would produce 11.0m of separation, which is sufficient for glazing.

Top Portion

- For the purpose of these guidelines, the top portion of the building includes the rooftop mechanical penthouse, uses which are wrapped in rooftop mechanical equipment, and taller building and design elements;
- The top portion of the building face should contribute to the landmark status of the building. This is of particular importance where taller buildings are provided in visually prominent locations such as Activity Nodes, Gateways, intersections, and visual termini; and,



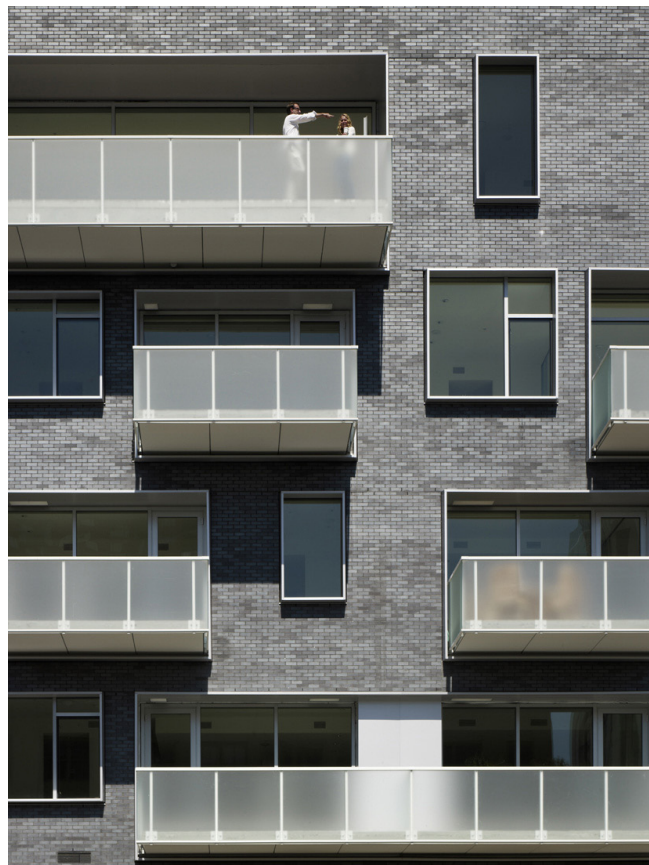
(Top) Variation in the articulation of the Middle Portion to provide visual interest.

(Bottom) Concealed mechanical elements on the Top Portion.

- The top portion should not compete with or undermine other important landmark structures when viewed from the public realm.

2.2.2 Articulation and Detailing

- Primary building façades, which address adjacent streets or open spaces, should be articulated through the use of elements such as entrances, windows, projections, recesses, canopies, awnings, and changes in material. Primary building façades should not be blank;
- Secondary building façades, which address adjacent streets or open spaces, or are visible from the public realm, should contain a design and material standard equal to the primary building façade. Secondary building façades, which are not visible from the public realm, may be blank;
- Where blank walls occur, the use of additional architectural details and building materials is encouraged;
- Buildings should incorporate vertical bays that reflect the traditional width of residential units and commercial storefronts, which typically ranges between 7 to 9 metres within the Guelph Street Corridor, and between 6 to 8 metres within Downtown Acton. Vertical dimensions between bays may be demarcated using masonry coursing, material and/or colour changes, projecting piers, pilasters or columns;
- Buildings may be horizontally demarcated through the use of masonry coursing, projecting moldings, intermediate cornices, material and/or colour changes;
- Buildings should incorporate elements such as vestibules, recessed entrances, covered walkways, awnings and canopies to provide weather protection;



(Top) Articulate primary building facades through the use of windows, projections, recesses, and changes in material.

(Bottom) The height and massing of buildings should transition between areas targeted for intensification and sensitive adjacent or surrounding land uses or open spaces.



- The upper storeys of mid-rise buildings should incorporate stepbacks, terraces, projecting roof lines, and/or trellises;
- Buildings should have a unique identity, while respecting and responding to the existing context; and,
- Utilities, vents and other unsightly elements should be integrated into the design of the building, and screened from public view.

2.2.3 Entrances

- The design of entrances should complement the form and architectural character of the building;
- Primary building entrances should address adjacent streets, and should be directly accessible from adjacent sidewalks;
- Corner buildings should incorporate primary entrances at or near the corner. Where multiple building entrances are desired, such features should address both frontages;
- Primary building entrances should serve as prominent focal features within the façade, and should complement the articulation and detailing of the building;
- All building entrances should promote visibility and views between interior and exterior spaces;
- The location of building entrances should be coordinated. Residential buildings should incorporate a consolidated residential lobby to service upper storeys;
- Ground floor residential units may incorporate individual unit entrances, or may be accessed via the consolidated residential lobby. Such units should be designed to maintain privacy and security through the provision of grade separation and landscape buffering. Where



(Top) Corner buildings should incorporate primary entrances at or near the corner.

(Bottom) Primary entrances should address adjacent streets, and should be directly accessible from adjacent sidewalks.

appropriate, ground-floor units should have direct access from the street;

- Ground floor commercial uses should incorporate individual unit entrances with prominent display windows;
- Where steps and ramps are required, such features should be architecturally integrated within the building entrance;
- Building entrances may be recessed, where necessary, in order to prevent obstruction of the sidewalk;
- Building entrances should be expressed proportionately to the overall building design, and remain consistent with the rhythm of entrances on adjacent buildings;
- Steps should be avoided at building entrances for AODA compliance and universal accessibility; and
- Residential entrances should provide some form of cover or shelter.

2.2.4 Windows

- The design of windows should complement the form and architectural character of the building;
- Windows should be designed as an expression of interior use, and should play a functional role in providing natural ventilation and light, avoiding functionless blank windows;
- Residential units should incorporate larger windows adjacent to primary living spaces, as well as smaller windows adjacent to secondary living spaces;
- Ground floor commercial uses should incorporate large windows which span the majority of the street frontage;

- Clear glass is preferable, in order to promote views between interior and exterior spaces;
- Skylight windows should be treated as distinct roof elements, and should be coordinated with the design of other roof and building elements;
- Dormer windows should be designed and situated to contribute to the overall massing strategy, and complement the location of lower storey windows; and,
- Sills and lintels should be consistent with the architectural style of the building.

2.2.5 Roofs

- The design of the roof should complement the form and architectural character of the building;
- Dormers, pitches, cupolas, vents and other distinct roof elements are encouraged to promote variety in roof design and form;
- Parapets and cornice treatments are encouraged to emphasize the roof form;
- Flat roofs amenity spaces should be provided with green, reflective or light-coloured roof treatments should be provided, in order to reduce solar heat absorption and energy demand;
- Rooftop mechanical equipment and elevator cores should be architecturally integrated within the building design, or screened from public view;
- When visible from the public realm, it will be essential to ensure that the roof structure is in proportion to the facade below;
- Where roof lines of dynamic interest are a prominent feature in the local context, such as gables, cupolas or turrets; or where roofs may be concealed behind parapets; new development must include similar features to encourage continuity;

- Mechanical roof components (Pipes, ducts and cables) should always be carefully routed and located in the least obtrusive locations;
- Integration of a mechanical penthouse within the building envelope is strongly encouraged;
- Where feasible, green roofs are encouraged on all high-density residential buildings, industrial buildings, commercial buildings and community facilities;
- Green roofs can be extensive or intensive. 80% coverage of total open roof space is encouraged; and,
- Where green roofs are not feasible, reflective or light-coloured roofs are encouraged in order to reduce the urban heat island effect.



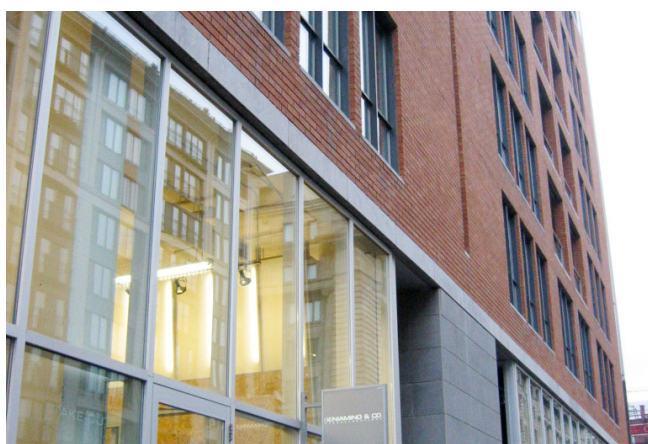
2.2.6 Building Materials

- High-quality building materials should be selected based on their aesthetic quality, durability, energy efficiency, lifecycle cost, and environmental impact;
- Stone, brick and glass are encouraged for use as primary building materials;
- Steel, copper, aluminum and wood are encouraged for use as secondary building materials and accents;
- Vinyl, extort insulation finishing systems, and highly reflective glass are discouraged;
- Side and rear façades should include materials of equal quality to the front façade;
- The material composition of upper storeys may differ from that of the ground floor, provided compatibility and appropriate transition is achieved, and the rhythm and proportion of the ground floor is respected;
- Shade devices and other passive solar elements are encouraged; and,



(Top) Extensive Green Roof: fewer plant species, lightweight, lower maintenance.

(Bottom) Heavier load on roof, higher soil depth, can include trees/shrubs and create a private/public open space.



(Top) A single style of awning should be used for the length of the building facade.

(Middle) Canopies should have a minimum vertical clearance of 2.4 metres, and a minimum depth of 1.0 metre.

(Bottom) Stone, brick, and glass are encouraged for use as primary building materials.

- The use of traditional colour palettes is encouraged.

2.2.7 Canopies, Awnings and Overhangs

- Awnings and canopies should be designed to complement the form and architectural character of the building, as well as the design of associated building entrances;
- Durable fabric is encouraged for use in awnings, and metal, glass or wood is encouraged for use in canopies;
- Awnings should incorporate traditional colour schemes with grey undertones, should be designed in keeping with the character of the area, and may be retractable where appropriate;
- A single style of canopy or awning should be used for the length of the building façade; and,
- Canopies, awnings and overhangs should have a minimum vertical clearance of 2.4 metres, and a minimum depth of 1.0 metre. These clearances are intended to maintain direct, clear, and barrier-free pedestrian movement.

2.2.8 Solar Panels

The Environmental Health Pillar of the Town of Halton Hill's Community Sustainability Strategy (2013) strives for a community where integrated, thriving natural systems that are valued, actively protected and enhanced for long term health and enjoyment. One of the key indicators of environmental health in Halton Hills is the rise in renewable energy initiatives, particularly photovoltaic solar panels. As previously stated, buildings must be carefully sited and oriented to optimize solar opportunities. Photovoltaic solar panels are encouraged, and can be integrated seamlessly into buildings with minimal impact on overall aesthetic. This can be achieved through:

- Consideration of colour, shape and proportions of the solar technology systems and mounting technique;
- Ensuring installations coordinate with the shape of the roofline;
- Placement of the panels set back from the edge of flat roofs to minimize visibility from the public realm;
- Particular care when installing panels on heritage buildings, creating minimal impact on the historical character of the structure and its attributes; and,
- Visual screening of ground-mounted solar panels.

2.2.9 Lighting

- All outdoor lighting fixtures should be designed in accordance with Town of Halton Hills standards, and shall be dark sky compliant LED;
- Ground floor front façade windows should create a safe and warm environment for pedestrians;
- Parking areas, driveways, walkways and landscaped open space should be adequately illuminated with low level, pedestrian-scaled lighting; and,
- Where appropriate, design considerations should be given to mitigating potential bird-window collisions through the use of best management practices.

2.2.10 Private Signage

- All private signage shall be designed in accordance with the Town of Halton Hills Sign By-law;
- Buildings should contain a signage band cornice along the primary façade between the first and second floor levels, which matches the height of those contained within neighbouring buildings;
- Signage should be integral to the building façade, and contained within the designated signage band and/or awning. In instances where upper storey businesses exist, all signage should be consolidated on the ground floor;
- Signage should function as coordinated elements of the primary building façade, and should be compatible with the building design in terms of scale, colour and materiality;
- Externally lit or unlit signs are encouraged;
- Free-standing, roof, pylon, banner, mobile, third party, inflatable, neon and back-lit signs should be avoided wherever possible.
- Sign lettering, graphics and colours should be selected to promote the character of the area, and shall be visible from an appropriate distance based on the function and location of the sign;
- Where necessary, freestanding pylon signs should be consolidated within larger sites, located in a manner which does not obstruct pedestrian or vehicular circulation, and integrated within landscaping. In these instances, sign materials should be consistent with that of adjacent buildings; and,
- The building's street address should be placed in a predictable and readable location, in proximity to the primary building entrance.

- The size, form, materials, colours, positioning and lettering of advertisement should be considered. They should be designed to suit the scale, proportions, period, architectural detailing and use of the building.
- The number of signs should be kept to the minimum necessary to convey essential information to prevent visual clutter.
- In general, traditional materials such as painted timber, wrought iron, bronze and other alloys or ceramics will be more appropriate than acrylics and other plastics, especially on or adjacent to heritage buildings.
- Permanent advertisements or structures fixed to a building for the display of advertisements unrelated to the business being carried on in the building should be avoided.



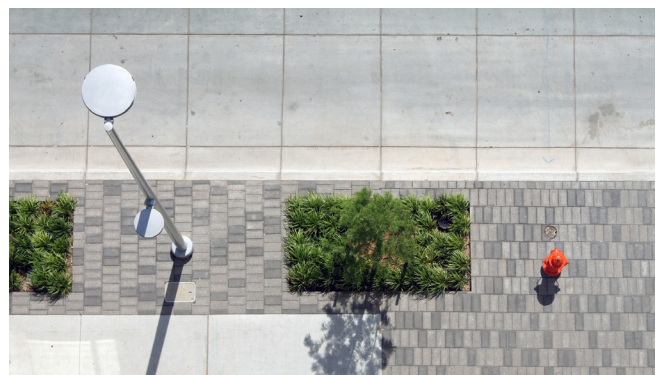
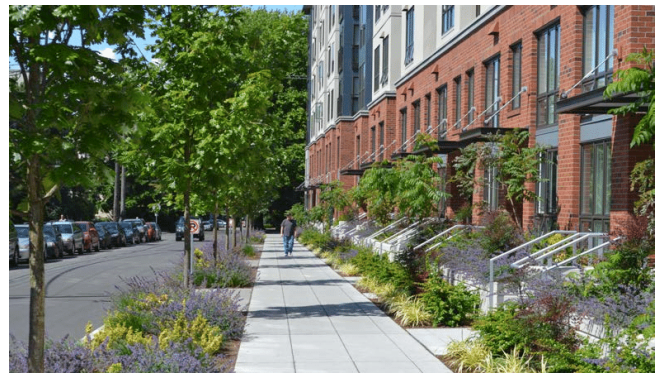
(Above) Signage should function as coordinated elements of the primary building facade, and should be compatible with the building design in terms of scale, colour and materiality.

2.3/

STREETSCAPE DESIGN

2.3.1 Sidewalks

- Sidewalks should be located between buildings and adjacent boulevards. See Section 2.3.2 for more information;
- Sidewalks should have a minimum width of 1.5 metres, and should be constructed of poured in place concrete with a broom finish for traction, in keeping with Accessibility for Ontarians with Disabilities Act regulations;
- Within private properties, accent materials may be used to identify special locations, assist in wayfinding, define pedestrian-priority routes, and to establish a hierarchy of public spaces. Such materials should be permeable, and may include concrete, stone or brick pavers which are visually distinguished from the sidewalk;
- Sidewalks should be graded and scored at intersections, and should include curb-ramps with trundle domes, as well as tactile warning indicators at intersections to provide barrier-free access;
- Where warranted, curb extensions may be incorporated at intersections and mid-block locations in order to expand the sidewalk, provide additional pedestrian space, and shorten road crossings;
- Sidewalks should be well-defined, barrier free, inter-connected, and legible;
- All below-ground utilities should be consolidated and located under the sidewalk, in order to facilitate the provision of continuous



(Top) Boulevards may be comprised either of hard and/or soft landscaping, depending on street type, adjacent land use and site conditions.

(Middle) Street trees should be located within boulevards, and setback consistently from the adjacent curb edge and sidewalk.

(Bottom) Street and pedestrian-scaled lighting should be consolidated onto a single pole, where possible, to minimize visual clutter.

and deep soil trenches within the boulevards. See Section 2.3.3 for more information; and,

- Sidewalks should be designed in accordance with Town of Halton Hills design criteria and engineering standards.

2.3.2 Boulevards

- Boulevards should be located between adjacent sidewalks and curb edges. See Section 2.3.1 for more information;
- Boulevards should have a minimum width of 2.0 metres where continuous soil trenches are provided, and 2.5 metres where individual soil trenches are provided;
- Boulevards may be comprised of either hard and/or soft landscaping, depending on street type, adjacent land use and site conditions;
- Where hard landscaping is desired, boulevards should be constructed of permeable materials such as concrete, stone or brick pavers which are visually distinguished from the sidewalk. Such paving treatments should be consistent in colour and pattern throughout the extent of Downtown Acton and the Guelph Street Corridor in Georgetown;
- All street trees, street and pedestrian lighting, street furniture, signage and wayfinding should be located within the boulevard, and setback consistently from the adjacent curb edge and sidewalk, in a manner which does not physically or visually obstruct pedestrian or vehicular traffic, and is in accordance with associated right-of-way standards; and,
- Boulevards should be designed in accordance with Town of Halton Hills design criteria and engineering standards.

2.3.3 Street Trees and Landscaping

- Street trees and landscaping should be coordinated to reinforce the identity of Downtown Acton and the Guelph Street Corridor in Georgetown;
- Street trees should be located within boulevards, and setback consistently from the adjacent curb edge and sidewalk, in a manner which does not physically or visually obstruct pedestrian or vehicular traffic, and is in accordance with associated right-of-way standards;
- Street trees should provide a large canopy, and should shade sidewalks in order to reduce the urban heat island effect and enhance micro-climate conditions;
- Native or non-invasive deciduous tree species, which are drought resistant, and salt tolerant, and meet Accessibility for Ontarians with Disabilities Act clearance requirements are required;
- In order to ensure biodiversity, and to protect against the spread of disease, an appropriate diversity of tree species should be provided within any given area, thus avoiding monoculture planting. This should be accomplished while providing a consistent variety of species on either side of a given street;
- Tree selection and spacing should relate to the street type, adjacent land use and site conditions. Generally, smaller deciduous street trees should be spaced 6 to 8 metres apart, and larger deciduous street trees should be spaced 8 to 12 metres apart;
- Street trees should be spaced a minimum of 3.5 metres from adjacent driveways;

- Tree trenches should have a minimum 30 cubic metre soil volume capacity, with appropriate soil structure, irrigation and drainage conditions, in order to ensure successful tree growth;
- Opportunities to bridge soil rooting areas, below adjacent hard landscaped boulevard areas, should be considered;
- Street tree locations should be coordinated with utilities, in order to minimize root pruning during utility maintenance and to ensure optimum tree growth;
- The use of enhanced landscaping features and treatments is encouraged at intersections, provided site-lines and daylight corners are maintained; and,
- Street trees and landscaping should be designed in accordance with Town of Halton Hills design criteria and engineering standards.
- Street and pedestrian lighting must be located at regular intervals, and should alternate from one side of the street to the other, where feasible;
- Pedestrian lighting should be designed to be attractive, producing a special streetscape character, enhancing the pedestrian environment and improving the perception of pedestrian safety;
- Consideration should be given to providing additional or feature pedestrian lighting with banner signage and/or hanging baskets in areas with a high volume of pedestrian activity, including nodes and gateways;
- Street and pedestrian lighting should be dark sky compliant, should be down-cast, and should incorporate LED technology to reduce energy and maintenance demand; and,
- Street and pedestrian lighting shall be designed in accordance with Town of Halton Hills design criteria and engineering standards.

2.3.4 Street and Pedestrian Lighting

- Street and pedestrian lighting should be coordinated to reinforce the identity of Downtown Acton and the Guelph Street Corridor in Georgetown;
- Street and pedestrian lighting should be located within boulevards, and setback consistently from the adjacent curb edge and sidewalk, in a manner which does not physically or visually obstruct pedestrian or vehicular traffic, and is in accordance with associated right-of-way standards;
- Street and pedestrian lighting should be consolidated onto a single pole, where possible, to minimize visual clutter;

2.3.5 Street Furniture

- For the purpose of these guidelines, street furniture refers to seating, waste / recycling receptacles, bicycle locks, newspaper boxes, and mail boxes;
- Street furniture should be coordinated to reinforce the identity of Downtown Acton and the Guelph Street Corridor in Georgetown;
- Street furniture should be located within boulevards, and setback consistently from the adjacent curb edge and sidewalk, in a manner which does not physically or visually obstruct pedestrian or vehicular traffic, and is in accordance with associated right-of-way standards;



(Top) Signage and wayfinding should be provided at the pedestrian scale, and should be legible and comprehensive.

(Bottom) Street furniture should be located at regular intervals to encourage use.

- Street furniture should be located at regular intervals to encourage use;
- Consideration should be given to providing additional street furniture in areas with a high volume of pedestrian activity, including nodes and gateways;
- Street furniture should have a consistent theme and contemporary style, and should be designed to optimize convenience, access and comfort;
- Street furniture should be made of durable, renewable, low-maintenance and locally produced materials;
- Only publicly owned and maintained furniture should be located within the public right-of-way;
- The precise location of street furniture should be evaluated on a case-by-case basis to ensure no negative impacts on safety, operational and/or maintenance requirements of the Town of Halton Hills; and,
- Street furniture should be designed in accordance with Town of Halton Hills design criteria and engineering standards.

2.3.6 Public Signage and Wayfinding

- Signage and wayfinding should be coordinated to reinforce the identity of Downtown Acton and the Guelph Street Corridor in Georgetown;
- Signage and wayfinding should be located within boulevards, and setback consistently from the adjacent curb edge and sidewalk, in a manner which does not physically or visually obstruct pedestrian or vehicular traffic, and is in accordance with associated right-of-way standards;
- Signage and wayfinding should be provided at the pedestrian scale;

- Signage and wayfinding should be legible and comprehensible. This can in part be accomplished by using signs that are simple, using intuitive graphics with high contrast, locating signage so that it is visible to people of all heights, and utilizing upper and lower case fonts of a legible size;
- Signage and wayfinding should have a consistent theme and contemporary feel, and should be designed to optimize convenience and access; and,
- Signage and wayfinding should be designed in accordance with Town of Halton Hills design criteria and engineering standards.

