

## **TOWN OF HALTON HILLS – GENERAL INFORMATION PACKAGE**

### **COUNCIL MEETING – NOVEMBER 15, 2021**

#### **ADVISORY/SPECIAL COMMITTEES AND BOARD MEETING MINUTES**

<b>PAGE</b>	<b>COMMITTEE/BOARD</b>	<b>MEETING DATE</b>
3-6	Site Alteration	October 21, 2021
7-11	Heritage Halton Hills	October 20, 2021
12-14	Accessibility	October 6, 2021
15-19	Halton Hills Public Library	September 15, 2021
20-28	Georgetown BIA	September 14, 2021
29-31	Committee of Adjustment	September 1, 2021

#### **GENERAL CORRESPONDENCE**

<b>PAGE</b>	<b>INFORMATION</b>
32-48	Guelph Eramosa Township – Notice of Public Meeting (November 1, 2021)
49-52	AMO – WatchFile (November 4, 2021)
53-56	AMO – WatchFile (October 28, 2021)
57-59	AMO – WatchFile (October 21, 2021)

#### **PASSED RESOLUTIONS**

<b>PAGE</b>	<b>INFORMATION</b>
60-64	HALTON REGION – Resolution passed at its Council meeting held on October 20, 2021, regarding Rural Halton Hills Waste Collection.
65-70	HALTON REGION – Resolution passed at its Council meeting held on October 20, 2021, regarding Halton Tree By-law and Woodlands Stewardship Program – 2020 Annual Report.
71-88	HALTON REGION – Resolution passed at its Council meeting held on October 20, 2021, regarding Halton-Hamilton Source Protection Assessment Report and Plan Policy Amendments Under Section 36 of the Clean Water Act, 2006.
89-96	HALTON REGION – Resolution passed at its Council meeting held on October 20, 2021, regarding Uniform Traffic Control By-Law No. 1984-1.

## **PASSED RESOLUTIONS CONTINUED**

<b>PAGE</b>	<b>INFORMATION</b>
97-112	HALTON REGION – Resolution passed at its Council meeting held on October 20, 2021, regarding Halton Region Waterpipe Smoking By-law.
113-121	HALTON REGION – Resolution passed at its Council meeting held on October 20, 2021, regarding Long Term Water Meter Strategy – Implementation Plan Update.
122-123	CITY OF MISSISSAUGA – Resolution passed at its Council meeting held on October 13, 2021, regarding Proof of Vaccination.
124-125	MUNICIPALITY OF LEAMINGTON – Resolution passed at its Council meeting held on October 12, 2021, regarding OHIP – insured eye care.



## **SITE ALTERATION COMMITTEE MEETING**

Minutes of the Site Alteration Committee held on Thursday October 21, 2021, at 3:00 p.m., via Zoom meeting.

**MEMBERS PRESENT:** Councillor Ted Brown (Chair)  
Andrew Stabins (Vice-Chair)  
Councillor Clark Somerville  
Councillor Bryan Lewis  
David McKeown  
Bill Allison  
Ralph Padillo

**REGRETS:** N/A

**STAFF PRESENT:** Jeff Jelsma, Director of Development Engineering  
Maureen Van Ravens, Director of Transportation  
Andrew Mason, Development Inspector  
Nova Bonaldo (Recording Secretary)

**OTHERS PRESENT:** Carole Sprickerhoff

### **1. CALL TO ORDER**

### **2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**

Nil.

### **3. DELEGATION**

- a) SA-21074, Delegation: Carole Sprickerhoff, Property Owner – 10237 Fourth Line

The Owner is requesting an Exemption or Variance to the Site Alteration By-law 2017-0040 to construct a wetland/pond area along with small berms and gardens to enhance the property and promote a habitat for wildlife on a section of land that was previously used as a farm field by the neighboring farmer for producing agricultural crops. No fill imported or exported from the site, all the work is completed by contouring and re-grading the existing area.

## **Facts**

The Owner indicated that works were completed in July 2021. They had hired Sean James Consulting and Design to design and rejuvenate the land by putting a wetland area with ecological and biodiverse Ontario native plants to bring back and encourage wildlife to live and thrive. They have planted Ontario native species and vegetation to allow for a better habitat for wildlife. They have also planted a half-acre fruit tree forest between the pond and the front of the property.

The one-acre pond is shallow, does not have a liner and is surrounded by berms and mowed walking paths. The Owners are working on clearing buckthorn in the area as it is hazardous to birds and is not a native species. No material was imported or exported for this project which was built to increase the native wildlife habitat. The Owners also cleared old concrete near the barn in hopes to create a solarium in the future.

## **Analysis and Discussion**

The pond collects only rainwater and is not part of a water course nor within Conservation Halton. The pond does not drain to the neighbouring properties and will not affect the crops of the neighbouring farm.

The Owner did communicate the details of the project to the neighbouring property owners. As per Councillor Lewis, one neighbour did have some concerns regarding their well and does not want it impacted by the works. Staff indicated that staff do not get involved with well monitoring as site alterations generally do not affect wells. Staff do consult with conservation authorities and could follow up with Halton Region regarding the well. Based on the location of the pond, staff have not reached out to Conservation Halton, only concerned when the works are within or adjacent to conservation lands.

No material was imported or exported from the property. The pond and berms were created by re-grading and moving topsoil. The pond is a shallow pond and contains less than one metre of rainwater when full. The area was also created as a safer place to walk during the pandemic in comparison to the roadways.

Committee and staff members confirmed there are no concerns with the location of the pond and no need to contact Conservation Halton or Halton Region. Committee members discussed the importance of not allowing the growth of mosquitos in the pond and either placing a fence around the pond or installing a warning sign for the safety of others and liability protection for the property owners. The Owner will consider installing a warning sign.



## **Conclusion**

The Site Alteration Committee Members support the application for the Exemption and Variance to Site Alteration By-law 2017-0040 for a simple form Site Alteration Permit for 10237 Fourth Line, Halton Hills, based on the following recommendation.

### Recommendation No. SA-2021-0002

THAT the Site Alteration Committee recommends the “Terms and Conditions of All Permits” listed in Schedule B and C of the Site Alteration By-law No. 2017-0040;

AND FURTHER THAT the Site Alteration Committee recommends the installation of a warning sign near the pond;

AND FURTHER THAT the Site Alteration Committee supports the works, subject to the applicant meeting all conditions to the satisfaction of staff.

CARRIED

## **4. BISHOP COURT PHASE 2**

Councillor Lewis indicated issues have been raised regarding the numerous truckloads of dirt being delivered to the site, trees have been cut down, a bulldozer was on site, the pond that was there has now almost disappeared, and concerns of the hours of operations and activity on the site. Councillor Lewis asked if staff is aware and whether the developer has past the deadline for these activities and/or still have permission. Councillor Lewis also inquired if staff is aware of the issues that have been communicated between the residents and developer.

Staff indicated once permits are closed staff may do infrequent drive by inspections, but the Town does not have the resources to inspect on a regular basis. Staff recently visited the site and confirmed that the recent activities (excavator and grading works) on site were in response to the August 2021 storm event and the developer is addressing the drainage concerns. The developer was responsive and addressed the issues as soon as possible and have advised that they have been in contact with the affected homeowner. Staff will continue to follow up with the developer.

## **5. FILL OPERATIONS – UPDATE**

Staff provided verbal updates regarding on-going fill operations and responded to Site Alteration Committee questions and concerns.

Councillor Somerville suggested the Mayor and Councillors reach out to the Niagara Escarpment Committee to determine the best method on receiving replies to staff inquiries in a timely manner.

**6. ITEMS TO BE SCHEDULED FOR NEXT MEETING**

Staff mentioned a possible delegation for the next meeting.

**7. ADJOURNMENT**

The meeting adjourned at 3:45 p.m.