2.3.7 Public Art

- Public art should be durable and easily maintained;
- Public art should be both physically and visually accessible and barrier free;
- Public art should be particularly encouraged in gateway locations and to enhance the distinct character and appearance of places;
- Public art may be provided either within private property or within the public boulevard. In either case, public art should be located in a manner which does not physically or visually obstruct pedestrian or vehicular traffic, and is in accordance with associated right-of-way standards;
- Public art should explore opportunities to celebrate local historic and cultural events, and may play an interpretive or commemorative role, contributing to an identifiable sense of place;
- Public art that integrates wayfinding is encouraged;
- Public art should foster creativity, and may include elements which are interactive and playful;



(Top) Public art should foster creativity, and may incorporate elements which are interactive and playful.

(Middle) Public art should be durable, and easy to maintain.

(Bottom) Transit stops should incorporate shelter structures for weather protection, where feasible.

- Nodes and gateways are considered priority locations for public art;
- Public art may include sculptures, murals, or architectural features. It may be incorporated into the design of buildings, seasonal planting, signage and wayfinding elements, seating, street furniture, pedestrian amenities, lighting and other infrastructure elements;
- Public art is encouraged to be combined with accent lighting and accent / decorative planting;
- Locations appropriate for the new addition of public art include public and cultural facilities (Acton Town Hall, Mold-Masters SportsPlex, Greenwood Cemetery is just outside the Guelph Street study area), parks and open spaces (Dominion Gardens Park, Mold-Masters SportsPlex), trails, gateways and corridors; and,
- All public art introduced must adhere to the overall guidelines and Halton Hills' Public Art Master Plan.
- Transit stops should incorporate shelter structures for weather protection where feasible, prioritizing areas with a high volume of pedestrian activity, including nodes and gateways;
- Transit stops should incorporate seating elements and refuse bins;
- Direct and barrier-free connections should be established between transit stops / shelters and adjacent sidewalks;
- Sensor strips should be provided in strategic locations along the curb edge, adjacent to the sidewalk, in order to facilitate transit access for persons with limited mobility;
- Secure bicycle parking should be provided at transit hubs and stops to encourage active transportation;
- Street and pedestrian lighting should be provided at transit stops / shelters to promote safety;
- Multi-use paths and trails should be linked to transit stops / shelters, where feasible; and,
- All transit stops / shelters should be designed in accordance with the requirements of GO Transit, and the Town of Halton Hills Public Works Department.

2.3.8 Transit Stops

- Transit stops should be coordinated to reinforce the identity of Downtown Acton and the Guelph Street Corridor in Georgetown;
- Transit stops should be located within boulevards, and set back consistently from the adjacent curb edge an sidewalk, in a manner that does not physically or visually obstruct pedestrian or vehicular traffic, and is in accordance with associated right-of-way standards;
- Transit stops should be clearly marked and highly visible;

2.3.9 Utilities

- Utilities should be located underground, where feasible;
- Above-ground utilities should be integrated into the streetscape and clustered to maximize opportunities for street tree planting;
- Utility infrastructure should be located away from park and open space frontages, nodes and gateways, and significant landmarks;
- Alternative methods of concealing and integrating utility services within the public right-of-way may be considered, including architectural screens, covers, wraps or public art features and installations; and,
- The placement of utilities in alternative locations, such as within public easements, should be explored.

2.4/

PRIVATE OPEN SPACE DESIGN

2.4.1 Landscaping and Outdoor Amenity Space

- Landscape design should incorporate the retention of existing mature trees, where possible, as well as the planting of new trees within the site, where space permits- to provide shade and soften urban landscapes;
- Streetscape elements should be provided along street frontages to maintain a consistent urban character;
- Site fencing design should be complementary with the design of buildings;
- Continuous connections between buildings and adjacent streets and open spaces is encouraged in order to promote a pedestrian friendly environment;
- The development of publicly accessible privately owned open space is encouraged at prominent locations such as nodes, gateways, major intersections, and within large-scale development sites;
- A range of outdoor amenity spaces should be incorporated into the design of mid-rise buildings. Private outdoor amenity space should be provided in the form of terraces and balconies. Common outdoor amenity space should be provided in the form of landscaped courtyards, forecourts, and accessible rooftops;
- Hard and/or soft landscaping should be provided between buildings and adjacent streets in a manner which emphasizes the



(Top) The development of publicly accessible privately owned open spaces is encouraged at prominent locations such as nodes, gateways, major intersections, and within large-scale development sites.

(Bottom) Landscaping should include hard and soft landscape elements, including planting, decorative walls / fencing, paving materials, and pedestrian amenities.

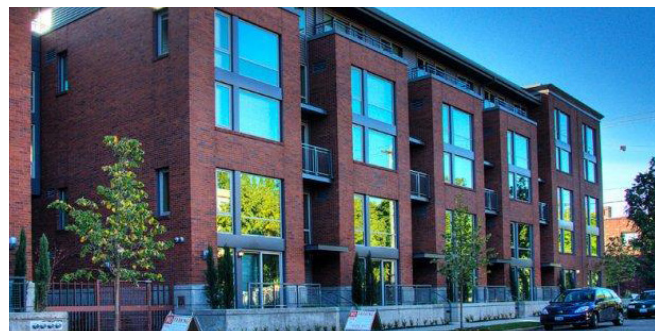
aesthetically pleasing views into development sites from the street frontages;

- Landscaping should include hard and soft landscape elements, including planting, decorative walls / fencing, paving materials, and pedestrian amenities such as seating, shelter, and refuse bins.
- Landscape elements, such as planting arrangements, should provide visual emphasis at the end of view corridors on buildings sites and vista terminations;
- Where buildings are located adjacent to neighbourhoods, and where parking lots abut adjacent streets, landscape buffers should be used to mitigate negative visual impacts;
- Where provided, landscape buffers should have a minimum width of 3.0 metres. In instances where additional buffering height is warranted, landscape buffers should incorporate a combination of fencing, shrubs, screen planting and/or landscaped berms;
- Where provided, shrubs and/or screen planting should occupy a minimum of 50% of the length of the landscape buffer, and should form a continuous screen between properties;
- Where provided, decorative fencing should be no taller than 1.2 metres;
- Landscaping should be used to screen parking areas and focus attention on adjacent buildings and/or open spaces; and,
- Snow storage must be a consideration.

2.4.2 Terraces and Balconies

- Residential apartments should include private outdoor amenity and habitable space which, in addition to courtyards and forecourts, should include the provision of terraces and balconies, where appropriate;

- Terraces and balconies should be large enough to comfortably accommodate space for seating, with a minimum depth of 1.5 metres;
- The colour of railings should reflect the design of the building; and,
- Balconies and terraces should be designed as cohesive elements of the building.



(Top) Apartments should include terraces and balconies, where appropriate.

(Middle) Balconies and terraces should be large enough to comfortably accommodate space for seating.

(Bottom) Balconies and terraces should be designed as cohesive elements of the building.

2.5/

ACCESS AND CIRCULATION DESIGN

2.5.1 Access, Servicing and Storage

- Parking entrances should be oriented to minimize visual impacts on adjacent properties;
- Loading and service areas should be integrated into the building design or placed away from street frontages and screened from view. Screening measures should include trees, landscaping and/or architectural screening'
- Loading and service areas should be buffered visually and as necessary for noise impacts, especially when located adjacent to neighbourhoods;
- Driveway entrances should be integrated within the building design, located away from building corners and with minimal interruption of walkways and sidewalks;
- Driveway entrance locations should be coordinated and consolidated, where feasible;
- Curb cuts and driveways should be minimized in width, and should be consolidated between adjacent properties, where feasible;
- On corner lots, driveways should be accessed from the street of lesser prominence;
- The use of permeable surface materials should be considered within driveways to minimize run-off;



(Top) Hard surface areas should be minimized with landscaping and permeable, sustainable material technologies should be prioritized.

(Bottom) Accessible parking spaces should have direct access to building entrances and should not be placed across a drive aisle.

- Ground floor frontages may need to be set back adjacent to parking access sites to provide visibility at the exit;
- Loading facilities should be consolidated between adjacent properties, where feasible;
- Garbage storage rooms should be centralized indoors, and at the rear of the building;
- Service and outside storage enclosures should be constructed of materials to match or complement the building material. No enclosure should be made of any form of chain link fencing, gates and / or access doors may be constructed of materials different from the actual enclosure material to facilitate operation;
- Outside storage areas should be fully screened by wall enclosures. Screen walls should have a minimum height equal to that of the item in which it is screening;
- Outside storage should not be visible from any street;
- Utility meters, transformers and HVAC equipment should be located away from public view; and,
- Noise attenuation measures should be provided where service areas are in proximity to Neighbourhoods. These features should be complementary in material and design to surrounding buildings and structures, to reinforce the image of the community.

2.5.2 Vehicle Parking

- Surface and structured parking spaces should generally be located at the side or rear of buildings, either served by laneways or consolidated by block;
- Visitor / guest parking spaces should be clearly distinguished from resident parking spaces, and should be coordinated in location;
- Hard surface areas should be minimized with landscaping and permeable, sustainable material and technologies should be prioritized;
- Surface parking spaces should be organized in compact formations with significant, high-quality soft landscaped edges, especially adjacent to the public realm;
- Landscaping and site organization should prioritize managing stormwater quality and quantity on-site, wherever possible;
- Landscaping near parking and vehicle routes should prioritize opportunities for shading, without minimizing safety and visibility;
- Pedestrian movement should be given priority in the design of all parking facilities. Clearly marked, direct and safe pedestrian routes should be provided wherever possible and should be separated when appropriate;
- Lighting for parking should be oriented to limit visual impact on adjacent neighbourhoods but should otherwise be well distributed to enhance safety and visibility;
- Accessible parking spaces should have direct access to building entrances and should not be placed across a drive aisle;
- The landscaping within parking lots should include trees to provide shade;



- Garbage rooms shall be equipped with three waste streams to be consistent with the Halton Region system: organic, recycling and regular; and,
- The installation of charging stations for electric vehicles is encouraged.

2.5.3 Bicycle Parking

- Internal bicycle parking should be located at grade with direct access to the adjacent street, wherever possible, or should provide ramped access to the street;
- Internal bicycle parking should be made available to employees and residents;
- All bicycle parking for visitors external to the building should be covered, either by lobby canopies, breezeways or independent shelter structures;
- Bicycle parking should be provided in proximity to buildings in order to encourage active transportation;
- Bicycle racks can be strategically used to structure and animate open spaces;
- Bicycle facilities, including lockers and showers, should be provided to employees; and,
- Bicycle parking should be positioned close to the main entrance in a location that does not interfere with pedestrian movement.



(Top) Bicycle parking should be provided in proximity to buildings in order to encourage active transportation.

(Bottom) All bicycle parking for visitors external to the building should be covered, either by lobby canopy, breezeways, or independent shelter structures.

Section 3 /

Georgetown - Guelph Street Corridor Design Guidelines

3.1/

General Guidelines

This section builds upon the design direction provided in Section 2.0, and establishes a set of area-specific design guidelines, which pertain to all future development within the Georgetown Guelph Street Corridor.

The Georgetown Guelph Street Corridor generally encompasses all lands bounded by Durham Street to the west, the Georgetown GO Station Secondary Plan Area to the north, Sinclair Avenue to the east, and residential areas to the south. The area is comprised of a main commercial corridor, and two identified Activity Nodes. It is one of the principle entrances into Georgetown, and is the first impression visitors and potential investors see when travelling into the area.

The vision for the Georgetown Guelph Street Corridor is to remain one of the primary multi-use, multi-purpose commercial areas of the Town of Halton Hills. This will be achieved through the introduction of a diverse range of retail, service, community, institutional and recreational uses which serve all residents of Halton Hills; consolidating, intensifying, and expanding major commercial uses; redeveloping existing major commercial uses to foster a more attractive pedestrian-oriented environment; and developing complementary residential and institutional uses to capitalize on the location of the area and existing infrastructure.

In addition to the general guidelines contained within Section 2.0 of this document, future developments within the Georgetown Guelph Street Corridor should be undertaken in a manner which is consistent with the following:

3.1.1 Character

- Development within the Guelph Street Corridor should be undertaken at a high standard of architectural and landscape design quality;
- New large buildings should be articulated so as to lessen their mass, to add visual interest and create a comfortable pedestrian realm; and,
- New buildings towards Durham Street (the entrance to the traditional Downtown) should maintain a similar articulation to the historical facades of the adjacent buildings, and buildings of heritage value or interest should be preserved.

3.1.2 Setbacks

- New buildings within the Georgetown Guelph Street Corridor should generally be built close to the street edge, in keeping with minimum Zoning requirements, in order to establish a more urban and continuous streetwall condition. This is important for the purposes of fostering a visually pleasant and pedestrian friendly environment. This should be achieved while establishing porous building interfaces through the provision of appropriate side yard setbacks;
- In instances where existing large format commercial buildings are anticipated to remain for the foreseeable future, including the Georgetown Market Place, opportunities should be explored to introduce stand-alone small format retail buildings, located close to the street edge; and,
- Other strategic measures should be undertaken to integrate existing large format commercial buildings into the fabric of the Georgetown Guelph Street Corridor, resulting in a more continuous and lively streetscape.



(Top) Existing development along the Guelph Street corridor in Georgetown.

(Middle) Development within an existing downtown should be undertaken at a high standard of quality.

(Bottom) Careful articulation of mass is critical to the creation of a comfortable pedestrian realm.



(Top) New buildings within the Guelph Street corridor should generally be built close to the street edge.

(Middle) The ground floor of buildings which front onto Guelph Street should have a minimum floor-to-floor height of 4.5 metres where at-grade retail uses are anticipated.

(Bottom) New large format commercial buildings should be built to the appearance of 2 storeys.

3.1.3 Height, Massing and Transitions

- Buildings within the Guelph Street Corridor, outside of identified Activity Nodes, should have a minimum building height of 2 storeys. Such buildings should generally have a maximum height of 8 storeys, with the exception of lands located along the south side of Guelph Street, between Maple Avenue and Mountainview Road, which should have a maximum building height of 4 storeys;
- Buildings within the Guelph Street Corridor, outside of identified Activity Nodes, should have a minimum streetwall height of 2 storeys, and a maximum streetwall height of 3 storeys;
- The ground floor of buildings which front onto Guelph Street should have a minimum floor-to-floor height of 4.5 metres where at-grade commercial uses are anticipated, including Major Commercial, Secondary Commercial, and Mixed Use Sub-Areas, as well as where other non-residential at-grade uses are anticipated, including Major Institutional Sub-Areas;
- New and existing large format buildings should be broken down into an appearance of multiple smaller buildings, especially toward Durham street/where feasible; and,
- New large format commercial buildings should be built to the appearance of 2 storeys, either through the incorporation of 2 functional storeys or the provision of a double-height single storey building. Fake / faux storeys are strongly discouraged.

3.1.4 Landscaping and Furnishing

- Improvements to Guelph Street and flanking residential streets, including Albert Street, Durham Street, Normandy Boulevard, Edward Street, Brucewood Drive, Windsor Road and Rexway Drive should be designed to ensure comfort, safety and convenience through the selection of complementary furnishings and surface material pallets, the preservation of existing mature street trees, and the selection of indigenous and non-invasive plant species;
- Improvements to Guelph Street should prioritize the creation of a complete street: narrowing of asphalt width or the introduction of a landscaped central medians to break-up the continuity of asphalt, the introduction of mid-block pedestrian crossings or additional formalized intersections, the introduction of enhanced active transportation amenities the narrowing of existing major intersections and removal of channelized right-hand turns, the continued introduction of street furniture and street trees / landscaping and regular intervals, the burying of overhead wires, and the provision of special paving treatments at intersections and crosswalks (in compliance with all corresponding safety, accessibility and technical standards);
- Improvements to Mountainview Road should prioritize the creation of a complete street: the introduction of mid-block pedestrian crossings or additional formalized intersections, the introduction of enhanced active transportation amenities, the narrowing of existing major intersections and removal of channelized right-hand turns, the continued introduction of street furniture and street trees / landscaping and regular intervals, the burying of overhead wires, and the provision of special paving



(Top) Landscape improvements within private properties should prioritize the planting of new trees within the front and rear yards.

(Middle and Bottom) Improvements to Guelph Street should prioritize the creation of complete streets: introduction of street trees / landscaping and furnishings, and the burying of overhead wires.



(Top) Parking lot situated underground.

(Bottom) Parking lot at rear of building.

treatments at intersections and crosswalks (in compliance with all corresponding safety, accessibility and technical standards);

- Improvements to flanking and adjacent residential streets, including Albert Street, Durham Street, Normandy Boulevard, Edward Street, Brucewood Drive, Windsor Road, Maple Avenue and Rexway Drive should preserve the domestic residential character of such streets by maintaining existing landscaped boulevards, introducing additional street trees to expand the urban tree canopy, and burying overhead wires; and,
- Landscape improvements within private properties should prioritize the planting of new, native, drought and salt tolerant, non-invasive tree species within the front and rear yards in order to expand the existing urban tree canopy, where appropriate.

3.1.5 Parking, Loading and Servicing

- Parking, loading and service areas should be located underground or to the side or rear of the buildings;
- Curb cuts along Guelph Street should be minimized and consolidated, where feasible;
- if parking must be provided at building front, parking spaces should be limited to one row; and,
- Where rear parking is abutting adjacent residential areas, measures must be taken to minimize light and sound pollution through fencing and vegetative screening with native, non-invasive, drought-tolerant tree species.

3.2/

ACTIVITY NODES

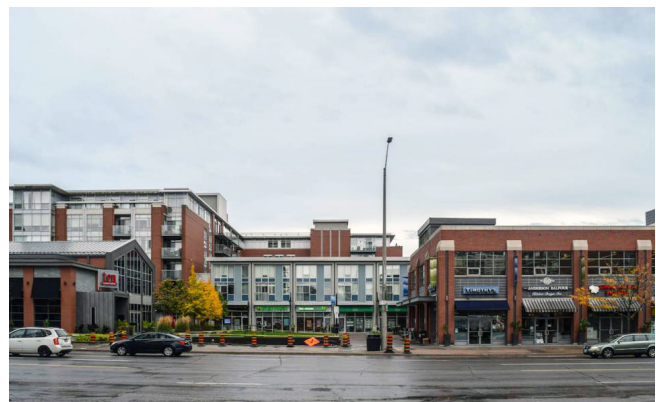
Within the Georgetown Guelph Street Corridor, the intersections of Guelph Street / Maple Avenue and Guelph Street / Mountainview Road are recognized as Activity Nodes, which are major intersections, entry points, and active gateways to the corridor. More than a decorative arch or sign, these gateways define “place” with ample pedestrian movement, street-level activity, dense development and visual identity,

The vision for the Activity Nodes is to accommodate moderate to high levels of intensification, and to enhance the visual prominence and significance of these entrances to the Georgetown Guelph Street Corridor. This will be achieved by introducing an appropriate mix and intensity of uses, and ensuring appropriate transitions in height and massing to adjacent developments along Guelph Street, Maple Avenue and Mountainview Road., and abutting low-density residential properties. To create a distinct sense of place, landmark buildings and public art will be integrated to emphasize the significance of these intensified nodes.

In addition to the general guidelines contained within Sections 2.0 and 3.1 of this document, future developments within Activity Nodes should be undertaken in a manner which is consistent with the following:

3.2.1 Design Quality

- Development within Activity Nodes should be undertaken at the highest standard of architectural and landscape design quality;



(Top) Buildings should make a significant contribution to the character and identity of the Georgetown community.

(Middle) Buildings should frame and orient views toward adjacent streets and open spaces.

(Bottom) Buildings should maintain a continuous streetwall, while incorporating opportunities to expand the public realm.

- Buildings within Activity Nodes should make a significant contribution to the character and identity of the Georgetown community, while respecting the immediate context and creating a distinct built form, appearance or landmark; and,
- Activity Node buildings should respond to their prominent location, framing and orienting views towards adjacent streets and open spaces to signify points of entry and exit.

3.2.2 Setbacks

- Additions and new buildings within Activity Nodes should maintain a continuous streetwall, while incorporating opportunities to expand the public realm through the provision of increased setbacks and/ or privately owned publicly accessible open spaces, where appropriate; and,
- In the case of new buildings situated on a street corner, varying setbacks may apply. Each individual building face must correspond with the setback provisions of its adjacent street.

3.2.3 Height, Massing and Transitions

- Buildings within Activity Nodes should have a minimum building height of 3 storeys, and a maximum height of 8 storeys;
- Buildings within Activity Nodes should have a minimum streetwall (building base) height of 2 storeys, and a maximum streetwall height of 3 storeys;
- The ground floor of buildings within Activity Nodes may have a minimum floor-to-floor height of 4.5 metres where at-grade commercial uses are anticipated, including Primary Commercial, Secondary Commercial, and Mixed Use Sub-Areas;



Example of a building with distinct 3-storey massing directly abutting the street (streetwall), middle, and top portion.

- Where appropriate, Activity Node buildings may include taller building elements and landmark features to reflect their visual prominence, and to address prominent corner conditions adjacent to Guelph Street.
- To minimize shadow impact and create a comfortable pedestrian realm, angular planes must be applied to new buildings, especially within Mixed-Use Sub-Areas. This will require ensuring new built form height does not exceed a 45 degree angular plane, projected from the centre line of a public right-of-way, or shared property line of abutting/ adjacent residential property or open space zone; and,
- Many sides of buildings within the corridor abut low-density residential, thus requiring careful consideration of visual transition in all new development.

3.2.4 Landscaping, Furnishing, Signage and Public Art

- Privately owned publicly accessible open space should be incorporated at appropriate locations within Activity Nodes. Such features should function as extensions of the public realm, including sidewalks, boulevards, forecourts, and patio areas;
- Activity Nodes should incorporate public realm features adjacent to public street frontages. Specific elements should be selected on a site-by-site basis, but should include such elements as decorative walls, seating areas, bicycle locks, refuse/recycling receptacles, patios, pergolas, trees and enhanced landscaping, signage / wayfinding elements, banners, public art, and special paving treatments. Furnishings may either have a material pallet which is consistent with the remainder of the Georgetown community, or may be distinct;
- In selecting public realm features, consideration should be given to items which foster community identity, and which reflect and interpret the history, traditions and culture of the Georgetown community through site branding, signage, public art, etc.; and,
- Landscaping should enhance and complement Activity Nodes as entry features to the Guelph Street Corridor and Dominion Gardens Park, but not create visual obstructions for motorists. Planting should be selected to minimize maintenance requirements and watering demands. Plant materials should be native and drought tolerant and not create barriers for pedestrians.

3.2.5 Parking, Loading and Servicing

- Parking, loading and service areas should be located underground or to the rear of the buildings. Surface parking areas should not abut Guelph Street, Maple Avenue, or Mountainview Road, nor should they abut Urban Squares or Dominion Gardens Park; and,
- Curb cuts to support pedestrian accessibility should be included at appropriate, safe locations within the Activity Nodes that promote universal accessibility.