**8. NEXT MEETING**

Thursday November 18, 2021



**HERITAGE HALTON HILLS COMMITTEE  
MINUTES  
OCTOBER 20, 2021**

Minutes of the Heritage Halton Hills Committee meeting held on  
Wednesday, October 20, 2021 Via Zoom

**Members Present:** Councillor T. Brown, Chair, B. Cosper, R. Denny, C. Donaldson, S. Frick, G. Miller, L. Quinlan, M. Rowe, A. Walker

**Staff Present:** L. Loney, Senior Heritage Planner; T. Jayaveer, Planner Policy/Development Review, J. Markowiak, Director of Development Review Planning & Development, R. Brown, Committee Clerk

---

**1. CALL TO ORDER**

Councillor T. Brown called the meeting to order at 3:34 p.m.

**2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**

NIL

**3. RECEIPT OF PREVIOUS MINUTES**

Recommendation No. HHH-2021-0033

THAT the Minutes of the Heritage Halton Hills Committee Meeting held on September 15, 2021 be received.

**CARRIED**

#### 4. SCHEDULED ITEMS FOR DISCUSSION

##### 4.a McGibbon Development Application Review

J. Markowiak provided the committee with a brief overview of the original application that was received by Silvercreek back in 2017 and the details of the Ontario Municipal Board (OMB) Decision with respect to the development of the McGibbon property. He noted that the project was cancelled back in December 2018 and that Amico came forward and partnered with the property owners in early 2020 with a desire to move the project forward.

Amico has requested some revisions to the original proposal including;

- 1) increasing the number of units from 125 to 169, this will mean a reduction in the size of the units
- 2) modifying the terrace design
- 3) reduction in residential parking ratio from 1.65 to 1.4 per unit
- 4) elimination of the 20 retail parking spaces

Amico is committed to maintaining the 10-storey height of the development and maintaining the Section 37 contributions from the OMB decision. Amico has also agreed to provide a pedestrian path that was not part of the original proposal, that will connect Mill Street to the Back Street Lot.

Staff are satisfied that these changes are appropriate for the development and have brought this information forward to the Heritage Halton Hills committee seeking their support for the demolition of the required properties in order for this development to go forward.

##### Recommendation No. HHH-2021-0034

THAT Heritage Halton Hills does not object to the proposed Zoning By-law Amendment application for the McGibbon proposal;

AND FURTHER THAT Heritage Halton Hills recommends that Council approve the demolition of the listed properties at 69, 71-77 and 79 Main Street South and 94 Mill Street to allow for the reconstruction of the existing building façade at 79 Main Street, should Council approve the Zoning By-law Amendment application for the subject properties, subject to conditions as recommended by staff and as adopted by Council.

**CARRIED**

The Committee discussed the McGibbon Hotel sign, and as per their notation of its significance, J. Markowiak will be including it in his report as an item of historical significance for potential retention/refurbishment or appropriate commemoration.

#### **4.b Cultural Heritage Master Plan – Existing Conditions Report Overview and Discussion**

L. Loney advised the committee that the first Steering Committee Meeting on this matter has been held and at the meeting the members were provided with an overview of the Cultural Heritage Master Plan - Existing Conditions Report. The Technical Advisory Committee meeting will be taking place on October 21, 2021, an Open House will be held on October 26, 2021 with a Final Report going to Council at the end of 2021 with respect to the Existing Conditions. It is anticipated that the Draft Cultural Heritage Master Plan will begin in early 2022.

#### **4.c Upcoming Reports to Council**

L. Loney advised the committee that the following reports will be going to the October 25<sup>th</sup>, 2021 Regular Council Meeting; Report regarding the McGibbon Development Application and a Report on the Intent to Designate -12428 Kirkpatrick Lane.

#### **4.d November & December Meetings**

L. Loney advised the committee that she will be on leave for November and December 2021 and that during her absence T. Jayaveer will be acting in her place for heritage matters and the Heritage Halton Hills Committee Meetings. There may be a need for the November Heritage Halton Hills Committee meeting, however the December meeting will only proceed if required.

#### **4.e 8156 Hornby Road – Review of Cultural Heritage Evaluation Report**

The property at 8156 Hornby Road was part of a report to batch listing of properties in the Premier Gateway Phase 1B and 2 B area on the Halton Hills Heritage Registry. The owners of the property hired ARA Consulting to do a Heritage Impact Report on the property. The Consultant's report indicated that the property has no cultural heritage value or interest and therefore does not meet criteria for designation. Staff reviewed the report and agreed with the findings and therefore agree that the property should not be listed on the Town's Heritage Registry.

Recommendation No. HHH-2021-0035

THAT Heritage Halton Hills recommends that the property at 8156 Hornby Road should not be listed on the Town's Heritage Register.

**CARRIED**

**5. SUB-COMMITTEES AND WORKING GROUPS**

L. Quinlan provided a brief update on the Craiglea presentation noting that he has all of the historical information that he requires but will need to gather some more photos for the presentation. L. Quinlan noted that the property owners are interested in contributing to the presentation. He requested some assistance with the preparation of the presentation, M. Rowe and A. Walker will assist with the preparation and L. Bateson will assist them with the final formatting of the presentation.

**6. CLOSED SESSION**

Recommendation No. HHH-2021-0036

THAT the Heritage Halton Hills Committee convene into Closed Session to address the following matters:

**6.a**

Confidential Verbal Update by L. Loney regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Heritage Property)

**CARRIED**

Committee convened into Closed Session at 4:28 p.m.

Committee reconvened into Open Session at 4:35 p.m.

Recommendation No. HHH-2021-0037

THAT the Confidential Verbal Update by L. Loney regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Heritage Property) be received for information.

**CARRIED**

**7. ITEMS TO BE SCHEDULED FOR NEXT MEETING**

NIL

**8. ADJOURNMENT**

The meeting adjourned at 4:39 p.m.

**MINUTES OF THE  
ACCESSIBILITY ADVISORY COMMITTEE  
October 6, 2021**

Minutes of the Accessibility Advisory Committee meeting held on  
Wednesday October 6, 2021 Via Zoom

Members Present: Councillor J. Hurst, Chair, Councillor W. Farrow-Reed, J. Bray,  
K. Heffernan, C. Licznerski, M. Lowe, J. Pearce

Regrets: L.D. McKenzie, D. Sebalj

Staff Present: E. Kaiser, Manager of Economic Development and Innovation,  
R. Brown, Deputy Clerk - Administration

---

**1. CALL TO ORDER**

Councillor J. Hurst called the meeting to order at 6:34 p.m.

**2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**

There were no disclosures.

**3. SCHEDULED ITEMS FOR DISCUSSION**

**3.a Community Improvement Plan (CIP) Update - Accessibility Fund**

E. Kaiser, Manager of Economic Development and Innovation provided the committee with an update on the Community Improvement Plan (CIP) Update. E. Kaiser noted that Phase 1 and 2 of the updating of the plan have been completed and that Phase 3 will be the preparation of the Draft CIP which will be looking at the various programs currently in place at the Town, how to streamline/amalgamate those programs and how to fund the programs going forward.



E. Kaiser discussed with the committee how best to incorporate accessibility into the CIP and if there is a possibility of using funds from the Accessibility Fund to assist with the implementation of the CIP. The committee provided some comments and ideas for the CIP.

\* After the meeting staff received information back that the Accessibility Fund cannot be used for private businesses it is strictly for accessibility items for Town owned and operated facilities and programs.

### **3.b Acton Library Reading Deck Update**

Councillor J. Hurst provided the committee with an update on the Acton Library Reading Deck, noting that progress on the project has been slower than anticipated. The reading deck will have automatic doors, accessible furniture, guards and will have a fire safety gate that will automatically open when a fire is detected.

### **3.c 2022 Town of Halton Hills Municipal Election**

R. Brown advised the committee that for the 2022 Municipal Election the Town of Halton Hills will be offering on-line voting for advance voting as well as a central in person location with the accessible voting technology for advance voting and vote tabulators on election day.