(Above) Curb cuts support universal accessibility to accommodate the increased pedestrian flow within the Activity Nodes.

Section 4 /

Acton - Downtown Area Design Guidelines

4.1 /

GENERAL GUIDELINES

This section builds upon the design direction provided in Section 2.0, and establishes a set of area-specific design guidelines, which pertain to all future development within the Acton Downtown Area.

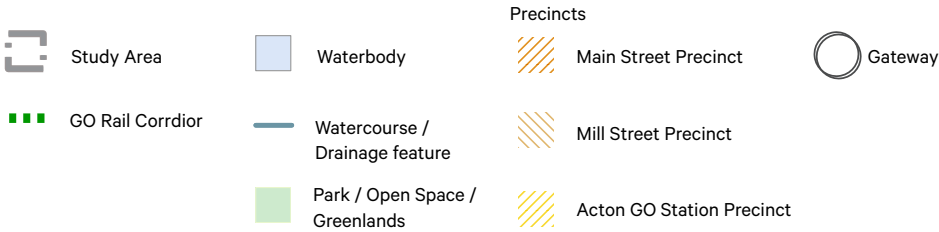
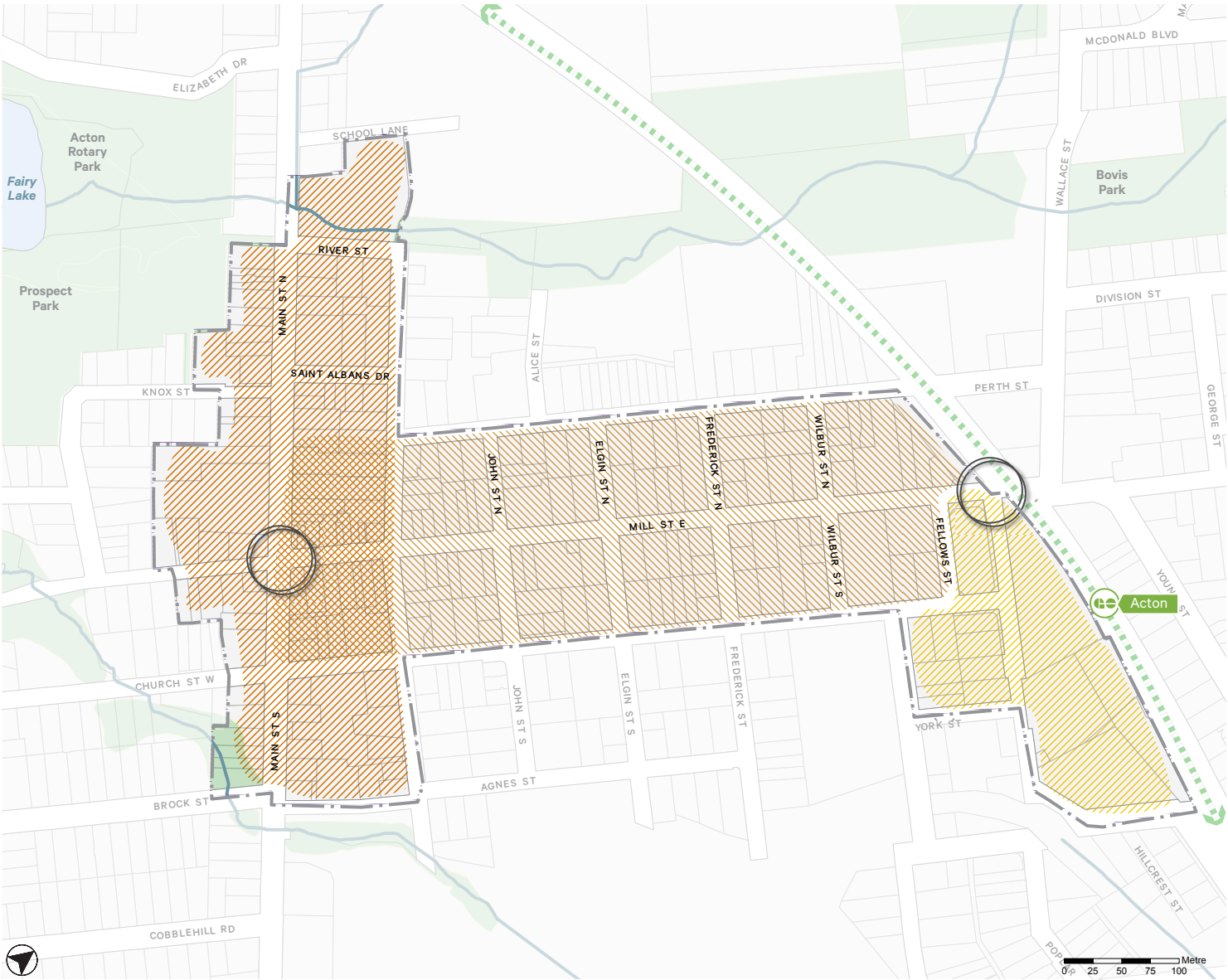
Acton is one the towns which comprise settlements within the Greenbelt. Its downtown is its traditional historic centre, deeply valued by local residents and visitors. Downtown Acton generally encompasses all lands bounded by Prospect Park and Rotary Park to the west, School Lane and Bower Street to the north, the GO Rail corridor to the east, and Eastern Avenue, York Street, Church Street, and Agnes Street to the south. The area is comprised of three distinct Precincts, and two identified Gateways.

The vision for Downtown Acton is to remain one of the primary focal points for commerce, tourism and pedestrian-scale activity in the Town of Halton Hills. This will be achieved through the introduction of an appropriate mix of uses, streetscape and façade improvements that preserve and revitalize the cultural and historic character (see following heritage map) of the Downtown, while carefully balancing tradition with contemporary, innovative design. The importance of the Downtown will be reinforced by identifying and promoting a complementary area for transitional commercial development, and protecting the residential character of the area adjacent to the Downtown.

In addition to the general guidelines contained within Section 2.0 of this document, future developments within Downtown Acton should be undertaken in a manner which is consistent with the following:

4.1.1 Design Quality

- Significant views and vistas of mature street trees, and of landmark buildings should be preserved and enhanced through the strategic



siting, orientation and massing of buildings. This should be achieved through the provision of appropriate setbacks, recesses, building separation, stepbacks, and limiting of overall building height;

- Additions and new buildings should not visually compete with, nor detract from, existing landmark buildings, which serve as wayfinding elements and punctuate the skyline;
- The removal and replacement of existing detached single family dwellings on flanking and adjacent residential streets, for more intense forms of development, is subject to an amendment to the implementing zoning by-law and must maintain and/or enhance the existing character of the neighbourhood;
- New buildings and additions to historical buildings may be designed to evoke a contemporary design response. Whether a new building or addition, buildings should be designed by a qualified Heritage Architect with a minimum of five years of experience working with heritage buildings, with membership in the Canadian Association of Heritage Professionals;
- Where contemporary design expression is sought, new buildings and additions should be complementary to, and compatible with, the historic character of Downtown Acton. New development should reference the historical build of the heritage buildings around it. This includes building and floor heights, building articulation and fenestration including vertical and horizontal demarcation elements, building entrance design, window placement and sizing, solid and glazed material proportions, building materials, weather protection elements, and architectural details;
- Adaptive re-use of cultural heritage resources, including properties which are either Listed (of cultural heritage value or interest, but not



(Top) Adaptive re-use of cultural heritage resources is encouraged to occur through the conservation and rehabilitation of existing buildings, and/or through contextually-sensitive alterations.

(Bottom) New buildings may be designed in high quality heritage styles or may evoke a contemporary design expression.



(Top) Where appropriate, new development should reference heritage adjacencies with respect to building and floor heights, building articulation and fenestration, building entrance design, window placement and sizing, solid and glazed material proportions, building materials, whether protection elements, and architectural details.

(Bottom) Acton Town Hall is an example of adaptive re-use of cultural heritage resources.

designated) or Designated (of cultural value and interest, requiring consent for alteration or removal) under Part IV of the Ontario Heritage Act, or other properties which contain features of cultural heritage significance, is encouraged to occur through the conservation and rehabilitation of existing buildings, and/or through contextually-sensitive alterations. It is to be ensured that the character and appearance of cultural heritage buildings and landscapes are preserved and enhanced. Alterations that detract from the character and appearance of cultural heritage buildings in terms of their form, scale, detailing, colour and materials are not appropriate;

- Roof additions to cultural heritage resources should be limited to no more than 2 storeys above the existing building height, should be stepped back from the primary building face / streetwall, and should occupy a space no greater than 1/3 of the building volume;
- Front additions at the front of cultural heritage resources, which result in uncharacteristic alterations to the primary building face / streetwall, are strongly discouraged;
- Additions and renovations to buildings should reference the building on which work is being undertaken, both in scale and materials used. Such additions should maintain existing floor-to-floor heights, and respect the building's original appearance; and,
- In the case of cultural heritage resources, storefront renovations should be in keeping with the original building design, using those elements that are intact, and replacing missing features based on documentary evidence.

4.1.2 Architectural Details

- Regarding cultural heritage features, where possible, the original building fabric should be preserved. Deteriorated architectural features should be repaired, rather than replaced. Where replacement is necessary, such alterations should match the original materials as closely as possible. Replacement of missing features should be based on documented evidence;
- When cultural heritage features are veneered, after some time their alteration may be deemed out of character. In such a case, the building veneer may be removed and replaced. Original elements of the heritage structures should be preserved and replaced, where necessary, if damaged;
- Building materials should be selected for their durability and compatibility with the historic character of Downtown Acton. Appropriate materials include limestone, terra cotta brick, or wooden siding. If glazing is preferred, transparent glazing should be used over tinted or frosted glazing;
- Regarding cultural heritage resources, cornices and parapets should be repaired or restored to their original configuration, where necessary. Masonry walls should be exposed up to and including the parapet. Corrugated metal cladding or modern pre-finished materials applied to the parapet are discouraged;
- Lighting fixtures should be selected to ensure their design, location, intensity and emitted colour are appropriate for the historic character of Downtown Acton. Fixtures may be selected from applicable replica styles appropriate to the architecture of buildings throughout Downtown Acton, or from contemporary designs that are compatible with its heritage character;
- Back-lit signs and indirect sign lighting should be discouraged as they are not in keeping with the heritage character of Downtown Acton;
- Signs are encouraged on commercial frontages, and must comply with the provisions of Halton Hills Town Sign By-Law, and the Town of Halton Hills Community Improvement Program;
- Signs should be designed to relate to the character of the buildings on which they are attached and should be visibly compatible with the traditional appearance of their street;



(Above) Diagrams depicting desirable vs. undesirable architectural details for buildings within Downtown Acton.

(Adjacent Top) Streetscape improvements should be designed to conserve and enhance the character of Downtown Acton.

(Adjacent Middle and Bottom) Sample street furniture.



- Shop front fascia signs should be contained within the original architectural fascia of the building and only show the name/nature of the business. Incorporating the street number in the fascia sign is desirable in all cases; and,
- Projecting or Hanging Signs on timber or metal hanging boards of modest size and good proportions are a traditional feature of commercial streets and, where possible, original brackets and boards should be retained. Hanging signs on wrought iron brackets are almost always preferable to solid projecting box signs, especially within conservation areas, but exceptions may be made on modern buildings.

4.1.3 Landscaping and Furnishing



- Streetscape improvements should be designed to conserve and enhance the character of Downtown Acton while ensuring comfort, safety and convenience through the selection of complementary furnishings and surface material palettes, the preservation of existing mature street trees, and the selection of indigenous, historically accurate and drought-tolerant/non-invasive plant species;
- Landscape improvements within private properties should prioritize the planting of new trees within the front and rear yards in order to expand the existing urban tree canopy, where appropriate; and,
- Repairs and alterations to cultural heritage resources and heritage landscapes should comply with Parks Canada's "Standards and Guidelines for the Conservation of Historic Places in Canada".



4.2 /

Mill Street Precinct

The Mill Street Precinct generally encompasses all lands bounded by Main Street to the west, Bower Street to the north, Eastern Avenue to the east, and Church Street to the south (refer to map on page 40). However, portions of the Precinct overlap with the adjacent Main Street Precinct to the west and Acton GO Station Precinct to the east, at identified Gateways. Characterized by 1 to 2 storey buildings, it is the commercial high street of Acton, consisting of commercial retail and office buildings with minimal setbacks, interspersed with and punctuated by civic and cultural buildings with generous setbacks and landscaping.

The Precinct is centered on Mill Street, which is the traditional main street - the heart - of Downtown Acton. The vision for the Mill Street Precinct is to retain and reinforce the historic commercial character of Mill Street, while allowing for contextually-sensitive infill and redevelopment. This will be achieved while ensuring appropriate transitions in height, massing, ground floor uses and landscaping to flanking residential streets to the north and south. The aim of the guidelines should be to improve the environment of the prominent transport corridor of Main Street and making it an attractive asset to the town.

The Mill Street roadway is part of a collecting link agreement with MTO. Implementation of the guidelines in this section may require further detailed study.

In addition to the general guidelines contained within Sections 2.0 and 4.1 of this document, future developments within the Mill Street Precinct should be undertaken in a manner which is consistent with the following:



(Top and Middle) Existing landmark buildings, including the MacKinnon Family Funeral Home and former Acton Baptist Church should continue to define the skyline along Mill Street.

(Bottom) New buildings should generally reflect the historic commercial main street character of Mill Street.

4.2.1 Design Quality

- Development within the Mill Street Precinct should be undertaken at a high standard of architectural and landscape design quality;
- New buildings should compliment the historic commercial main street character of Mill Street;
- Existing landmark buildings, including the MacKinnon Family Funeral Home at 55 Mill Street East and the former Acton Baptist Church at 80 Mill Street East, should continue to define the streetscape along Mill Street;
- New buildings should not obscure, compete with, or undermine the visual impact of prominent landmark buildings and structures when viewed from the public realm; and,
- New buildings and improvements to existing residential buildings on flanking and adjacent residential streets, including Willow Street, John Street, Elgin Street, Frederick Street, Willbur street, Bower Street and Church Street should preserve the domestic residential character of the area.

4.2.2 Setbacks

- Along Mill Street, additions and new buildings within the Mill Street Precinct should maintain a continuous streetwall, while ensuring that the varied nature of the area, which includes a varied interface of tighter and more separated buildings, is retained through the provision of appropriate side yard setbacks; and,
- A continuous streetwall is not necessary along flanking residential streets, where front and side yard setbacks can be greater.



(Top and Bottom) New buildings should provide visual transition and range from 2-3 Storeys +.

4.2.3 Height, Massing and Transition

- Buildings within the Mill Street Precinct, outside of identified Gateways, should have a minimum building height of 2 storeys, and a maximum building height of 4 storeys;
- Buildings within the Mill Street Precinct, outside of identified Gateways, should have a minimum streetwall height of 2 storeys, and a maximum streetwall height of 3 storeys;
- The ground floor of buildings which front onto Mill Street should have a minimum floor-to-floor height of 4 metres;
- All new buildings should be constructed to a height which respects adjacent low-density residential areas;
- Buildings within the Mill Street Precinct, along flanking and adjacent residential streets, should have a maximum height of 2-3 storeys; and,
- Buildings within the Mill Street Precinct, along flanking and adjacent residential streets, should have a ground floor height of 3 metres;

4.2.4 Landscaping and Furnishing

- Historic elements in the streetscape should be re-instated wherever possible, using evidence from historic photographs and archival documents, and integrating existing and new public art into the streetscape, to preserve the character and historic identity of Downtown Acton;
- Improvements to Mill Street should prioritize the narrowing of asphalt width, the widening of sidewalks, introduction of active transportation infrastructure, the continued introduction of street furniture and street trees at regular intervals, and the continued provision of special

paving treatments at intersections and crosswalks (in compliance with all corresponding safety, accessibility and technical standards);

- Improvements to flanking and adjacent residential streets, including Willow Street, John Street, Elgin Street, Frederick Street, Willbur street, Bower Street and Church Street should preserve the domestic residential character of such streets by maintaining existing landscaped boulevards, introducing additional street trees to expand the urban tree canopy, and burying overhead wires;
- Existing mature trees within the streetscape should be maintained. If a tree must be removed, a new tree should be planted in its place; and,
- Signs should be fixed to the traditional ground floor fascia panel; they should respect the depth of the traditional fascia panel that exists on the building as well as those of the adjacent buildings.

4.2.5 Parking, Loading and Servicing

- Parking, loading and service areas should be located underground or to the rear of the buildings. Surface parking areas should not abut Mill Street;
- Curb cuts along Mill Street should be minimized and consolidated, where feasible; and,
- Along flanking and adjacent residential streets, parking options should consist of integral side or detached rear yard garages; a parking pad; staggered driveways to avoid large paved areas of asphalt.

4.3 /

Main Street Precinct

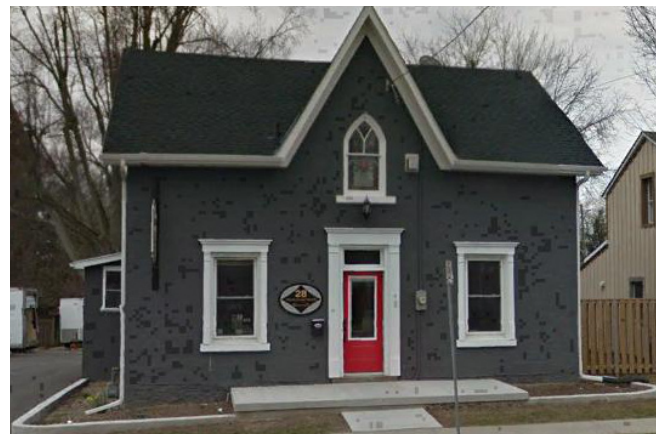
The Main Street Precinct generally encompasses all lands bounded by Prospect Park and Rotary Park to the west, School Lane to the north, Willow Street to the east, and Brock Street to the south. The Precinct is currently defined by 1-2 storey residential, commercial, and institutional/community services buildings with minimal setbacks, considerable building separation and ample surface parking. Portions of the precinct overlap with the adjacent Mill Street Precinct to the east, at an identified Gateway.

The Precinct is centered on Main Street, which transitions from a primarily residential to commercial street as it approaches Mill Street from the north and south. The vision for the Main Street Precinct is to retain the transitional character of Main Street, while allowing for contextually-sensitive infill and moderate intensification through mixed-use development in areas surrounding Mill Street. This will be achieved while ensuring appropriate transitions in height, massing, ground floor uses and landscaping to flanking residential streets to the east and west.

In addition to the general guidelines contained within Sections 2.0 and 4.1 of this document, future developments within the Main Street Precinct should be undertaken in a manner which is consistent with the following:

4.3.1 Design Quality

- Development within the Main Street Precinct should be undertaken at a high standard of architectural and landscape design quality;



(Top) Existing landmark buildings, including Knox Presbyterian Church, should continue to define the Main St. streetscape.

(Middle and Bottom) New buildings should generally reflect the small scale and main street character of existing development along Main Street, but may incorporate more intense forms of development, where appropriate.

- Existing landmark buildings, including Knox Presbyterian Church at 44 Main Street North, should continue to define the streetscape of Main Street and respect relationship to adjacent low density residential neighbourhoods;
- Along Main Street, south of Church Street and north of Knox Street, such buildings should generally reflect the small-scale nature of the historic building fabric which is comprised primarily of detached single family dwellings, some of which have been converted for commercial uses;
- Along Main Street, north of Church Street and south of Knox Street, such buildings should generally reflect a main street character, and may accommodate intensification in the form of new, larger developments in keeping with appropriate height and massing provisions; and;
- New buildings and improvements to existing residential buildings on flanking and adjacent residential streets, including Knox Street, St. Alban drive, River Street, Church Street, Brock Street and Agnes Street should preserve the domestic residential character of the area.

4.3.2 Setbacks

- Additions and new buildings within the Main Street Precinct should maintain a continuous streetwall, while ensuring that the varied nature of the area, which includes a varied interface of tighter and more separated buildings, is retained through the provision of appropriate side yard setbacks; and,
- A continuous streetwall is not necessary along flanking and adjacent residential streets, where front and side yard setbacks can be greater.

4.3.3 Height, Massing and Transition

- Buildings within the Main Street Precinct, outside of identified Gateways, should have a minimum building height of 2 storeys, and a maximum building height of 4 storeys;
- Buildings within the Main Street Precinct, outside of identified Gateways, should have a minimum streetwall height of 2 storeys, and a maximum streetwall height of 3 storeys; and,
- The ground floor of buildings which front onto Main Street should have a minimum floor-to-floor height of 4 metres.
- Buildings within the Main Street Precinct, along residential streets, should have a maximum height of 2-3 storeys;
- Buildings within the Main Street Precinct, along residential streets, should have a ground floor height of 3 metres.

4.3.4 Landscaping and Furnishing

- Improvements to Main Street should prioritize the narrowing of asphalt width, the widening of sidewalks, the introduction of active transportation infrastructure, the introduction of street furniture and street trees at regular intervals, the continued provision of special paving treatments at intersections and crosswalks, the introduction of mid-block pedestrian crossings or additional formalized intersections, and the burying of overhead wires (in compliance with all corresponding safety, accessibility and technical standards); and,

- Improvements to flanking and adjacent residential streets, including Knox Street, St. Alban drive, River Street, Church Street, Brock Street and Agnes Street should preserve the domestic residential character of such streets by maintaining existing landscaped boulevards, introducing additional street trees to expand the urban tree canopy, and burying overhead wires.

4.3.5 Parking, Loading and Servicing

- Parking, loading and service areas should be located underground or to the rear of the buildings. Surface parking areas should not abut Main Street;
- Curb cuts along Main Street should be minimized and consolidated, where feasible; and,
- Along flanking and adjacent residential streets, parking options should consist of integral side or detached rear yard garages, parking pads, or staggered driveways to avoid large paved areas of asphalt.

4.4 /

Acton GO Station Precinct

The Acton GO Station Precinct generally encompasses all lands bounded by Maria Street and Fellows Street to the west, Mill Street to the north, the GO Rail corridor to the east, and Eastern Avenue to the south. However, portions of the precinct overlap with the adjacent Mill Street Precinct to the north, at an identified Gateway.

- The Precinct is centered on Eastern Avenue and the Acton Major Transit Station Area, which consists primarily of the existing Acton GO Station, associated parking facilities, stand-alone medical buildings, one large format commercial building, and a few single family dwellings. The vision for the Acton GO Station Precinct is to accommodate moderate levels of intensification, through the provision of mixed-use and transit-oriented development. This will be achieved while ensuring appropriate transitions in height, massing, ground floor uses and landscaping to flanking residential streets to the west, east and south.
- In addition to the general guidelines contained within Sections 2.0 and 4.1 of this document, future developments within the Acton GO Station Precinct should be undertaken in a manner which is consistent with the following:

4.4.1 Design Quality

- Development within the Acton GO Station Precinct should be undertaken at the highest standard of architectural and landscape design quality;



(Top) Existing surface parking lot associated with Acton GO Station.

(Middle) Existing large-format commercial development located adjacent to the Acton GO Station.

(Bottom) Existing medical / commercial development located adjacent to the Acton GO Station.

- Buildings within the Acton GO Station Precinct should make a significant contribution to the character and identity of the Acton community, while respecting the immediate context and creating a distinct built form, appearance or landmark;
- Buildings within the Acton GO Station should contribute toward the creation of a distinct skyline, which is unique to the Precinct and separate from the remainder of Downtown Acton. This should be accomplished while ensuring that significant views and vistas to mature trees and landmark buildings, throughout Downtown Acton, are maintained and enhanced; and,
- New buildings and improvements to existing residential buildings on flanking and adjacent residential streets, including Church Street, York Street and Hillcrest Street should accommodate moderate levels of intensification through redevelopment, infill and building additions which respect the existing character of the area while facilitating a mixed-use node.



4.4.2 Setbacks

- New buildings within the Acton GO Station Precinct should provide a continuous streetwall, and should establish porous building interfaces through the provision of appropriate side yard setbacks; and,
- A continuous streetwall is not necessary along flanking and adjacent residential streets, where front and side yard setbacks can be greater.

(Top) Maximum heights within the Acton GO Precinct should not exceed 6 storeys.

(Middle & Bottom) A continuous streetwall should be provided, with some porosity through side yard setbacks.

4.4.3 Height, Massing and Transition

- Buildings within the Acton GO Station Precinct, outside of identified Gateways, should have a minimum building height of 3 storeys, and a maximum building height of 6 storeys. Alternative minimum building heights may be proposed through a Comprehensive Development Plan;
- Buildings within the Acton GO Station Precinct, outside of identified Gateways, should have a minimum streetwall height of 3 storeys, and a maximum streetwall height of 4 storeys;
- The ground floor of buildings which front onto Eastern Avenue should have a minimum floor-to-floor height of 4.5 metres where commercial uses are anticipated, and 4.0 metres along Mill and Main Streets;
- Buildings within the Acton GO Station Precinct, along residential streets, should have a maximum height of 2-3 storeys;
- Buildings within the Acton GO Station Precinct, along residential streets, should have a ground floor height of 3 metres;
- Buildings should be situated or constructed to minimize the impacts of noise and vibration, resulting from proximity to the GO Rail corridor; and,
- Buildings directly adjacent to the corridor may require a noise mitigation barrier for optimal comfort and safety. Design measures to minimize the aesthetic of the concrete wall should be taken including vegetative screening.



(Top and Middle) Existing development adjacent to the intersection of Mill and Main Streets.

(Bottom) Existing development adjacent to the intersection of Mill Street and Eastern Avenue.

4.4.4 Landscaping and Furnishing

- Improvements to Eastern Avenue should prioritize the introduction of street furniture and street trees at regular intervals, the provision of special paving treatments at intersections and crosswalks, the introduction of mid-block pedestrian crossings (if warrants met) or additional formalized intersections, and the burying of overhead wires;
- Furnishing along flanking and residential streets within the Acton GO Precinct should include waiting stations, seating, and wayfinding/ signage to accommodate transit riders; and,
- Improvements to flanking and adjacent residential streets, including Church Street, York Street and Hillcrest Street should preserve the domestic residential character of such streets by maintaining existing landscaped boulevards, introducing additional street trees to expand the urban tree canopy, and burying overhead wires.

including considerations for pedestrians, bicycle routes and bicycle parking, commuter pick-up / drop-off areas, carpool parking, car share vehicles, and parking / recharging stations for electric vehicles. Access routes should be both safe and pleasant for commuters, following lines of desire; and,

- Along flanking and adjacent residential streets, parking options should consist of integral side or detached rear yard garages, parking pads, or staggered driveways to avoid large paved areas of asphalt.

4.4.5 Parking, Loading and Servicing

- Parking, loading and service areas should be located underground or to the rear of the buildings over the long-term.
- In the short term, surface parking areas abutting Eastern Avenue can be improved by introduction of low height walls or fences, and planting strips to separate them visually from the street, without losing parking spaces.
- Curb cuts along Eastern Avenue should be minimized and consolidated, where feasible;
- Access to the Acton GO Station site should be provided from various transportation modes,



(Top) Additions and new buildings identified within gateways should maintain a continuous streetwall, as shown.

(Bottom) Maximum building height within Gateways should not exceed 5 storeys.

4.5 /

Gateways

- Within Downtown Acton, the intersections of Mill Street / Main Street and Mill Street / Eastern Avenue are recognized as Gateways, which create a sense of arrival. The Mill Street / Main Street Gateway overlaps with the boundaries of the Mill Street and Main Street Precincts, while the Mill Street / Eastern Avenue Gateways overlaps with the boundaries of the Mill Street and Acton GO Station Precincts.
- The vision for the Gateways is to accommodate moderate levels of intensification, and to enhance the visual prominences of and significance of these entrances to Downtown Acton through introduction of landmark features or buildings that attract visual attention. This will be achieved while retaining and reinforcing the historic commercial character of Mill Street, and ensuring appropriate transitions in height and massing to adjacent developments along Main Street, Mill Street, and Eastern Avenue.
- In addition to the general guidelines contained within Sections 2.0 and 4.1 of this document, future developments within Gateways should be undertaken in a manner which is consistent with the following:

4.5.1 Character

- Development within Gateways should be undertaken at the highest standard of architectural and landscape design quality;
- Buildings within Gateways should make a significant contribution to the character and identity of the Acton community, while respecting the immediate context and creating a distinct built form, appearance or landmark;
- Gateway buildings should respond to their prominent location, inviting people in, framing and orienting views towards adjacent streets and open spaces to signify points of entry and exit; and,
- Visual clutter (in the form of billboards or unwanted signage, inconsistent streetwall, surface parking lots, etc.) should be discouraged so as to maintain the distinct character of the gateways.

4.5.2 Setbacks

- Additions and new buildings within identified Gateways should maintain a continuous streetwall, while incorporating opportunities to expand the public realm through the provision increased setbacks and/ or privately owned publicly accessible open spaces, where appropriate.

4.5.2 Height, Massing and Transitions

- Buildings within Gateways should have a minimum building height of 3 storeys, and a maximum building height of 6 storeys;

- Buildings within Gateways should have a minimum streetwall height of 2 storeys, and a maximum streetwall height of 3 storeys;
- The ground floor of buildings within Gateways should have a minimum floor-to-floor height of 4 metres where at-grade commercial uses are anticipated, including Downtown Core and Downtown Redevelopment Sub-Areas; and,
- Where appropriate, Gateway buildings may include taller building elements and landmark features to reflect their visual prominence, and to address prominent corner conditions.

4.5.3 Landscaping, Furnishing, Signage and Public Art

- Privately owned publicly accessible open space should be incorporated at appropriate locations within Gateways. Such features should function as extensions of the public realm, including sidewalks, boulevards, forecourts, and patio areas;
- Gateways should incorporate public realm features adjacent to public street frontages. Specific elements should be selected on a site-by-site basis, but should include such elements as decorative walls, seating areas, bicycle locks, refuse/recycling receptacles, patios, pergolas, trees and enhanced landscaping, signage / wayfinding elements, banners, and special paving treatments. Furnishings may have a material palette which is consistent with the remainder of Downtown Acton, however incorporating a higher quantity of these elements is encouraged;
- Public art, both the retention of existing and the introduction of new public art is strongly encouraged at all gateway locations;

- In selecting public realm features, consideration should be given to items which foster community identity, and which reflect and interpret the history, traditions and culture of the Acton community; and,
- Landscaping should enhance and complement Gateways as entry features to Downtown Acton, but not create visual obstructions for motorists. Plantings should be selected to minimize maintenance requirements and watering demands. Plant materials should not create barriers for pedestrians.

4.5.4 Parking, Loading and Servicing

- Parking, loading and service areas should be located underground or to the rear of the buildings over the long term.
- In the more immediate term, surface parking areas should not abut Mill Street, Main Street, or Eastern Avenue without some form of screening (i.e. low-height walls/fences in keeping with aesthetic character of the area or planted beds); and,
- Curb cuts should not be provided within Gateways.

Town of Halton Hills

Infill Design Guidelines

July 2019 (Draft)

Prepared by:

SvN

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Introduction

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1.1 Purpose of the Guidelines

The purpose of these Guidelines is to inform the design of future development within Mature Neighbourhoods, Contemporary Neighbourhoods and Nodes and Corridors throughout Georgetown and Acton, within the Town of Halton Hills. These Guidelines build upon relevant policies of the Town of Halton Hills Official Plan, as they pertain to lands designated Low, Medium and High Density Residential Areas, as well as Corridor Commercial Areas, Secondary Node Areas, and Civic Centre Areas (Schedules A3 and A6).

These Guidelines have been prepared as part of a broader update to the 2010 Intensification Opportunities Study. They have been prepared following a review of existing and prevailing conditions and applicable zoning regulations. As such, these Guidelines have been prepared to reflect policy and regulatory changes at the Provincial, Regional and local level; the emergence of new materials and technologies; and emerging best practices with respect to sustainability; accessibility; crime prevention through environmental design (CPTED); and urban design.

These Guidelines address opportunities for infill development and intensification at two specific scales throughout the communities of Georgetown and Acton, in the Town of Halton Hills. Firstly, these Guidelines address opportunities for low-rise infill development and limited low-rise intensification within existing Mature and Contemporary Neighbourhoods. Mature Neighbourhoods are generally comprised of detached and semi-detached dwellings, on larger lots, in older areas of the community. In contrast, Contemporary Neighbourhoods include detached and semi-detached dwellings on smaller lots, in combination with townhouses and low-rise apartments, in newer areas of the community. Secondly, the Guidelines address opportunities for low to mid-rise intensification within sites which have been identified as Nodes and Corridors, and are generally located along collector and arterial roads. These areas are generally comprised of stand-alone small and large format commercial buildings, or office buildings.

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1.2 Community Boundaries and Structure

ACTON

Neighbourhoods

Within the community of Acton, Mature Neighbourhoods are primarily concentrated east of the Downtown, in the area generally bounded by the rail corridor to the west, properties fronting the north side of McDonald Boulevard to the north, properties fronting the east side of Churchhill Road to the east, and properties fronting the south side of Longfield Road to the south. They are also concentrated west of the Downtown, in the area generally bounded by Fairly Lake to the west, properties fronting the north side of Elmore Drive to the north, properties fronting the east side of Main Street to the east, and Kingham Road to the south. Small pockets of Mature Neighbourhoods also exist immediately north and south of Downtown Acton. All other residential areas, including those designated as Medium Density and High Density Residential Areas on Schedule A6 of the Town of Halton Hills Official Plan, are considered Contemporary Neighbourhoods.

Nodes and Corridors

Lands fronting either side of Queen Street, east of the Downtown, between the rail corridor and Tanners Drive, are identified as a Corridor Commercial Area on Schedule A6 of the Town of Halton Hills Official Plan. This designation does not permit residential uses, however it does encourage intensification of certain commercial uses. Please refer to Figure 1 for more information.

Areas Excluded from these Guidelines

Several areas of Acton are subject to separate planning and/or urban design studies, or represent land use designations which do not permit residential uses. As such, these areas are excluded from these Guidelines. They include:

- Downtown Area;
- General Employment Areas;
- Major Institutional Areas; and
- South Acton Special Study Area.

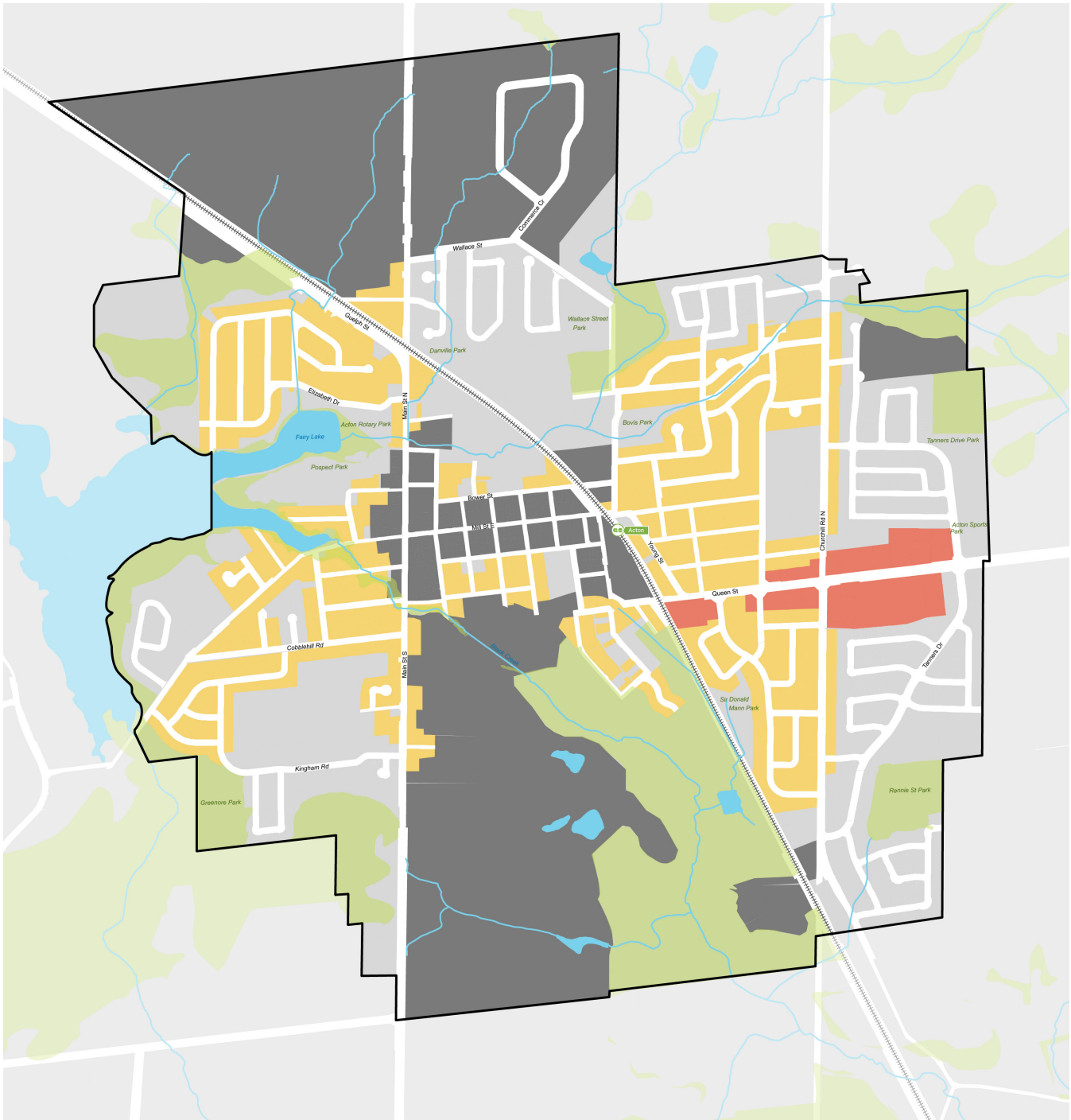


Figure 1: Acton Community Boundaries and Structure





Figure 2: Typical conditions in Mature Neighbourhoods - Acton



Figure 3: Typical conditions in Mature Neighbourhoods - Acton



Figure 4: Typical conditions in Contemporary Neighbourhoods - Acton



Figure 5: Typical conditions in Contemporary Neighbourhoods - Acton



Figure 6: Typical conditions in Nodes and Corridors along Queen Street - Acton



Figure 7: Typical conditions in Nodes and Corridors along Queen Street - Acton



Figure 8: Typical conditions in Nodes and Corridors along Queen Street - Acton



Figure 9: Typical conditions in Nodes and Corridors along Queen Street - Acton

GEORGETOWN

Neighbourhoods

Within the community of Georgetown, Mature Neighbourhoods are primarily concentrated south of the Downtown, in the area generally bounded by Cedarvale Park to the west, Maple Avenue to the north, properties fronting the west side of Guelph Street to the east, and Hungry Hollow Ravine to the south. They are also concentrated north of the Downtown, in the area generally bounded by Mary Street and the Georgetown Fairgrounds to the west, Highway 7 to the north, Georgetown GO Station to the east, and Downtown Guelph to the south. All other residential areas, including those designated as Medium Density and High Density Residential Areas on Schedule A3 of the Town of Halton Hills Official Plan are considered Contemporary Neighbourhoods.

Nodes and Corridors

Lands fronting either side of Guelph Street, between Sinclair Avenue and McFarlane Drive, are identified as Corridor Commercial Area on Schedule A3 of the Town of Halton Hills Official Plan. Lands located at the northeast corner of the intersection of Trafalgar Road and Maple Avenue are identified as the Civic Centre Area and Trafalgar Road Redevelopment Area on Schedule A3. These designations permit medium density uses, with a mix of uses in the former and residential uses in the latter. Lands located on the four corners surrounding the intersection of Mountainview Road and Argyll Road, are identified as a Secondary Node Area on Schedule A3. This designation supports multiple unit residential and mixed use development. Please refer to Figure 10 for more information.

Areas Excluded from these Guidelines

Several areas of Georgetown are subject to separate planning and/or urban design studies, or represent land use designations which do not permit residential uses. As such, these areas are excluded from these Guidelines.

They include:

- GO Station Area;
- Downtown Area;
- Community Node Area;
- General Employment Areas;
- Major Institutional Areas; and
- Future Residential / Mixed Use Areas.

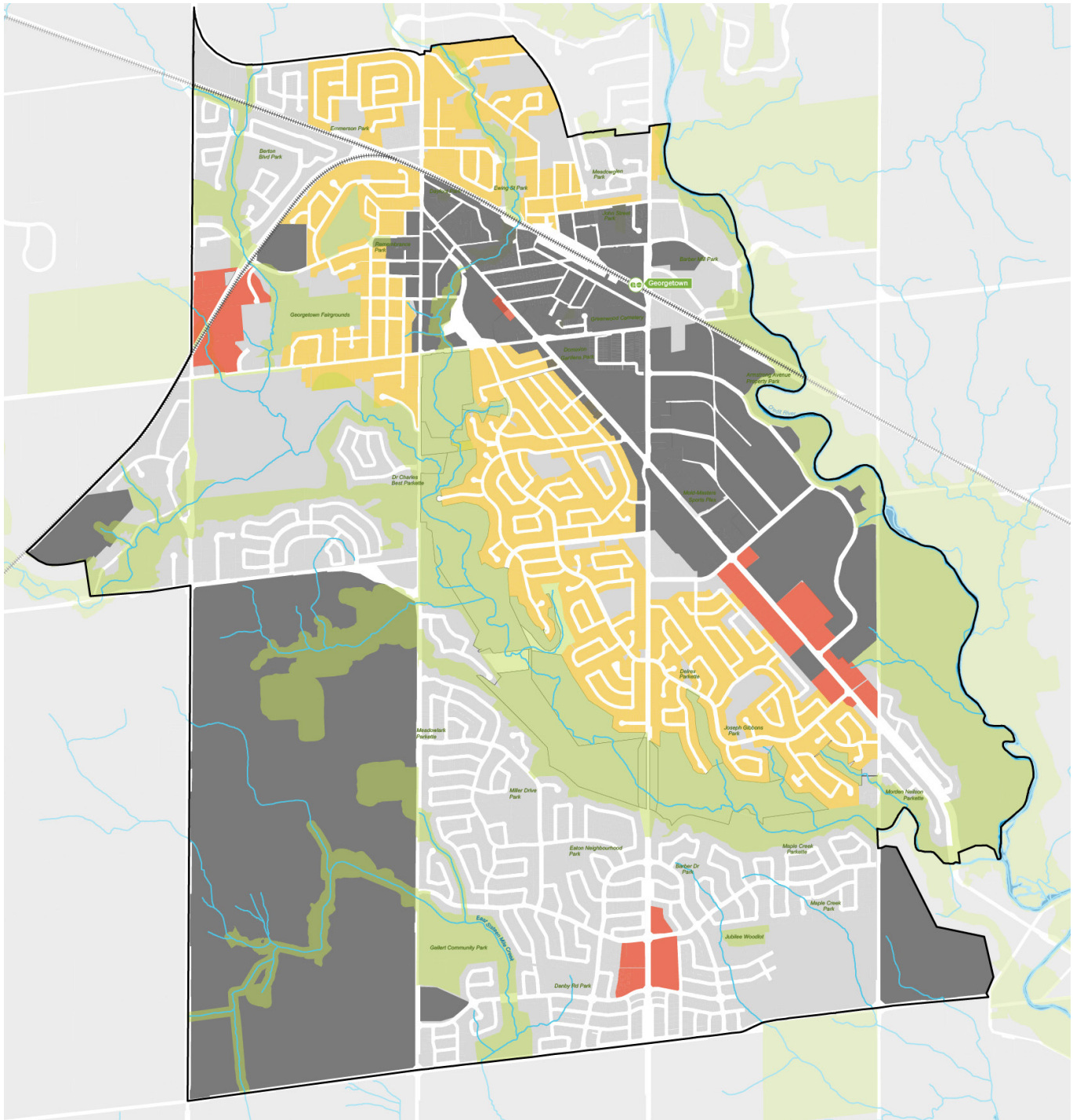


Figure 10: Georgetown Community Boundaries and Structure

- Nodes and Corridors
- Mature Neighborhoods
- Areas Excluded from these Guidelines

- Contemporary Neighbourhoods
- Green Spaces
- Waterbody
- Urban Boundary

0 100m 300m 500m





Figure 11: Typical conditions in Mature Neighbourhoods - Georgetown



Figure 12: Typical conditions in Mature Neighbourhoods - Georgetown



Figure 13: Typical conditions in Contemporary Neighbourhoods - Georgetown (Retirement Home)



Figure 14: Typical conditions in Contemporary Neighbourhoods - Georgetown



Figure 15: Typical conditions in Nodes and Corridors along Trafalgar Road - Georgetown



Figure 16: Typical conditions in Nodes and Corridors along Mountainview Road - Georgetown



Figure 17: Typical conditions in Nodes and Corridors along Guelph Street - Georgetown



Figure 18: Typical conditions in Nodes and Corridors along Guelph Street - Georgetown

1.3 Document Structure

The Infill Guidelines document is structured into the following sections:

- 1.0 Introduction:** This section provides a general overview of the Guidelines, addressing the purpose of the document, the community boundaries and structure and overall document structure.
- 2.0 Site Design:** This section establishes a general set of site design guidelines that address matters pertaining to siting and orientation, lot area, lot dimensions, lot coverage, front yard setbacks, interior side yard setbacks, exterior side yard setbacks, and rear yard setbacks.
- 3.0 Building Design:** This section establishes a general set of building design guidelines that address matters pertaining to building height, massing and transitions, building dimensions, articulation and detailing, entrances, windows, roofs, building materials, canopies, awnings and overhangs, lighting, and private signage.
- 4.0 Landscaping and Private Open Space Design:** This section establishes a general set of landscaping and private open space design guidelines that address matters pertaining to street trees and landscaping, outdoor amenity space, porches, porticos, decks terraces and balconies.
- 5.0 Access and Circulation Design:** This section establishes a general set of access and circulation design guidelines that address matters pertaining to site access, servicing and loading, outdoor storage, vehicle parking, and bicycle parking.

2

Site Design

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2.1 Siting and Orientation

General

- Buildings should be sited and oriented to define the public realm, and frame abutting streets and open spaces at a proportion which establishes a direct interface and sense of enclosure;
- The primary face of buildings should relate directly to the street and be sited generally parallel to it, creating a well-balanced, human-scale street and building relationship, which encourages pedestrian activity;
- Buildings should be sited and oriented to optimize passive solar opportunities and natural ventilation, and are encouraged to incorporate the use of solar panels as a source of renewable energy;
- Buildings should be sited and oriented to ensure existing mature trees, wooded areas and vegetation are preserved, maintained and integrated, to the extent practicable;
- Buildings should be sited and oriented to ensure the coordination and cohesion of the development within the context of adjacent properties and the surrounding streetscape;
- For multi-building sites, buildings should be organized into a pattern of internal streets and blocks, which are defined by buildings and/or landscaped areas; and
- In the case of corner conditions, buildings should address both street frontages with equal prominence.

Neighbourhoods

- Primary living spaces, such as living and/or dining rooms, should relate directly to adjacent streets and open spaces. This is important for the purpose of establishing an animated and vibrant interface, to promote a sense of activity, and to create opportunities for casual surveillance or “eyes on the street”.

Nodes and Corridors

- Where at-grade commercial uses are provided, display spaces and storefronts should relate directly to the adjacent street; and
- Where at-grade commercial uses are not provided, consolidated residential lobbies and/or individual residential unit entrances should relate directly to the adjacent street.

2.2 Lot Area

Neighbourhoods

In Acton, the prevailing lot area within Mature Neighbourhoods is 600 square metres, plus or minus 50 square metres. In Georgetown, the prevailing lot area within Mature Neighbourhoods is approximately 575 square metres, plus or minus 75 square metres.

In Acton, the prevailing lot area within Contemporary Neighbourhoods is 450 square metres, plus or minus 50 square metres. In Georgetown, the prevailing lot area within Contemporary Neighbourhoods is approximately 475 square metres, plus or minus 50 square metres.

- Future development should generally reflect prevailing lot areas, while conforming to applicable zoning regulations; and
- Within the context of applicable zoning regulations and prevailing lot areas, future development should generally reflect lot areas established by adjacent properties, and should be sensitive to the context of the surrounding street and block.

Nodes and Corridors

In Acton, lot areas within Nodes and Corridors generally range from approximately 715 to 35,000 square metres, and two prevailing lot patterns are evident. The smaller generally ranges from approximately 2,000 to 2,500 square metres, and the larger is approximately 4,000 square metres, plus or minus 500 square metres.

In Georgetown, lot areas within Nodes and Corridors generally range from approximately 1,350 to 50,000 square metres, and two prevailing lot patterns are evident. The smaller is approximately 6,500 square metres, plus or minus 1,500 square metres, and the larger generally ranges from approximately 11,000 to 15,000 square metres.

- Despite prevailing lot areas, future development should generally seek to intensify beyond the context of existing development. In order to achieve this, lot consolidation may be desired. In this respect, future development should not be limited by prevailing lot areas, provided they conform to applicable zoning regulations.

2.3 Lot Dimensions

Neighbourhoods

In Acton, prevailing lot frontages within Mature Neighbourhoods generally range from approximately 15 to 18 metres, and prevailing lot depths range from approximately 33 to 45 metres.

In Georgetown, prevailing lot frontages within Mature Neighbourhoods generally range from approximately 15 to 20 metres, and prevailing lot depths generally range from approximately 33 to 40 metres.

In Acton, prevailing lot frontages within Contemporary Neighbourhoods generally range from 7 to 12 metres, and prevailing lot depths generally range from approximately 33 to 45 metres.

In Georgetown, prevailing lot frontages within Contemporary Neighbourhoods generally range from 9 to 14 metres, and prevailing lot depths generally range from 33 to 45 metres.

- Future development should generally reflect prevailing lot dimensions, while conforming to applicable zoning regulations; and
- Within the context of applicable zoning regulations and prevailing lot dimensions, future development should generally reflect lot frontages established by adjacent properties, and should be sensitive to the context of the surrounding street and block.

Nodes and Corridors

In Acton, prevailing lot frontages generally range from approximately 35 to 50 metres, and prevailing lot depths generally range from 60 to 75 metres.

In Georgetown, prevailing lot frontages within Nodes and Corridors generally range from approximately 30 to 60 metres, and prevailing lot depths generally range from approximately 90 to 130 metres.

- Despite prevailing lot dimensions, future development should generally seek to intensify beyond the context of existing development. In order to achieve this, lot consolidation may be desired. In this respect, future development should not be limited by prevailing lot dimensions, provided they conform to applicable zoning regulations.

2.4 Lot Coverage

Neighbourhoods

In Acton, prevailing lot coverages within Mature Neighbourhoods generally range from approximately 16% to 26%.

In Georgetown, prevailing lot coverages within Mature Neighbourhoods generally range from approximately 17% to 27%.

In Acton, prevailing lot coverages within Contemporary Neighbourhoods generally range from approximately 25% to 35%.

In Georgetown, prevailing lot coverages within Contemporary Neighbourhoods generally range from approximately 33% to 43%.

- Future development should generally reflect prevailing lot coverages, while conforming to applicable zoning regulations; and
- Within the context of applicable zoning regulations and prevailing lot coverages, future development should generally reflect lot coverages established by adjacent properties, and should be sensitive to the context of the surrounding street and block.

Nodes and Corridors

In Acton, prevailing lot coverages generally range from approximately 15% to 20%.

In Georgetown, prevailing lot coverages within Nodes and Corridors generally range from approximately 10% to 25%.

- Despite prevailing lot coverages, future development should generally seek to intensify beyond the context of existing development, which generally consists of 1 to 2 storey buildings with large surface parking areas. In order to achieve this, surface parking areas may be removed in favour of underground or above ground parking structures, and multi-storey development with potentially larger footprints. In this respect, future development should not be limited by prevailing lot coverages, provided they conform to applicable zoning regulations.

2.5 Setbacks and Separation

FRONT YARD SETBACKS

Neighbourhoods

In Acton, prevailing front yard setbacks within Mature Neighbourhoods generally range from 6.5 to 8 metres.

In Georgetown, prevailing front yard setbacks within Mature Neighbourhoods generally range from 6 to 9 metres.

In Acton, prevailing front yard setbacks within Contemporary Neighbourhoods generally range from approximately 5.5 to 7 metres.

In Georgetown, prevailing front yard setbacks within Contemporary Neighbourhoods generally range from approximately 5.5 to 8.5 metres.

- Future development should generally reflect prevailing front yard setbacks, while conforming to applicable zoning regulations;
- Within the context of applicable zoning regulations and prevailing front yard setbacks, future development should generally reflect front yard setbacks established by adjacent properties, and should be sensitive to the context of the surrounding street and block. However, slight variations in front yard setbacks may be appropriate for the purpose of achieving diversity;
- Where integral garages are desired, such features should either be built in-line with the remainder of the primary building façade, or set back in order to establish a sense of depth. This is necessary for the purpose of ensuring that integral garages do not become visually dominant; and
- Projections into the front yard, such as porches, entrance canopies, porticos, entrance steps and bay windows are encouraged for their beneficial impact on the streetscape. Encroachments should comply with applicable zoning regulations.

Nodes and Corridors

In Acton, prevailing front yard setbacks within Nodes and Corridors generally range from approximately 10 to 15 metres, and two prevailing setback patterns are evident. The smaller generally ranges from approximately 10 to 15 metres, and the larger is approximately 35 metres.

In Georgetown, prevailing front yard setbacks within Nodes and Corridors generally range from approximately 18 to 30 metres.

- Despite prevailing front yard setbacks, future development should generally be built close to front property lines and the associated street edge, in keeping with minimum zoning requirements. This is important in order to establish a more urban and continuous streetwall condition, and for the purpose of fostering a visually pleasant and pedestrian friendly environment;
- Future development should generally establish a continuous streetwall along adjacent streets, except where building forecourts, gardens or other public access is required;
- For large redevelopment sites, in areas where the street width is constrained, an additional setback of at least 2 metres may be provided to accommodate spill out spaces for patios and/or retail overflow;
- New development should have a minimum of 75% of frontage built to the setback line or associated street edge throughout the height of the base portion / streetwall. The remaining 25% may be set back an additional distance to provide a deeper area for lobby entrances, bicycle parking or outdoor uses;
- In instances where existing large format commercial buildings are anticipated to remain for the foreseeable future, opportunities should be explored to introduce stand-alone small format commercial buildings, located close to the street edge; and
- Other strategic measures should be undertaken to integrate existing large format commercial buildings into the fabric of the district, resulting in a more continuous and lively streetscape.

INTERIOR SIDE YARD SETBACKS

Neighbourhoods

In Acton and Georgetown, prevailing interior side yard setbacks within Mature Neighbourhoods generally range from approximately 0.5 to 4 metres, with one side significantly narrower than the other.

In Acton and Georgetown prevailing interior side yard setbacks within Contemporary Neighbourhoods generally range from approximately 0.5 to 3.5 metres.

- Future development should generally reflect prevailing interior side yard setbacks, while conforming to applicable zoning regulations;
- Within the context of applicable zoning regulations and prevailing interior side yard setbacks, future development should generally reflect interior side yard setbacks established by adjacent properties, and should be sensitive to the context of the surrounding street and block. In instances where the side yard setback differs between adjacent properties, future development should seek to average adjacent interior side yard setbacks, and to balance separation distances between adjacent buildings;
- At a minimum, one side of the building should be sufficiently setback from the interior side yard property line, in order to facilitate access between the front and rear yards. In these locations, a pedestrian walkway should be provided;
- Where either integral garages or detached are desired, such features should be adequately set back from the interior side yard property line in order to facilitate access and maintenance; and
- In instances where residential properties abut non-residential uses, or where transitions are necessary between different densities or uses, a wider interior side yard setback should be provided in combination with landscaping and screening elements, in order to achieve sufficient buffering.

Nodes and Corridors

In Acton and Georgetown, prevailing interior side yard setbacks within Nodes and Corridors generally range from 0.5 to 15 metres.

- Despite prevailing interior side yard setbacks, future development should generally be built close to interior side property lines, in keeping with minimum zoning requirements, unless a setback is required to facilitate access and maintenance. This is important for the purposes of establishing a more urban and continuous streetwall condition, while allowing for porous building interfaces, where appropriate. It is also important for the purposes of fostering a visually pleasant and pedestrian friendly environment;
- In instances where existing adjacent buildings have side walls with windows, future development should ensure appropriate separation distance from adjacent existing building walls, to ensure appropriate sun light penetration and views. In these instances, side walls associated with new buildings should incorporate glazing where possible; and
- In instances where existing large format commercial buildings are anticipated to remain for the foreseeable future, and stand-alone small format commercial buildings are desired close to the street edge, opportunities should be explored to introduce multiple small-format commercial buildings, while maintaining appropriate side yard separation distances.

EXTERIOR SIDE YARD SETBACKS

Neighbourhoods

In Acton, prevailing exterior side yard setbacks within Mature Neighbourhoods generally range from approximately 3.5 to 6 metres.

In Georgetown, prevailing exterior side yard setbacks within Mature Neighbourhoods generally range from approximately 3 to 5.5 metres.

In Acton, prevailing exterior side yard setbacks within Contemporary Neighbourhoods generally range from approximately 5.5 to 6.5 metres.

In Georgetown, prevailing exterior side yard setbacks within Contemporary Neighbourhoods generally range from approximately 2 to 5 metres.

Future development should generally reflect prevailing exterior side yard setbacks, while conforming to applicable zoning regulations;

- Within the context of applicable zoning regulations and prevailing exterior side yard setbacks, future development should generally reflect exterior side yard setbacks established by adjacent corner properties, and should be sensitive to the context of the surrounding street and block. In instances where the exterior side yard setback differs between adjacent corner properties, future development should seek to average adjacent exterior side yard setbacks;
- Where integral garages are desired, such features should not be located within the exterior side yard; and
- Projections into the exterior side yard, such as porches, entrance canopies, porticos, entrance steps and bay windows are encouraged for their beneficial impact on the streetscape. Encroachments should comply with applicable zoning regulations.

Nodes and Corridors

Nodes and Corridors throughout Halton Hills incorporate a range of exterior side yard conditions, and contain no prevailing condition.

- Within corner properties, future development should generally be built close to exterior side property lines and the associated street edge or open space, in keeping with minimum zoning requirements. This is important in order to establish a more urban and continuous streetwall condition, and for the purpose of fostering a visually pleasant and pedestrian friendly environment;
- In instances where the corner property abuts a low density dwelling, future development should incorporate an additional setback along the exterior side yard frontage, where appropriate, in order to establish transitions between buildings of different scales. This setback should extend for a minimum of 15% of the exterior side yard frontage, and range from a minimum of 2 metres to a maximum of 5 metres;
- In instances where existing large format commercial buildings are anticipated to remain for the foreseeable future, opportunities should be explored to introduce stand-alone small format commercial buildings, located close to the exterior side property line and street edge or open space; and
- Other strategic measures should be undertaken to integrate existing large format commercial buildings into the fabric of the district, resulting in a more continuous and lively streetscape.

REAR YARD SETBACKS

Neighbourhoods

In Acton, prevailing rear yard setbacks within Mature Neighbourhoods generally range from approximately 15 to 25 metres. In Georgetown, prevailing rear yard setbacks within Mature Neighbourhoods generally range from approximately 10 to 20 metres.

In Acton, prevailing rear yard setbacks within Contemporary Neighbourhoods generally range from approximately 9 to 16 metres.

In Georgetown, prevailing rear yard setbacks within Contemporary Neighbourhoods generally range from approximately 7 to 15 metres.

- Future development should generally reflect prevailing rear yard setbacks, while conforming to applicable zoning regulations;
- Within the context of applicable zoning regulations and prevailing rear yard setbacks, future development should generally reflect rear yard setbacks established by adjacent properties, and should be sensitive to the context of the surrounding street and block. In instances where the rear yard setback differs between adjacent properties, future development should seek to average adjacent rear yard setbacks;
- Rear yard decks and porches, attached to the dwelling / primary building should be permitted provided that minimum rear yard setbacks, separation distances, and necessary site access and parking areas are provided;
- Where detached accessory structures or garages exist within the rear yard, a minimum separation distance of 3 metres should be provided between the dwelling / primary building and the accessory structure or garage; and
- Where detached garages are desired, such features should be located within the rear yard, and adequately set back from the rear property line in order to facilitate access and maintenance.

Nodes and Corridors

In Acton, prevailing rear yard setbacks within Nodes and Corridors generally range from approximately 7 to 22 metres.

In Georgetown, prevailing rear yard setbacks within Nodes and Corridors generally range from approximately 15 to 45 metres.

- Within corner properties, future development should generally be built close to exterior side property lines and the associated street edge or open space, in keeping with minimum zoning requirements. This is important in order to establish a more urban and continuous streetwall condition, and for the purpose of fostering a visually pleasant and pedestrian friendly environment;
- In instances where the corner property abuts a low density dwelling, future development should incorporate an additional setback along the exterior side yard frontage, where appropriate, in order to establish transitions between buildings of different scales. This setback should extend for a minimum of 15% of the exterior side yard frontage, and range from a minimum of 2 metres to a maximum of 5 metres; and
- In instances where existing large format commercial buildings are anticipated to remain for the foreseeable future, opportunities should be explored to introduce stand-alone small format commercial buildings, located close to the exterior side property line and street edge or open space.

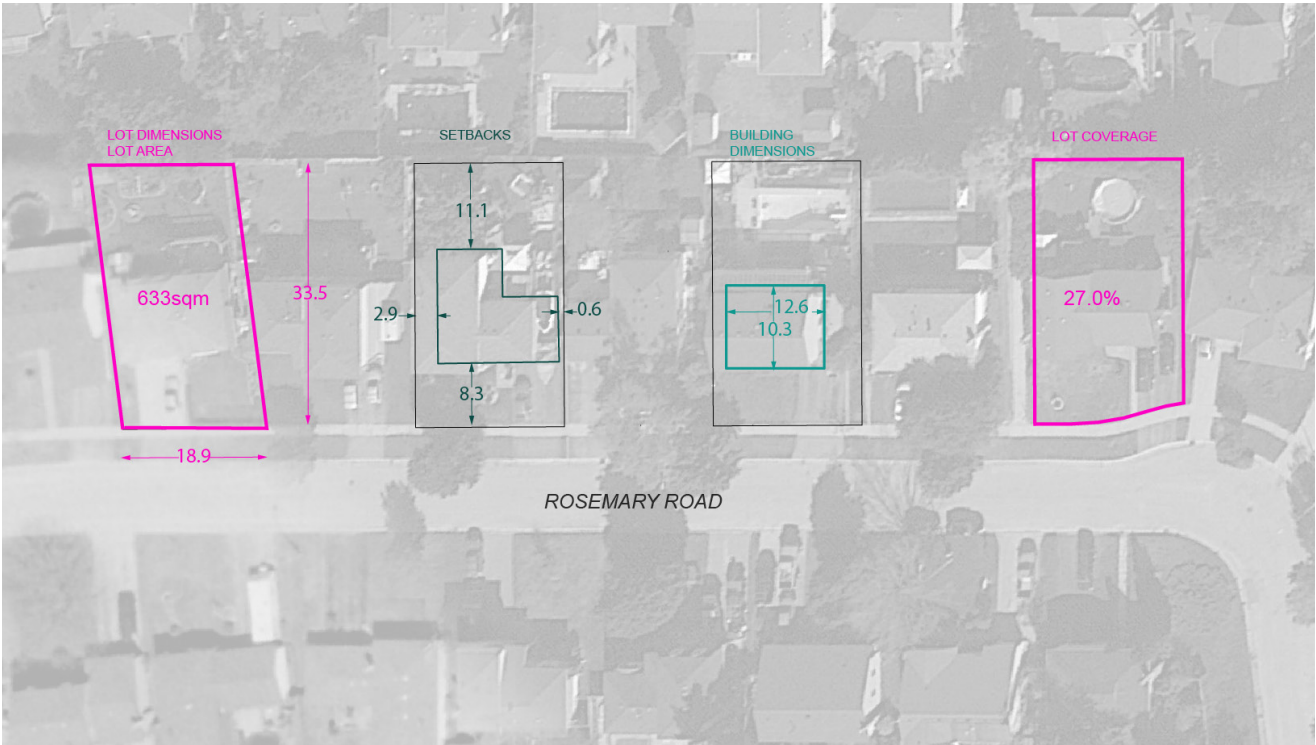


Figure 19: Typical lot and setback conditions in Mature Neighbourhoods - Acton



Figure 20: Typical lot and setback conditions in Contemporary Neighbourhoods - Acton

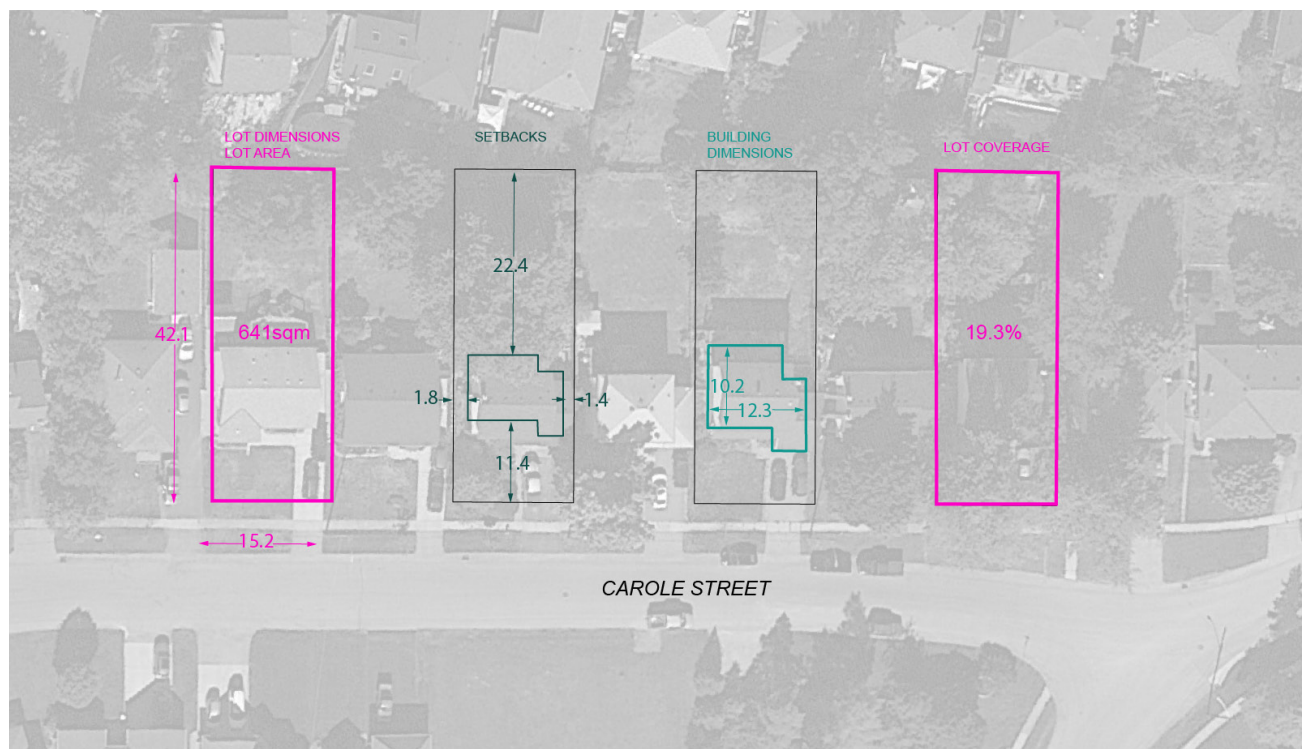


Figure 21: Typical lot and setback conditions in Mature Neighbourhoods - Georgetown



Figure 22: Typical lot and setback conditions in Contemporary Neighbourhoods - Georgetown

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3

Building Design Guidelines

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3.1 Height, Massing and Transition

General

- Buildings should be scaled and massed to establish a desirable relationship to adjacent streets and open spaces, while retaining a comfortable pedestrian scale;
- Where significant grade changes occur within a site, buildings should be designed to accommodate such grade changes; and
- Consideration should be given to maintaining appropriate micro-climate conditions in the design of buildings;

Neighbourhoods

Mature Neighbourhoods throughout Halton Hills are generally characterized by building heights which range from approximately 1 to 2.5 storeys, with finished ground floor heights of approximately 0 to 0.3 metres. This is consistent throughout both Acton and Georgetown.

Contemporary Neighbourhoods throughout Halton Hills are generally characterized by building heights which range from approximately 2 to 2.5 storeys, with finished ground floor heights of approximately 0.3 to 1.5 metres. This is consistent throughout both Acton and Georgetown.

- Future development within the core of neighbourhoods should generally reflect prevailing building heights, while conforming to applicable zoning regulations;
- Within the context of applicable zoning regulations and prevailing building heights, future development should generally reflect building heights established by adjacent properties, and should be sensitive to the context of the surrounding street and block;
- Notwithstanding the above, properties which are located adjacent to a node or corridor, at the edge of the neighbourhood, or on sites which are specifically designated for medium or high density residential uses may incorporate additional building height beyond that which characterizes prevailing neighbourhood conditions. Where such buildings abut smaller dwellings, transitions should be achieved through the provision of setbacks, recesses, stepbacks and terraces. In these instances, such buildings may achieve a height equivalent to 1 storey greater than existing adjacent buildings, and the upper storey should be stepped back a minimum of 1.5 metres from the front, side and rear building elevations above the streetwall; and
- Heritage properties should generally be limited to their existing height, not including the cornice or parapet, to encourage retention of these key features.



Figure 23: Height and massing transition between existing low-rise buildings



Figure 24: Height and massing transition between a mixed-Use building and existing low-rise buildings

Nodes and Corridors

Nodes and Corridors throughout Halton Hills are generally characterized by building heights which range between 1 to 2 storeys, with finished ground floor heights which are approximately 0.0 to 0.3 metres. This is consistent throughout both Acton and Georgetown.

Despite prevailing building heights, future development should seek to intensify beyond the context of existing development. In order to achieve this, future development should have a minimum height of 2 storeys, and a maximum building base / streetwall height of 3 to 4 storeys;

- Where permitted by applicable zoning regulations, future development may incorporate building heights up to and including 8 storeys. However, it is recommended that this maximum building height only be made achievable in instances where proposed developments demonstrate compliance with all applicable guidelines, and incorporate sufficient lot area and dimensions to achieve desired height transitions;
- The height and massing of buildings should transition between nodes and corridors, neighbourhoods and open spaces. Such transitions should be achieved through the provision of setbacks, recesses, stepbacks and terraces;
- Buildings less than 4 storeys in height should be designed to establish a cohesive and unified design between all floors;
- Where permitted, buildings between 4 and 8 storeys in height should be designed to establish distinct base, middle and upper portions in order to visually break down their vertical massing. The base of the building should reinforce a human scale environment at street level. The middle portion of the building should contain the large mass of the building and should reflect the architectural character of the community. The upper portion of the building should be emphasized through articulations of the exterior wall plate, accent materials or roofline to draw the eye skyward;

- and where a proposed development may produce incremental ground level shadow impacts on sensitive adjacent or surrounding land uses or open spaces, Town Staff may require the completion of a Shadow Impact Study.

Base Portion

- For the purpose of these guidelines, the base portion of the building includes the ground floor and subsequent floors which comprise the streetwall. Throughout Nodes and Corridors, streetwall heights are generally envisioned to comprise the first 2 to 4 storeys of the building, depending on the location;
- The base portion of the building face should provide visual interest through the use of materials, colours, fenestration, articulation and architectural detailing in order to reinforce a pedestrian scale environment at street level; and
- Where commercial uses are anticipated at-grade, such buildings should incorporate a minimum ground floor height of 4.5 metres, measured floor-to-floor.

Middle Portion

- For the purpose of these guidelines, the middle portion of the building includes those floors which are located above the streetwall, up until the top habitable floor;
- Variation in the design and articulation of the middle portion of the building should be provided to promote visual interest;

- The middle portion of the building face should be sized, shaped and oriented in order to minimize shadow and overview impacts on adjacent and surrounding properties;
- The middle portion of the building should be stepped back the equivalent of a minimum of 2.5 metres per floor from the front building elevation above the streetwall. Such a setback can occur at once, or can be distributed at multiple points throughout the height of the building. In instances where transitions are necessary adjacent to low density residential uses such setbacks should also be provided on the sides of buildings which abut adjacent dwellings; and
- In instances where a more porous streetscape is desired, the middle portion of buildings should be stepped back a minimum of 5.5 metres from the side building elevations above the streetwall.

Top Portion

- For the purpose of these guidelines, the top portion of the building includes the rooftop mechanical penthouse, uses which are wrapped in rooftop mechanical equipment, and taller building and design elements; and
- The top portion of the building face should contribute to the landmark status of the building. This is of particular importance where taller buildings are provided in visually prominent locations such as major intersections and visual termini.

3.2 Building Dimensions

Neighbourhoods

In Acton, prevailing building widths within Mature Neighbourhoods generally range from approximately 10 to 15 metres, and prevailing building depths generally range from approximately 8 to 15 metres. In Georgetown, prevailing building widths within Mature Neighbourhoods generally range from approximately 11 to 14 metres, and prevailing building depths generally range from 9 to 16 metres.

In Acton, prevailing building widths within Contemporary Neighbourhoods generally range from approximately 8 to 11 metres, and prevailing building depths generally range from approximately 12 to 16 metres.

In Georgetown, prevailing building widths within Contemporary Neighbourhoods generally range from approximately 7 to 12 metres, and prevailing building depths generally range from approximately 15 to 18 metres.

- Future development should generally reflect prevailing building dimensions, while conforming to applicable zoning regulations; and
- Within the context of applicable zoning regulations and prevailing building dimensions, future development should generally reflect building widths and depths established by adjacent properties, and should be sensitive to the context of the surrounding street and block.

Nodes and Corridors

Nodes and Corridors throughout Halton Hills incorporate a variety of building dimensions, and contain no prevailing condition.

- Where future developments are anticipated to incorporate building frontages which exceed 30 metres, massing should be articulated or broken up through a continuous rhythm of building fronts achieved through a pattern of projections and recessions, entrances, display spaces, signage, and glazed areas. This is important to ensure that facades are not overly long, and create a sense of having multiple buildings along the length of the property. Vertical breaks and setbacks should also be provided.



Figure 25: Typical building dimensions in Mature Neighbourhoods - Georgetown

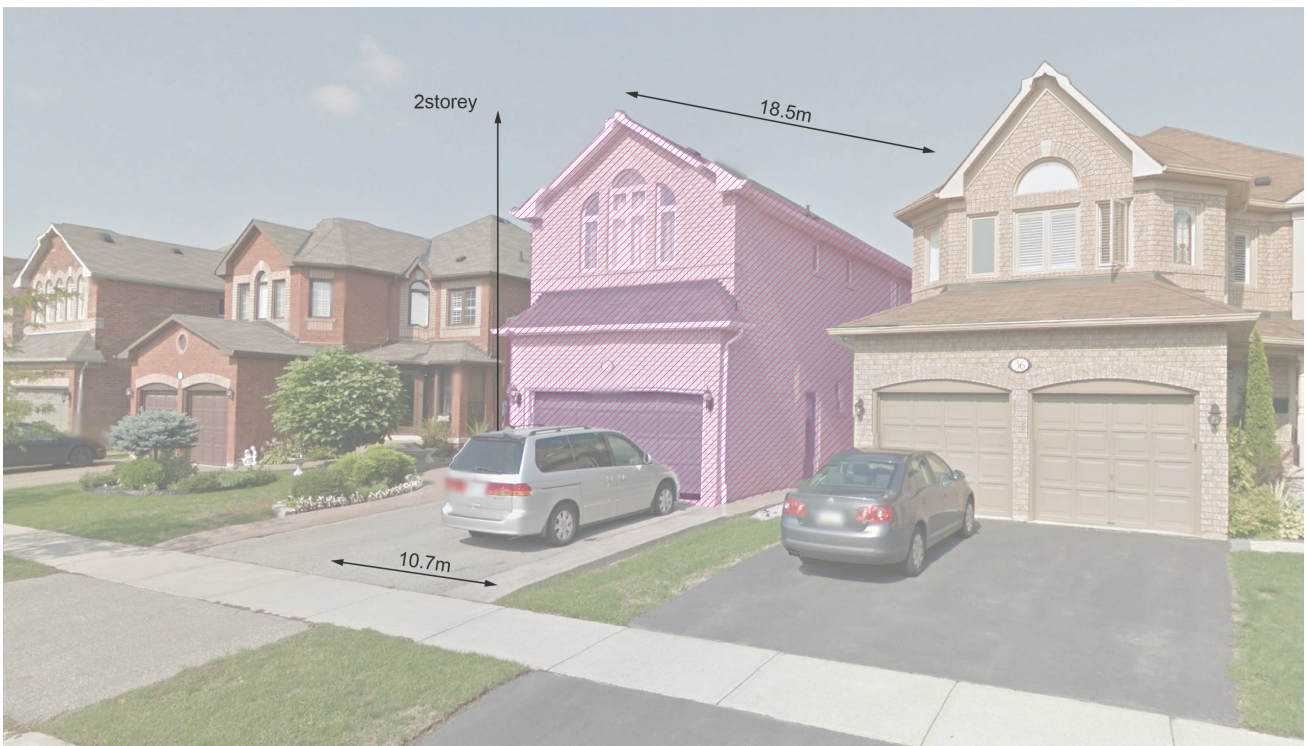


Figure 26: Typical building dimensions in Contemporary Neighbourhoods - Georgetown

3.3 Articulation and Detailing

General

- Buildings should be designed to individually and collectively contribute to the character of the surrounding neighbourhood or district. Buildings should contain façade details, materials and colours which are consistent and complementary to their architectural style;
- Buildings should have a unique identity, while respecting and responding to the existing context;
- Primary building facades, which address adjacent streets or open spaces, should be articulated through the use of design elements such as entrances, windows, projections, recesses, canopies, awnings, and changes in material. Primary building facades should not be blank;
- Secondary building facades, which address adjacent streets or open spaces, or are visible from the public realm, should contain a design and material standard equal to the primary building façade. Secondary building facades, which are not visible from the public realm, may be blank. Where blank walls occur, the use of additional architectural details and building materials is encouraged; and
- Functional building elements such as vents and rainwater leaders should be integrated into the design of the building, where possible. Utilities, vents and other unsightly elements should be integrated into the design of the building, and screened from public view.

Neighbourhoods

- New buildings should reflect a high level of craftsmanship and be of similar or superior quality to adjacent buildings, and those located throughout the surrounding street and block;
- New building should reinforce the continuity of the street and create a strong community character by using consistent rhythms of similar pre-existing details and positive architectural elements;
- Buildings should incorporate vertical bays that reflect the traditional width of residential dwellings. Vertical dimensions between bays may be demarcated using masonry coursing, material / colour changes, projecting piers, pilasters or columns; and
- Buildings may be horizontally demarcated through the use of masonry coursing, projecting moldings, porch railings and balustrades, intermediate cornices, intermediate roof pitches, and material and/or colour changes.

Nodes and Corridors

- Buildings should incorporate vertical bays that reflect the traditional width of residential units and commercial storefronts. Vertical dimensions between bays may be demarcated using masonry coursing, material and/or colour changes, projecting piers, pilasters or columns;
- Buildings may be horizontally demarcated through the use of masonry coursing, projecting moldings, intermediate cornices, and material / colour changes; and
- The upper storeys of mid-rise buildings should incorporate stepbacks, terraces, projecting roof lines, and/or trellises.

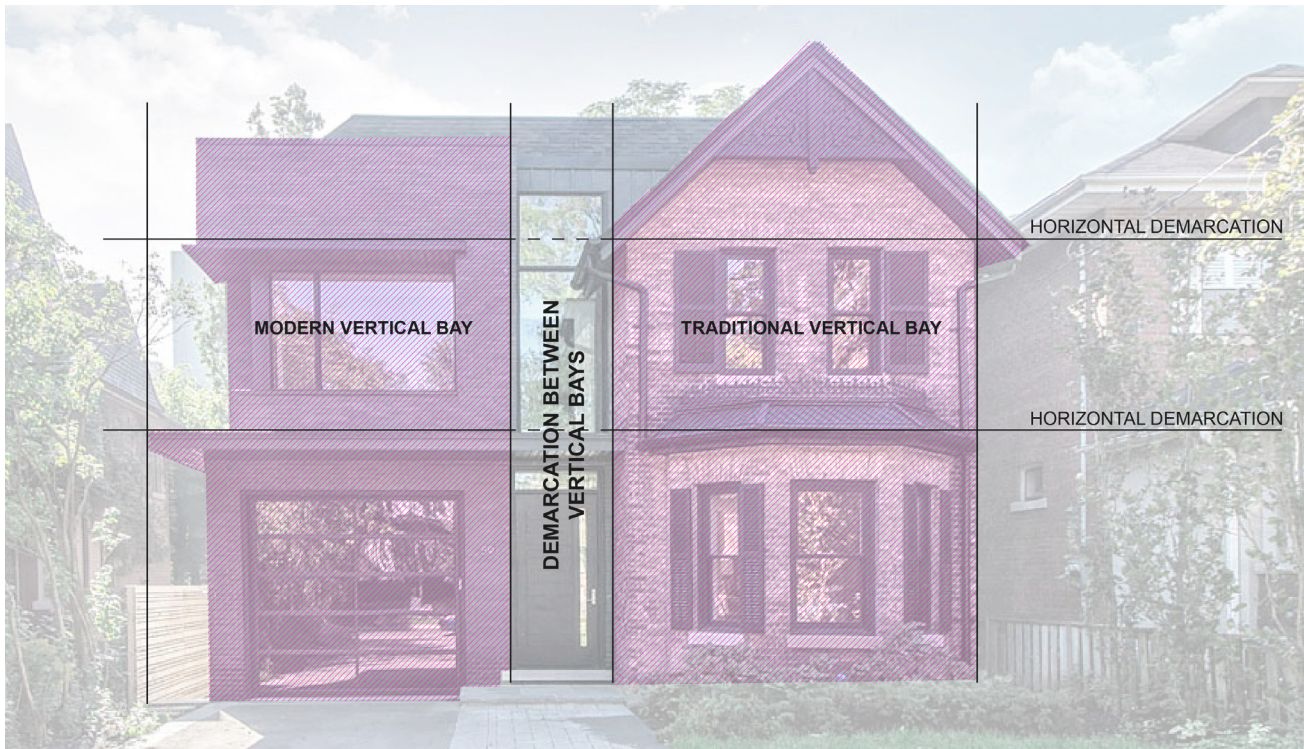


Figure 27: Articulation of a modern addition and an existing low-rise building with heritage features



Figure 28: Articulation of vertical bays and the roof line

3.4 Entrances

General

- The design of entrances should complement the form and architectural character of the building;
- Primary building entrances should address adjacent streets and open spaces, and should be directly accessible from adjacent sidewalks;
- Corner buildings should incorporate primary entrances at or near the corner, in order to address both street frontages. Where multiple building entrances are desired, such features should address both frontages;
- Primary building entrances should serve as prominent focal features within the façade, and should complement the articulation and detailing of the building;
- Where provided, secondary building entrances should not be dominant, but should be easily accessible and convenient to access;
- All building entrances should promote visibility and views between interior and exterior spaces;
- Where steps and ramps are required, such features should be architecturally integrated within the building entrance;
- The design and location of building entrances should adhere to Crime Prevention Through Environmental Design (CPTED) principles;
- Weather protection at building entrances should be provided through the use of covered porches or walkways, porticos, wall recesses, vestibules, awnings or canopies, as appropriate; and
- Building entrances should be well lit. Natural lighting is encouraged through the use of sidelights, transoms, fanlights or door glazing. Wall-mounted down-cast lighting is also appropriate adjacent to building entrances.

Neighbourhoods

- Primary building entrances should generally be 1 storey in height, with sufficient cover and integration into the overall building design. Entrances expressed through the use of double-height columns or arches are discouraged;
- Patios associated with building entrances should be consistent and proportionate in scale with the architectural style and massing of the dwelling;
- Elevated main front entrances, with finished ground floor heights in excess of the prevailing character of the neighbourhood, and large concentrations of steps at the front of the dwelling, should generally be avoided; and
- Entrance enhancements are encouraged, and may include pilasters, masonry surrounds, a variety of door styles, and a variety of transom lights.

Nodes and Corridors

- The location of building entrances should be coordinated. Residential buildings should incorporate a consolidated residential lobby to service upper storeys;
- Ground floor residential units may incorporate individual unit entrances, or may be accessed via the consolidated residential lobby. Such units should be designed to maintain privacy and security through the provision of grade separation and landscape buffering;
- Ground floor commercial uses should incorporate individual unit entrances with prominent display windows; and
- The upper storeys of mid-rise buildings should incorporate stepbacks, terraces, projecting roof lines, and/or trellises.



Figure 29: Integration of a covered entrance within the overall building design



Figure 30: Integration of the primary entrances on main streets and work live units on the laneway in a corner building

3.5 Windows

General

- The design of windows, including their shape, proportion and details, should complement the form and architectural character of the building;
- Windows should be designed as an expression of interior use, and should play a functional role in providing natural ventilation and light;
- Clear glass is preferable, in order to promote views between interior and exterior spaces;
- Skylight windows should be treated as distinct roof elements, and should be coordinated with the design of other roof and building elements;
- Dormer windows should be designed and situated to contribute to the overall massing strategy, and complement the location of lower storey windows;
- Sills and lintels should be consistent with the architectural style of the building;
- Where appropriate to the style of the building, window mullions and muntin bars are encouraged on publicly exposed elevations;
- Where appropriate, window shutters should have a width equal to that of the associated window; and
- Vertical, rectangular window proportions are preferred for residential dwellings or units, to reflect traditional architectural styles. Other window shapes are encouraged as an accent, but should be used with discretion to ensure consistency with the architectural style of the dwelling.

Neighbourhoods

- To maintain privacy of neighbouring properties, the location of windows within the interior side yard should not be aligned with those of neighbouring properties;
- Windows should be arranged to enhance views, and provide natural ventilation and light, without sacrificing privacy to either the dwelling or adjacent properties;
- Dwellings should incorporate bay windows, or other large windows, adjacent to primary living areas, as well as smaller windows at primary building entrances. Emphasis should be placed on providing large windows on the ground floor; and
- Where provided, basement window frames are encouraged to add variety, appropriate to the colour palette of the associated dwelling.

Nodes and Corridors

- Residential units should incorporate bay windows, or other large windows, adjacent to primary living areas, as well as smaller windows adjacent to secondary living spaces and at-grade unit entrances, where applicable; and
- Ground floor commercial uses should incorporate large windows, encompassing a minimum of 60% of the street frontage, in order to encourage pedestrian interaction and to enhance safety.



Figure 31: Smaller secondary windows on the side of the house to maintain privacy of neighbouring properties



Figure 32: Variation of the windows size and place that reflects the arrangements the interior uses

3.6 Roofs

General

- The design of the roof should complement the form and architectural character of the building;
- Dormers, pitches, cupolas, vents and other distinct roof elements are encouraged to promote variety in roof design and form;
- Where flat roof configurations are desired, parapets and cornice treatments are encouraged to emphasize the roof form; and
- Roof materials and colours should complement the building materials and the overall building design.
- Porch roofs should be no greater than 1 storey in height;
- Dormers and secondary roof components should be positioned and proportioned to remain secondary to the primary roof form. Dormers and upper storeys should remain relatively small in order to maintain appropriate building and roof proportions;
- Vent stacks, gas flues and roof vents should be located on the rear slope of the roof, where feasible. Roof vents should be of a pre-finished colour which complements that of the roof; and
- Roof overhangs should be incorporated to provide shade during the summer, while allowing light penetration in the winter.

Neighbourhoods

- A variety of roof lines and shapes should occur within each residential block. However, new dwellings, and additions to existing dwellings, should maintain a consistent scale and height with existing adjacent dwellings;
- Roofs which cover secondary or subordinate portions of the dwelling should generally match the slope and proportion of the primary roof and should be designed as an integral component of the overall building design;

Nodes and Corridors

- Flat roofs are encouraged to function as outdoor amenity space as appropriate. Where this cannot be accommodated or is not appropriate, green and white roof treatments should be provided; and
- Rooftop mechanical equipment and elevator cores should be architecturally integrated within the building design, or screened from public view.



Figure 33: Modern reinterpretation of the neighbouring roof line to integrate them in the general roof line



Figure 34: Flat roof lines variation accommodating terraces, amenities and mechanical penthouse

3.7 Building Materials

General

- Design and construction quality should reflect a high level of craftsmanship;
- Building materials should be selected based on their aesthetic quality, durability, energy efficiency, lifecycle cost, and environmental impact;
- Consistent rhythms of similar details and architectural elements should be used to reinforce the continuity of the street and create a strong neighbourhood or district character;
- Stone, brick and glass are encouraged for use as primary building materials;
- Side and rear facades should include materials of equal quality to the front façade;
- The material composition of upper storeys may differ from that of the ground floor, provided compatibility and appropriate transition is achieved, and the rhythm and proportion of the ground floor is respected; and
- Shade devices and other passive solar elements are encouraged.

Neighbourhoods

- Stucco may be used as a primary building material, provided it is used in combination with a base of either stone or brick;
- Wood, stucco, pre-cast cement-fibre siding, vinyl siding, pre-finished shakes and shingles, and pre-finished paneling are encouraged for use as secondary building materials and accents;
- Façade renovations should be in keeping with the original building articulation, using those elements that are intact and replacing those that are missing or damaged; and
- Within Mature Neighbourhoods, additions or renovations to heritage properties should reintegrate key aspects of heritage design that have been lost through degradation or previous renovation. Such renovations and alterations should involve a heritage professional in order to ensure the most appropriate renovation materials and techniques are employed.

Nodes and Corridors

- Steel, copper, aluminum and wood are encouraged for use as secondary building materials and accents; and
- Vinyl, extort insulation finishing systems, and highly reflective glass are discouraged.



Figure 35: Mix of building materials including cedar accent shingles, wood siding, and brick masonry columns

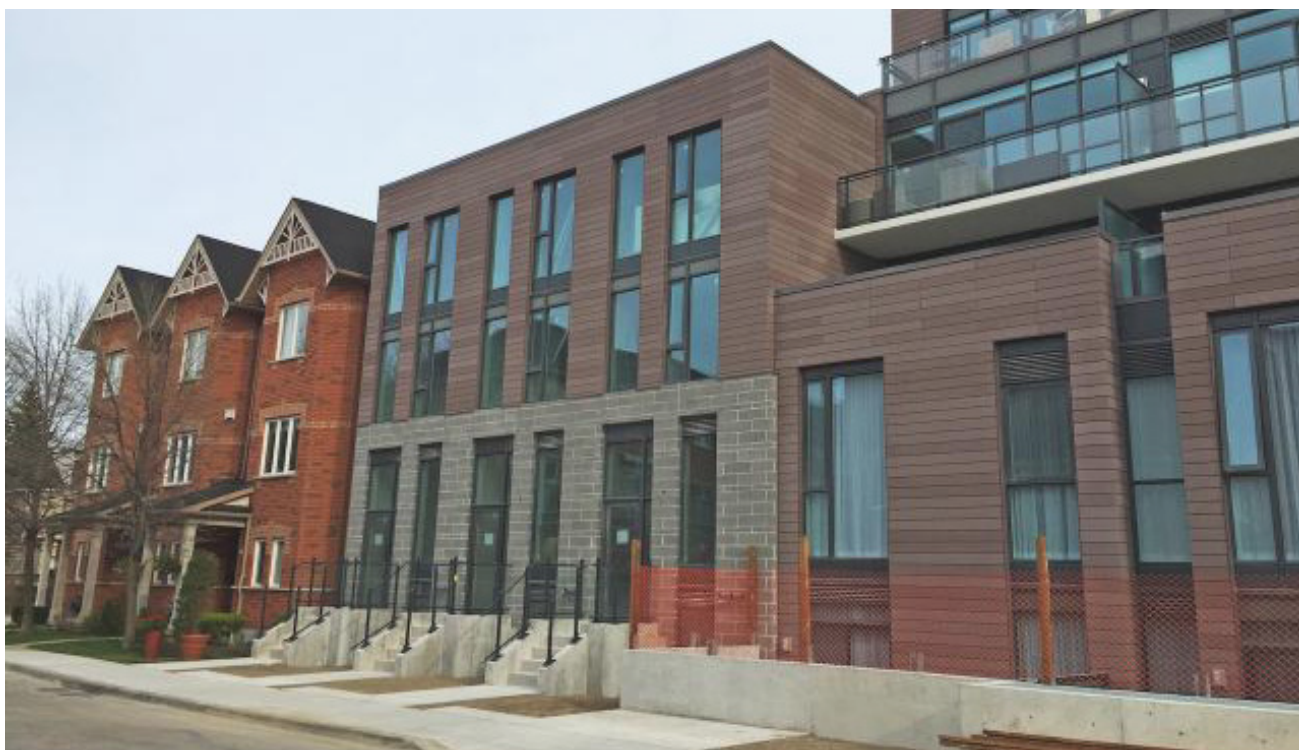


Figure 36: Warm cladding tones to echo the brown brick of the existing low-rise building.

3.8 Canopies and Awnings

General

- Awnings and canopies should be designed to complement the form and architectural character of the building, as well as the design of associated building entrances;
- Durable fabric is encouraged for use in awnings, and metal or wood is encouraged for use in canopies;
- A single style of canopy or awning should be used for the length of the building façade; and
- Canopies, awnings and overhangs should have a minimum vertical clearance of 2.4 metres, and a minimum depth of 1 metre;

Neighbourhoods

- Retractable canopies may be appropriate when associated with decks within the rear yard, but are not suitable for street-facing building frontages.



Figure 37: Canopy to signal the entrance of a building



Figure 38: Retractable canopies integrated to retail uses on ground floor

3.9 Lighting

General

- Street and pedestrian lighting should be coordinated to reinforce the identity of the area;
- Pedestrian lighting should be designed to be attractive, producing a special streetscape character, enhancing the pedestrian environment and improving the perception of pedestrian safety;
- Street and pedestrian lighting should be dark sky compliant, should be down-cast, and should incorporate LED technology to reduce energy and maintenance demand; and
- Street and pedestrian lighting should be designed in accordance with Town of Halton Hills design criteria and engineering standards.

Neighbourhoods

- Pedestrian-scaled lighting should be provided at primary and secondary building entrances, garage entrances, parking pads, and pedestrian walkways; and
- Pedestrian-scaled lighting may be free-standing or wall-mounted, depending on the desired application.

Nodes and Corridors

- Pedestrian-scaled lighting should be provided at primary and secondary building entrances, parking structure entrances, surface parking lots, pedestrian walkways, landscaped open space, and along the length of the adjacent street;
- Street lighting should incorporate pedestrian and vehicle-oriented lighting, consolidated onto a single pole, where possible, to minimize visual clutter;
- Street lighting should be located at regular intervals, and should alternate from one side of the street to the other, where feasible;
- Consideration should be given to providing additional or feature pedestrian lighting with banner signage and/or hanging baskets in areas with a high volume of pedestrian activity, including nodes and gateways; and
- Ground floor front façade windows should create a safe and warm environment for pedestrians.

3.10 Private Signage

General

- The building's street address should be placed in a predictable and readable location, in proximity to the primary building entrance; and
- Externally lit or un-lit signs are encouraged.

Nodes and Corridors

- Buildings containing commercial uses should contain a signage band cornice along the primary façade, which matches the height of those contained within neighbouring buildings;
- For buildings containing commercial uses, signage should be integral to the building façade, and contained within the designated signage band. In instances where upper storey businesses exist, all signage should be consolidated on the ground floor;
- Signage should function as coordinated elements of the principal building façade, and should be compatible with the building design in terms of scale, colour and materiality;
- Roof, pylon, banner, mobile, third party, inflatable, neon and back-lit signs are discouraged;
- Sign lettering, graphics and colours should be selected to promote the character of the area, and should be visible from an appropriate distance based on the function and location of the sign; and
- Where necessary, freestanding pylon signs should be consolidated within larger sites, located in a manner which does not obstruct pedestrian or vehicular circulation, and integrated within landscaping. In these instances, sign materials should be consistent with that of adjacent buildings.

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4

Landscaping and Private Open Space Design

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4.1 Street Trees and Landscaping

General

- In addition to the retention of mature trees through building siting and orientation, landscape design should also incorporate the retention of existing mature trees, where possible, as well as the planting of new trees within the site, where space permits;
- Site fencing design should be complementary with the design of buildings;
- Street trees and landscaping should be coordinated to reinforce the identity of the area;
- Street trees should be located within boulevards, and setback consistently from the adjacent curb edge and sidewalk, in a manner which does not physically or visually obstruct pedestrian or vehicular traffic, and is in accordance with associated right-of-way standards;
- Street trees should provide a large canopy, and should shade sidewalks in order to reduce the urban heat island effect and enhance micro-climate conditions;
- Preference should be given to native or non-invasive deciduous tree species, which are drought resistant, and salt tolerant, and meet Accessibility for Ontarians with Disabilities Act (AODA) clearance requirements;
- In order to ensure biodiversity, and to protect against the spread of disease, an appropriate diversity of tree species should be provided within any given area, thus avoiding monoculture planting. This should be accomplished while providing a consistent variety of species on either side of a given street;
- Tree selection and spacing should relate to the street type, adjacent land use and site conditions. Generally, smaller deciduous street trees should be spaced 6 to 8 metres apart, and larger deciduous street trees should be spaced 8 to 12 metres apart;
- Street trees should be spaced a minimum of 3.5 metres from adjacent driveways;
- Tree trenches should have a minimum of 30 cubic metres soil volume capacity, with appropriate soil structure, irrigation and drainage conditions, in order to ensure successful tree growth;
- Opportunities to bridge soil rooting areas, below adjacent hard landscaped boulevard areas, should be considered;
- Street tree locations should be coordinated with utilities, in order to minimize root pruning during utility maintenance and to ensure optimum tree growth;
- The use of enhanced landscaping features and treatments is encouraged at intersections, provided sight-lines and daylight corners are maintained;
- Street trees and landscaping should be designed in accordance with Town of Halton Hills design criteria and engineering standards;
- Where appropriate, retaining walls should be incorporated into the overall landscaping plan. They should be low in profile and should be designed in a manner which is compatible with the adjacent street;
- The use of permeable surface materials should be considered within pedestrian walkways to the extent that they do not conflict with AODA standards;



Figure 39: Street trees and front yard landscaping coordinated reinforcing the identity of the area



Figure 40: Street trees alternate with street furniture

- Snow storage locations should be incorporated adjacent to primary and secondary building entrances, pedestrian walkways, driveways and parking pads or surface parking areas;
- Drainage swales and planters with salt tolerant shrubs and grasses should be incorporated adjacent to driveways, parking pads or surface parking areas;
- Stormwater runoff should be evenly distributed to adjacent on-site landscaped areas;
- Landscape design should incorporate strategies to minimize stormwater runoff and reduce water consumption.

Neighbourhoods

- Front, side and rear setback areas should be landscaped where not required for vehicle access;
- Plantings should be specified and strategically located to maintain privacy for neighbouring properties;
- Design grades should be set to ensure that water is directed away from the building and neighbouring properties, and toward adjacent streets and open spaces; and
- The existing grade, as set by the average grade of neighbouring properties, should be maintained.

Nodes and Corridors

- Where buildings are located adjacent to low density residential uses, and where parking lots abut adjacent streets, landscape buffers should be used to mitigate negative visual impacts;
- Where provided, landscape buffers should have a minimum width of 3.0 metres. In instances where additional buffering height is warranted, landscape buffers should incorporate a combination of fencing, shrubs, screen planting and/or landscaped berms;
- Where provided, shrubs and/or screen planting should occupy a minimum of 50% of the length of the landscape buffer, and should form a continuous screen between properties;
- Where provided, decorative fencing should be no taller than 1.2 metres; and
- Landscaping should be used to screen parking areas and focus attention on adjacent buildings.



Figure 41: Front yard generously planted with line trees and flowerbeds



Figure 42: Street trees should be located within boulevards, and setback consistently from the adjacent curb edge and sidewalk

4.2 Outdoor Amenity Space

Neighbourhoods

- Private outdoor amenity space should be provided in the rear yard;
- Rear yard amenity space should be landscaped with permeable materials and vegetation, where feasible;
- Rear yard amenity space should incorporate privacy fencing, landscaping and other screening elements to promote privacy between adjacent dwellings; and
- Rear yard amenity space should include shaded areas as well as those which have direct access to sunlight.

Nodes and Corridors

- Streetscape elements should be provided along street frontages to maintain a consistent urban character;
- Continuous connections between buildings and adjacent streets and open spaces is encouraged in order to promote a pedestrian friendly environment;
- The development of publicly accessible privately owned open space is encouraged at prominent locations such as major intersections, and within large-scale development sites;
- In buildings featuring residential uses, a range of outdoor amenity spaces should be incorporated into the design of buildings;
- In buildings featuring residential uses, private outdoor amenity space should be provided in the form of terraces and balconies;
- In buildings featuring residential uses, common outdoor amenity space should be provided in the form of landscaped courtyards, forecourts, and accessible rooftops; and
- In buildings featuring residential uses, common outdoor amenity spaces should be provided within the front, side or rear yard, or on the roof of buildings, and should be located adjacent to indoor amenity spaces.



Figure 43: Private outdoor amenity space screened from the street and neighbours by wood panel and vegetation



Figure 44: Outdoor amenity courtyard in between mid-rise buildings

4.3 Building Projections

General

- Building projections, including balconies, porches, decks and stairs, are encouraged as transitional elements that provide access, amenity space and weather protection;
- Porches, terraces and balconies should be large enough to comfortably accommodate space for seating, with a minimum depth of 1.5 metres;
- Porch, terrace and balcony design and detailing should be consistent with the character of the building, and should be designed as cohesive elements; and
- The colour of railings and associated balustrades should be complementary to the building.

Neighbourhoods

- To maintain privacy of neighbouring rear yards, balconies provided above the ground floor of the dwelling in the rear should be inset within the rear façade of the dwelling and should be designed as integral parts of the building;
- Porches may be enclosed as an additional interior area, provided an unenclosed portion with a minimum frontage / width of 1.2 metres is placed in front of the primary entrance of the dwelling;

- Enclosed porches may be used as an extension of common living areas but cannot be used as bedrooms or storage areas;
- Where provided, a minimum of 50% of the enclosed portion of the front porch should be glazed;
- Dwellings should generally incorporate a street-facing porch, portico or balcony;
- Porches and porticos should generally be located closer to the sidewalk and street than an adjacent garage, where provided. This diminishes the visual impact of the garage and creates a comfortable pedestrian environment;
- Wraparound porches are encouraged for corner lots, where appropriate to the style of the dwelling. Wraparound porches should incorporate railings;
- Balconies and terraces should not extend closer to the street than the ground floor porch; and
- Balconies and terraces are encouraged to incorporate landscaping features, such as planter boxes, in order to soften the building edge and break up the continuity of the building mass.

Nodes and Corridors

- Residential apartments should include private outdoor amenity space which, in addition to courtyards and forecourts, should be accommodated through the provision of terraces and balconies.



Figure 45: Planted balconies and roof top terraces



Figure 46: Floor setbacks are providing opportunities to create terraces that complement balconies on the main facade

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5

Access and Circulation Design

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5.1 Site Access and Servicing

General

- Driveway entrances should be oriented to minimize visual impacts on adjacent properties. Such features should be integrated within the site, located away from building corners and with minimal interruption of walkways and sidewalks;
- Site access should be provided via a single curb cut;
- Driveways and associated curb cuts should be minimized in width;
- On corner lots, driveways should be accessed from the street of lesser prominence;
- The use of permeable surface materials should be considered within driveways, parking pads, and surface parking areas;
- Utility meters, transformers and HVAC equipment should be placed in discrete locations and screened from public view; and
- Utilities and servicing areas should be located as such that they do not interfere with existing trees, mature tree growth or landscaping.

Neighbourhoods

Mature and Contemporary Neighbourhoods throughout Halton Hills are generally characterized by single curb cuts and driveway entrances with a narrow asphalt width, or contain continuous landscaped boulevards with on-street parking. Rear laneways are not prevalent.

- Driveways should have sufficient depth to facilitate vehicle parking entirely within private properties, without obstructing adjacent sidewalk or vehicle sight lines;
- Driveways and associated curb cuts should either be combined and shared between adjacent properties, or laid out with a consistent rhythm between adjacent properties;
- Where two-lane driveways are desired, asphalt width should not exceed that of associated garage doors, and tapering is encouraged as driveways approach associated curb cuts;
- Driveways should have pavement widths which are no greater than that of associated garage doors, where applicable.
- Garbage and recycling storage areas should be located at the side or rear of dwellings. Where this is not possible, garbage and recycling storage areas should be screened from public view; and
- Air conditioning units should be located at the side or rear of dwellings, or within an exterior side yard in the case of a corner condition, provided they are screened from public view. Such units may project into rear or exterior side yard setbacks.



Figure 47: Driveways width tapering as approaching associated cub cut



Figure 48: Underground parking entrance associated with loading laneway in the back

Nodes and Corridors

Nodes and Corridors throughout Halton Hills are generally characterized by single or multiple curb cuts and driveway entrances, accessed via adjacent arterial and collector roads. Servicing, loading and outdoor storage areas are generally located at the side or rear of buildings, although they are not consistently screened from public view.

- Despite this prevailing access condition, future development should coordinate and consolidate driveway entrances, where feasible. Ground floor frontages may need to be set back adjacent to parking access sites to provide visibility at the exit;
- Loading facilities should be consolidated between adjacent properties, where feasible. Such facilities should be integrated into the building design or placed away from street frontages and screened from view. Screening measures should include landscaping and/or solid panel fencing;
- Garbage and recycling storage rooms should be centralized indoors, and at the rear of the building;
- Service and outside storage enclosures should be constructed of materials to match or complement the building material. No enclosure should be made of any form of chain link fencing, gates and/or access doors may be constructed of materials different from the actual enclosure material to facilitate operation;
- Outside storage areas should be fully screened by wall enclosures. Screen walls should have a minimum height equal to that of the item it is screening;
- Outside storage areas should not be visible from any street; and
- Noise attenuation measures should be provided where service areas are in proximity to residential uses. These features should be complementary in material and design to surrounding buildings and structures, to reinforce the image of the community.



Figure 49: Parking garage entrance is accessible by an adjacent driveway



Figure 50: Outdoor storage screened by wooden doors / enclosure

5.2 Vehicle Parking

Neighbourhoods

In Acton, prevailing parking conditions within Mature Neighbourhoods include integral front / side yard garages and detached rear yard garages. In Georgetown, prevailing parking conditions within Mature Neighbourhoods include integral front / side yard garages and parking pads.

In both Acton and Georgetown, prevailing parking within Contemporary Neighbourhoods include integral front and side yard garages.

- Future development should generally reflect prevailing parking conditions, while conforming to applicable zoning regulations;
- Within the context of applicable zoning regulations and prevailing parking conditions, future development should generally reflect parking conditions established by adjacent properties, in terms of determining whether a property should contain a driveway and associated curb cut, or a continuous landscaped boulevard with on-street parking. Such solutions should also be sensitive to the context of the surrounding street and block. However, variations between integral and detached garages may be appropriate for the purpose of achieving diversity; and
- The use of permeable surface materials should be considered within parking pads to minimize stormwater run-off.



Figure 51: Regular spacing between parking pads and curb cuts



Figure 52: Permeable surface materials use on driveway are preferable

Nodes and Corridors

Nodes and Corridors throughout Halton Hills are generally characterized by surface parking lots, located either at the front or side of the building, or some combination. Generally, such parking areas do not incorporate significant landscaping or screening features, nor do they contain pedestrian walkways or pedestrian-scaled lighting.

- Despite this prevailing parking condition, surface and structured parking spaces should generally be located at the side or rear of buildings, either served by laneways or consolidated by block;
- Where desired, above-grade structured parking facilities should be wrapped in active uses, and screened from public view;
- Visitor / guest parking spaces should be clearly distinguished from resident parking spaces, and should be coordinated in location;
- Hard surface areas should be minimized with landscaping and permeable, sustainable materials and technologies prioritized;
- Surface parking spaces should be organized in compact formations with significant, high-quality soft landscaped edges, especially adjacent to the public realm;
- Landscaping and site organization should prioritize managing stormwater quality, and quantity on-site, wherever possible;
- Landscaping near parking and vehicle routes should prioritize opportunities for shading, without minimizing safety and visibility;
- Pedestrian movement should be given priority in the design of all parking facilities. Clearly marked, direct and safe pedestrian routes should be provided wherever possible and should be separated when appropriate;
- Lighting for parking should be oriented to limit visual impact on adjacent neighbourhoods, but should otherwise be well distributed to enhance safety and visibility;
- Accessible parking spaces should have direct access to building entrances and should not be placed across a drive aisle; and
- The use of permeable surface materials should be considered within parking pads to minimize run-off.



Figure 53: Planted bioswale in between parking lanes to mitigate stormwater runoff with surface parking lots



Figure 54: Planted bioswale to mitigate stormwater runoff

5.3 Bicycle Parking

Nodes and Corridors

- Internal bicycle parking should be located at grade with direct access to the adjacent street, wherever possible, or should provide ramped access to the street;
- Internal bicycle parking should be made available to employees and residents;
- All bicycle parking for visitors external to the building should be covered, either by lobby canopies, breezeways or independent shelter structures;
- Bicycle parking should be provided in proximity to buildings in order to encourage active transportation;
- Bicycle racks can be strategically used to structure and animate open spaces; and
- Facilities associated with bicycle use, including lockers and showers, should be provided to employees.



Figure 55: Stand alone on street bike rack are provided at regular intervals on retail street



Figure 56: Grouped on street bike rack at the entrance of the mixed-use building

Appendix E- Intensification Inventory

Intensification Area	Current Targets 2015-2031	2016-2041 Minimum Target (Units)	2016-2041 Maximum Target (Units)*
GO Station/Mill Street Corridor Area	1,540	1,540	2,341
Downtown Area	320	550	1,185**
Community Node	170	456	778
Civic Centre District	520	520	520
Corridor Commercial Area (Mixed Use Corridor Area)	N/A	551	680
Other Intensification	630	785	785
Georgetown TOTAL	3,200	4,402	6289
Downtown Area	90	255	377
South Acton Special Study Area	1,240	TBC***	TBC***
Corridor Commercial Area (Mixed Use Corridor Area)	NA	145	540
Other Intensification	460	369	369
Acton TOTAL***	1,790	769	1,286
Hamlets	110	N/A	N/A
Built Boundary TOTAL	5,100	5,171	7,575

*Maximum without requiring an Official Plan Amendment.

**Inventory as per the Destination Downtown Study 2031 and 2041 Dwelling Unit/Population Yield projections.

*** Further land use/environmental studies are required to evaluate redevelopment potential of the South Acton Special Study Area. Total intensification numbers for Acton exclude potential intensification in the South Acton Special Study Area. Once an area study is complete, the estimated intensification number will be included in the total intensification inventory number for Acton.

Note: 'Other Intensification' refers to intensification on individual sites outside of Intensification Areas, and/or accessory apartments within permitted land use designations of this Plan.



Intensification Opportunities Study

CONSULTATION SUMMARY REPORT



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1.0 Introduction

1.1 Background

The Town of Halton Hills is completing the Intensification Opportunities Study Update; a study that looks at the best ways to accommodate new housing within the existing urban areas of Acton and Georgetown to the year 2041.

Population growth is expected to continue in the Greater Toronto Area. The Provincial Growth Plan forecasts that the Region of Halton will grow by approximately 500,000 additional residents by the year 2041. The Region and all four municipalities (Burlington, Halton Hills, Oakville, and Milton) must plan for how this growth will be accommodated.

The results from the Intensification Opportunities Study Update will provide input into the Region's Integrated Growth Management Strategy which is currently being completed as part of the Regional Official Plan Review.

The purpose of the consultation was to inform residents of the study and to seek feedback in three key areas:

- The areas in the Town where intensification is appropriate and best fitting;
- The type of density that would be most suitable for each intensification area; and,
- Additional factors which need to be considered when planning for intensification (i.e., infrastructure, transportation, amenities).

1.2 Report Purpose

This report summarizes the results of the Consultation Strategy including communication tactics, consultation and outreach activities and a synopsis of the comments collected from the public meetings and through the different public outreach activities.

2.0 Consultation Strategy

2.1 Consultation Objectives and Principles

In keeping with the Town's Communication Charter, the Consultation Strategy for the Study followed the following principles:

- Transparency: the practice of being open, honest and accountable.
- Notification: the act of informing on a particular issue or project.
- Participation: the act of taking part in developing recommendations and/or alternatives for consideration.

These pillars define the expectations both from the Town and the public during consultation for this Study.

2.2 Consultation and Advertisement Strategy

2.2.1 Notices

Social media advertisements, newspaper ads and media coverage were used to notify residents about the commencement of the Study, the Steering Committee recruitment process, and to promote upcoming events. The following is a list of public notices used to promote the Study:

Media Outlet	Theme	Publication Date
The Tanner	Seeking Members to Participate in the Project Steering Committee	October 08, 2017
The Independent	Seeking Members to Participate in the Project Steering Committee	October 08, 2017
The Tanner	Notice of Public Open House	May 13, 2019
The Independent	Notice of Public Open House	May 13, 2019
The Tanner	Notice of Public Open House	October 31, 2019
The Independent	Notice of Public Open House	October 31, 2019
The Tanner/ The Independent	Media Interview/ LEGO Workshop	October 30, 2019

Posters with information about upcoming outreach activities were also created and placed at key locations such as the library, the Senior Centre in Georgetown and the Youth Centres in Acton and Georgetown.





2.2.2 Consultation Activities


The Consultation Strategy included a number of different communications and outreach activities to share information and seek feedback related to planning for intensification in the Urban Areas of Acton and Georgetown. The Consultation Strategy included:

- A Project website (Haltonhills.ca/intensification) including background reports, study findings, timeframes and next steps that attracted approximately 170 visits.
- A Let's Talk Halton Hills page attracting 535 visits, which included an online survey with 96 respondents.
- Social media presence on Facebook, Instagram and Twitter to promote the Study and engagement opportunities.
- Two Public Open Houses (in June and November 2019).
- Outreach consultation at the Farmer's Market and Fall Fairs in Acton and Georgetown attracting over 100 visitors.
- Five LEGO Workshops with over 38 participants.

Figure 1: Screenshots from the Study Website and Let's Talk Halton Hills Page

Intensification Opportunities Study




INTENSIFICATION OPPORTUNITIES STUDY

Over the coming years in Halton Hills, growth is expected in our urban areas – this is called **intensification**. We want to hear your ideas to help us plan for this development. How should we accommodate more residents, and what's your vision for your town?

[REGISTER](#) to get involved!


Who's listening

[Melissa Ricci](#)


Senior Planner - Policy

Phone: 905-873-2601 (2302)

Email: mr Ricci@haltonhills.ca

[Darrell Jones](#)


Planning Analyst

Email: darrell@haltonhills.ca


Key Dates







[Intensification Opportunities Study Open House #1](#)
May 15 2019

Life Cycle

Spring - Fall 2018

- Steering & Technical Committee Meeting #1
- Consultation Strategy
- Intensification Education Guide
- Policy Review and Directions Report



[Quick Links](#)

How Can We Help You?

[Let's Talk](#)
[Residents](#)
[Business](#)
[Explore & Play](#)
[Your Government](#)

Intensification Opportunities Study

The Town is undertaking a review of the 2010 Intensification Opportunities Study to develop and update policies and guidelines for intensification in the urban areas of Acton and Georgetown, outside of the Mature Neighbourhoods. Through this Study, the Town will be better positioned to plan how to accommodate expected residential growth within built areas beyond 2031 and provide input into the [Regional Official Plan Review](#) which is currently underway.

To be kept updated about the project, please visit [Let's Talk Halton Hills](#)

What is intensification? +

What areas is the Study considering? +

How can you get involved? +

Study Timeline +

Background Material +

2010 Study +

For more information please contact:

[Home](#)
[Residents](#)
[Plans & Studies](#)
[Current Studies](#)
[Active Living Strategy - Active Easy](#)
[Destination Downtown](#)
[Employment Land Needs Study](#)
[Georgetown Action Sports Study](#)
[Glen Williams Neighbourhood Study](#)
[QTA West Transportation Corridor](#)
[Intensification Opportunities Study](#)
[Mill Street Neighborhood Study](#)
[OPA 30 - Premier Gateway Employment Area](#)
[Premier Gateway Employment Area Zoning By-law and Urban Design Review](#)
[Premier Gateway Newsletter](#)
[Premier Gateway Phase 1B Employment Area Secondary Plan Study](#)
[Rural Policy and Zoning Review](#)
[Rural Policy Newsletter](#)
[Subwatershed Studies](#)
[Transit Service Strategy](#)
[Transportation Planning](#)

An Educational Guide was created to share information about what intensification is, why we need to plan for it and how to get involved. The Educational Guide was available online on the project website, at the public outreach events and at the Planning and Development Department main counter.

Intensification Educational Guide

What does intensification look like?

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

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



Get involved in discussions about intensification!

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

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

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

www.letstalkhaltonhills.ca/intensification

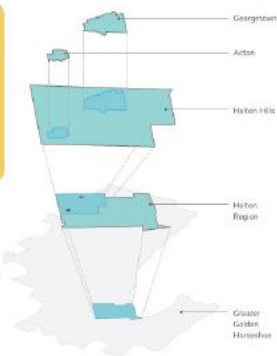
What is intensification?

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



Why is Halton Hills Intensifying?

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



Public Open Houses

Two Public Open Houses were held as drop-in sessions. Open House #1 aimed to introduce the Study and get participants' feedback regarding the key intensification areas identified and the type of intensification suitable for the community (e.g., housing type). Display panels were produced and shared at the public open houses and online. Open House #2 aimed to share the Study findings and what we heard from the community through public consultation to date. Key Town Staff were on site to answer questions related to the different technical assessments completed as part of the Study.

Outreach consultation

- ✓ Farmer's Markets
 - Acton – August 1, 2019
 - Georgetown – August 10, 2019
- ✓ Fall Fairs
 - Acton – September 21, 2019
 - Georgetown – September 7, 2019

Participants were asked to place different colour stickers representing different types of housing (i.e., towns, apartment buildings, etc.) on the key intensification maps of Acton and Georgetown. The majority of participants placed stickers representing medium to high density housing in the key intensification areas that Staff had identified. Participants also identified industrial properties that could be re-designated to accommodate mixed-use development in the future and emphasized the need to ensure that services are in place to support population growth. Some participants identified the need to protect stable neighbourhoods and ensure that new development fits within the existing community.

LEGO Workshop

- ✓ LEGO Workshops (approx. 40 participants)
 - Seniors Centre Georgetown – Aug 7
 - Youth Centre Acton/Georgetown – Aug 15/ Sep 24
 - Steering Committee

Participants were asked to place LEGO blocks representing different densities (yellow blocks represent 3 storey condos with 30 units and red blocks represent 3 storey townhomes with 6 units) on maps of the main intensification areas. The map's scale was 1:1200 which directly matched the size of LEGO pieces used for this activity. Through this exercise, participants identified the need to ensure that new development helps beautify the community. Many participants agreed that a variety of housing was critical to ensure that the needs of the diverse demographic groups (i.e., seniors, young families, and young professionals) are met and residents can stay in the community.

3.0 Summary of Participants Feedback

3.1 Key messages and themes

Participants shared conflicting feelings about intensification. Most participants supported intensification in the key intensification areas as a way to promote a variety of housing choices including accessible, rental and condo units; others had concerns about how intensification could negatively impact the community and exacerbate issues such as traffic. Overall, the majority of the participants agreed with the intensification areas that had been selected for the Study and supported these locations as key intensification areas because of their location near existing transit corridors and other municipal services.

The list below summarizes the feedback provided through public consultation, by theme:

Built form/ Housing Choices

- Create development that supports communities and families.
- Infill development must be sensitive to the existing neighbourhood context, mature neighbourhoods, heritage buildings i.e., type of housing, lots, landscape.
- Concern with how intensification could change the community.
- New development should help beautify the community.
- Consider new housing concepts like tiny homes and green affordable housing.
- Plan for a variety of housing including affordable/rental, seniors housing and accessible units.
- Intensification Areas need to have access to services, amenities and jobs.

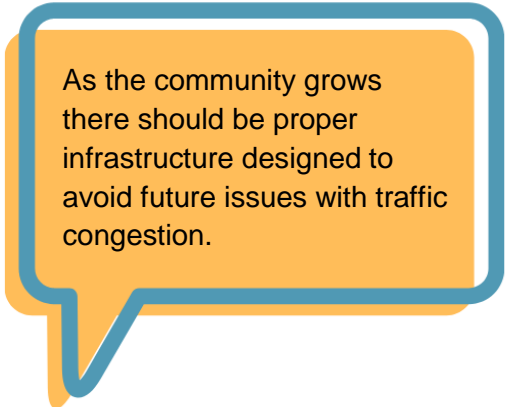
Environment

- Protect green space, rural areas and the natural environment.
- Consider climate change impacts of development.
- Keep congestion low and create public green spaces in the urban areas.

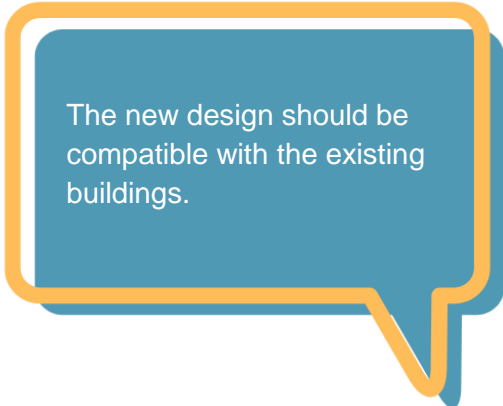
Transportation

- Need to enhance transportation to address potential traffic and parking concerns.
- Transit should be a priority when planning for intensification.


What else did we hear?




As the community grows there should be proper infrastructure designed to avoid future issues with traffic congestion.



The new design should be compatible with the existing buildings.



New young families need affordable homes, so do seniors.



Attracting businesses and creating jobs within our community is essential.

4.0 Conclusion

Planning for intensification will support the Town's moderate growth strategy. Planning for Intensification can incentivise the construction of a variety of housing in the Town to ensure that residents can stay in the community as they grow and age. Public consultation was incorporated into the analysis of the intensification inventory number (number of units that can be accommodated in the built boundary). The proposed intensification inventory range that has been identified consists of a parcel by parcel analysis inside the built boundaries of Acton and Georgetown and considers:

- Lot size/existing OP;
- Recognized background conditions;
- Market assessment;
- Servicing and transportation assessment; and,
- Public consultation.

The Study included the preparation of transportation and servicing assessments, a market assessment and Infill Design Guidelines, and updates to the Guelph Street and Downtown Acton Design Guidelines to ensure that future infill development meets best design practices and fits well into the existing community. These technical studies address many of the concerns raised by the community including expected increased traffic and new development that does not fit within the existing built form. It is also important to highlight that urban design, traffic impacts and servicing capacity will be considered in detail during the planning application process for each specific intensification proposal.

MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: Suzanne Jones, Clerk and Director of Legislative Services

DATE: April 29, 2020

MEMORANDUM NO.: ADMIN-2020-0002

RE: Approvals by Delegated Authority

PURPOSE OF THE MEMORANDUM:

To update Council on project approvals given by A.B. Marshall, Chief Administrative Officer (CAO) through his delegated authority as approved by Council through By-Law No. 2020-0018.

BACKGROUND:

On April 6, 2020 Council approved Report No. ADMIN-2020-0013 which outlined increased measures for the Town of Halton Hills to respond to the COVID-19 pandemic; by giving delegated authority to the CAO to allow decisions affecting both the health and safety of residents as well as all other municipal programs and services to be made and implemented as quickly as possible. By-Law No. 2020-0002 was subsequently adopted which allows the CAO to take any action that may be required to ensure the continuity of municipal activity and operation which include:

- the authority to approve all expenditures;
- the authority to execute any contracts and agreements, including those related to the disposition or acquisition of real property; and
- the authority to take any other action provided that its delegation is not barred by legislation.

COMMENTS:

Report No. ADMIN-2020-0013 noted that Chief Administrative Officer report to Council monthly on the exercise of this delegated authority in the form of a memorandum. The projects that have been approved to date are listed with explanation on a tracking spreadsheet attached as Appendix 'A'.

CONCLUSION:

The Chief Administrative Officer has exercised his delegated authority as granted by Council on numerous projects that were required to ensure the continuity of municipal activity and operation.

Reviewed and approved by,

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

Brent Marshall, Chief Administrative Officer

Projects Approved through Emergency Delegated Authority - Chief Administrative Officer - May 2020						
PROJECT	PROJECT PRIORITY	DEPARTMENT	REQUESTED BY (NAME &TITLE)	EXPENDITURES	CAPITAL OR OPERATING BUDGET IMPACT	FUNDING SOURCE
Integration of remote meeting technology in Council Chambers	The addition of enhanced technology equipment in Council Chambers will allow for the capability to conduct electronic participation of Council members and the public by participating in video conferencing.	Office of the CAO	Suzanne Jones, Clerk & Director of Legislative Services	\$8,603.00 plus HST	Capital	Accessibility Capital Budget
Award of Tender T-023-20 for Young Street Reconstruction, Acton	Halton Region completed wastewater main reconstruction on Young Street in 2017; however this section of road was not priority for full repair at that time due to the roads fair rating in the Pavement Quality Index (PQI)	Transportation & Public Works	Teri Hoey, Supervisor of Construction	\$750,000	Capital	Federal Gas Tax Fund
Municipal Assistance Program Requests	The Georgetown Rotary Club tree planting is scheduled for May and funding was requested to help this event happen.	Recreation & Parks	Heather Kaufmann, Community Development Supervisor	\$5500.16 Joy in the Park \$5557.00 Georgetown Rotary Club	Operating	Municipal Assistance Program
Award of Request for Proposal RFP-P-016-20 Low Carbon Transition Strategy	The Low Carbon Transition Strategy is crucial to the success to the Town's overall response to climate change, and the awarding of this contract was vital for the Town to proceed.	Office of the CAO	Michael Dean, Senior Climate Change & Energy Planner	\$173,116 plus applicable taxes	Capital	2019 Capital Project
Specialized Transit Plan Consultant Award	The Specialized Transit Plan will evaluate customer service standards and operational costs of the proram and will provide recommendations on the future operations of the service to be considered as part of the 2021 budget process.	Transportation & Public Works	Deanna Locey, Transit Supervisor	\$110,245.00 plus HST	Capital	\$150,000 already approved in the 2020 capital budget.
Award of Tender T-008-20 for the Pavement Management Program Part B	The 2020 Pavement Management Program has been tendered as two separate contracts in order to enable the coordination with Halton Region.	Transportation & Public Works	Teri Hoey, Supervisor of Construction	\$746,642.55 plus applicable tax	Capital	Special Levy- Pavement Managent (\$1,540,100) Transportation Infrastructure Reserve (\$66,000) Approved 2020 Pavement Management Program cost (\$1,606,100)

Award of Single-Source Purchase for Employment Analysis and Scoped Needs Assessment	Advancement of a major development proposal is important to the Town's business continuity efforts, growth of non-residential assessment and an expedited economic recovery post COVID-19.	Office of the CAO	Tony Boutassis, Expeditor and Business Development Portfolio Manager	\$0	N/A	Owner of property is paying for the study
Purchase of Portable Radio	2019 capital already approved \$145,000 for portable radios. Since that approval, one additional radio requires replacement.	Fire Services	Bryce Marshall, Deputy Chief	\$16,190.85	Capital	Capital Replacement Reserve
Purchase of Mudjacking Equipment	Pioneer North notified the Town they would no longer be continuing with their mudjacking business and offered the mudjacking equipment to the Town.	Transportation & Public Works	Dick Spear, Superintendent of Public Works	\$90,000 plus HST	Capital	Equipment Reserve
Acton Branch Library Reading Deck	Emergency accessible ramp being added to the original design of the new reading deck at the Acton Library.	Library Services	Mary Land, Manager of Branch Operations	\$45,000	Capital	\$20,000 Accessibility Capital Budget \$25,000 Library Capital Reserve
Tenth Line Lot 29/30 Roadway and Slope Repair	Sole Sourcing of Maccaferri Green Terramesh System for recurring slope failure for 110m section of roadway.	Transportation & Public Works	Bill Andrews, Director of Engineering	\$105,000	Capital	Already approved as part of the 2020 Capital Budget.
Award of Request for Proposal P-006-20 - Group Benefits Consultant	Award of Request for Proposal for a 6 year term with Dobson & Tonic Financial Services Ltd. who will be responsible for adjudicating claims and reimbursing eligible out-of-pocket expenses.	Corporate Services	Laura Lancaster, Director of Human Resources	N/A	N/A	No direct budget impact
Approval for staff comments	Comments on the proposal to identify and protect a corridor of land for future electricity infrastructure in the Greater Toronto Area.	Planning & Development	Melissa Ricci, Senior Policy Planner	N/A	N/A	No direct budget impact
Award of Single-Source Purchase for Foreign Direct Strategy (FDI) Implementation	Town's FDI Strategy approved by Council in March 2020 and will be a key economic recovery tool to have in place post COVID-19.	Office of the CAO	Graham Lowe, Senior Economic Development Officer	\$37,500.00	\$37,500.00	Economic Investment Attraction Fund.
Southeast Georgetown Secondary Plan Terms of Reference	A financial agreement is in place that has made it necessary for Town staff to continue to work on the Southeast Georgetown Secondary Plan.	Planning & Development	Rob Stribbell, Senior Policy Planner	N/A	N/A	No direct budget impact
Net-Zero Feasibility Studies for Mold-Masters Sportsplex and Acton Arena	Opportunity to participate in a Low Carbon Design Brief.	Office of the CAO	Michael Dean, Senior Climate Change & Energy Planner	\$19,000 plus HST	Capital	Already approved as part of the 2020 Capital Budget.
Award of Tender Premier Gateway Phase 2B Employment Area Integrated Planning Project	RFP closed March 19, 2020 with only one proposal received from Macaulay Shiomi Howson Ltd.	Planning & Development	Melissa Ricci, Senior Policy Planner	\$1,109,326.70 excluding HST	Capital	\$1,181,000 already approved as part of the 2020 Capital Budget.
Town of Halton Hills Comments on Proposed Amendments to the Ontario Regulation 244/97	Staff needed to submit comments by May 15, 2020	Planning & Development	Keith Hamilton, Policy Planner	n/a	n/a	No budget impact

Award of Purchase Order for Gellert/Acton Community Centre Marquee Inserts	These are the last 2 facilities to have the inserts placed due to budget restrictions in previous years.	Recreation & Parks	Johanna Amaya-Carvajal, Facility Capital Projects Supervisor	\$81,738 plus HST	Capital	Already approved as part of the 2020 Capital Budget.
Microsoft Enterprise Subscription Services Contract with Softchoice	A new licensing agreement is required for a new alternative model of software depolymentfor Office 365.	Corporate Services	Murray Colquhoun, Director of Technology Services	\$400,000 plus taxes for 3 years	Capital	Capital Budget based on perpetual license model. Remaining funds in approved budget as of May 2020 \$307,173.
Award of Tender 20-023 Road Pavement Markings Program	Tender issued on behalf of Halton Co-operative Purchasing Group (HCPG)	Transportation & Public Works	Matt Roj, Traffic Coordinator	\$230,000 excluding HST	Capital	Costs to implement were included in the 2020 Operating and Capital Budgets.
Appeal Services	MTAG Paralegal Professional Corp. to represent Town for assessment reductions TPO.	Corporate Services	Wendy O'Donnell, Deputy Treasurer, Senior Manager of Revenue	\$150,000 plus HST		Tax Rate Stabilization
Award of Tender T-003-20, Fairy Lake Dam Rehabilitation	Combined Project with Halton Region	Transportation & Public Works	Kyla Farmer, Infrastructure Technical Analyst	\$235,161.79	Joint costs with Region. Total project cost \$782,387.16 plus taxes. Region share \$547,225.37	\$200,000 already approved 2020 Capital Budget. Additional funds requested.



MEMORANDUM

TO: Mayor and Members of Council

FROM: Chief Harry Olivieri

DATE: June 8, 2020

MEMORANDUM NO.: MEM-FIRE-2020-0002

RE: Appointment of Regional Fire Coordinator

PURPOSE OF THE MEMORANDUM:

The purpose of this memorandum is to advise Council on the position of the Regional Fire Coordinator.

BACKGROUND:

The Fire Protection and Protection Act contains provisions for the Fire Marshal to appoint a Regional Fire Coordinator (RFC) for the purpose of maintaining a Mutual Aid Plan under which the fire departments that serve a designated area agree to assist each other in the event of an emergency.

In the Region of Halton, a Mutual Aid Plan exists to which the Burlington, Oakville, Milton and Halton Hills Fire Departments are members. Fire Chiefs of these four departments rotate the position of RFC on an annual basis. The Fire Chiefs meet on a quarterly basis, or sooner if needed, to discuss and mitigate fire issues in our region and respective communities.

In addition to the responsibility of maintaining and reviewing the Regional Mutual Aid Plan on an annual basis other duties include:

- Coordinate activations of the Mutual Aid Plan,
- Consider requests and recommend to the Provincial Emergency Operations Centre the deployment of CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) and HUSAR (Heavy Urban Search and Rescue) teams,
- Provide advice and assistance to the Fire Marshal on request,
- Provide advice and assistance by providing information and guidance during mutual aid activations, and
- Attend annual Fire Coordinators' Conference and other similar meetings as may be convened by the OFM.

COMMENTS:

The position of RFC currently sits vacant due the recent departure of the Burlington Fire Chief, and the alternate from Oakville Fire Department is also leaving due to his pending retirement.

A special meeting of the Regional Fire Chiefs was held on Friday, June 5, 2020. In attendance was the Oakville Fire Chief, Acting Chiefs from Milton and Burlington as well as the Office of the Fire Marshal and Emergency Management (OFMEM) Fire Protection Advisor for our area and myself.

The filling of the Regional Fire Coordinator was discussed and it was unanimously approved by the members attending and supported by the OFMEM Fire Protection Advisor that I would be appointed RFC for the remainder of 2020. Please note that prior to meeting, the possible scenario was discussed with the CAO where his support of my nomination was received.

Appropriate documentation, including a letter of support from the CAO will be forwarded to the Ontario Fire Marshal for final approval.

CONCLUSION:

The Regional Mutual Aid Plan is a vital document that provides emergency support to the member Fire Departments of Burlington, Oakville, Milton and Halton Hills to help mitigate an emergency. I will assume the role of Regional Fire Coordinator with dedication and honour ensuring our Mutual Aid Plan is maintained.

Reviewed and approved by,

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

Brent Marshall, Chief Administrative Officer



BY-LAW NO. 2020-0034

A By-law to adopt the proceedings of the Council Meeting held on the 15th day of June, 2020 and to authorize its execution.

WHEREAS Section 5(3) of *The Municipal Act*, 2001, c.25, as amended, provides that Council's powers shall be exercised by by-law;

AND WHEREAS certain actions of Council do not require the enactment of a specific by-law;

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

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

BY-LAW read and passed by the Council for the Town of Halton Hills this 15th day of June, 2020.

MAYOR – RICK BONNETTE

CLERK – SUZANNE JONES