### **3.d Community Foundation of North Halton - The Steven Worby Access and Mobility Award – RFP**

J. Hurst advised the committee that Community Foundation of North Halton is offering the Steven Worby Access and Mobility Award. The Steven Worby Access & Mobility Award is a \$5000 award presented to an individual towards the cost of modifying a business, home, or vehicle to allow access, mobility or upgraded technology for handicapped individuals in Halton Hills.

J. Hurst noted that anyone that meets the criteria can apply.

## **4. SUB-COMMITTEES AND WORKING GROUPS**

NIL

## **5. CLOSED SESSION**

NIL

## **6. ITEMS TO BE SCHEDULED FOR NEXT MEETING**

Accessibility Fund Update

**7. ADJOURNMENT**

The meeting adjourned at 7:42 p.m.

**Halton Hills Public Library Board**

Wednesday, September 15, 2021

Zoom Videoconference

7:00 p.m.

**Minutes**

**Present:** Ted Brown, Lisa Caissie, Betsy Cosper (Chair), Larry Hawes, Matt Kindbom, Ann Lawlor, Joanna Meler, James Schumacker, Tamara Smith

**Staff Present:** Barb Elliott (Recorder), Clare Hanman, Beverley King, Mary Querques, Melanie Southern

**Regrets:** Keith Medenblik, Marilyn Willis

**1.0 Declaration of Quorum**

- B. Cosper declared a quorum was present and called the meeting to order at 7:02 p.m.

**2.0 Approval of Agenda**

Moved by M. Kindbom

That the agenda be approved as presented.

Seconded by L. Caissie

**09/15/21-1**

**CARRIED**

**3.0 Declaration of pecuniary interest**

- None declared

**4.0 Minutes**

**4.1 June 15, 2021**

Moved by T. Smith

That the Minutes of June 15, 2021 be approved.

Seconded by J. Schumacker

**09/15/21-2**

**CARRIED**

**4.2 July 14, 2021**

Moved by T. Smith

That the Minutes of July 14, 2021 be approved.

Seconded by M. Kindbom

**09/15/21-3**

**CARRIED**

**5.0 Consent Agenda**

Moved by J. Meler

That the Consent Agenda items:

**5.1** Report No. LBD-2021-043 re: Privacy Policy (2<sup>nd</sup> review)

**5.2** Report No. LBD-2021-037 re: 2022 Holiday Closure Schedule

**5.3** Report No. LBD-2021-041 re: Newcomer Approach

**5.4** Final Disposition for Council Report No. LIB-2021-0001

be approved.

Seconded by T. Smith

09/15/21-4

CARRIED

## 6.0 Correspondence

- None

## 7.0 Business Arising

### 7.1 Advocacy Committee Update

- M. Southern reported that the Advocacy Committee will be meeting on September 22, and asked that any Board members interested in joining this committee to please contact M. Southern or M. Willis.
- HHPL has submitted three videos for the Community Foundation Halton North webathon that will be taking place on October 2. The videos will be used to promote the library during this day-long fundraising event.

### 7.2 Library Strategic Plan and Brand Development RFP - Status

- M Southern reported that the RFP for the Library Strategic Plan and Brand Development project had closed on August 31 with eight submissions. Interviews for short-listed proponents will take place during September and that a recommendation to the Board will be presented at the October meeting.

### 7.3 Report No. LBD-2021-030 re: Board Policy Review (re CASL, Meeting Room, Proctoring Revised Appendix #1 Schedule of Fines and Fees) (First Review)

- B. King presented for consideration, the proposed revisions to the Meeting Room Policy, Proctoring Policy, Canadian Anti-Spam Legislation Policy and Appendix #1 Schedule of Fines and Fees. Proposed changes reflect changes in legislation, modifications requested by staff, general housekeeping changes, and current best practices in public libraries.

Moved by T. Brown

That Report No. LBD-2021-030 dated June 10, 2021 Regarding the Board Policy Review – Meeting Room Policy, Proctoring Policy, Canadian Anti-Spam Legislation Policy and Appendix #1 Schedule of Fines and Fees be received for review and comment.

Seconded by L. Caissie

09/15/21-5

CARRIED

## 8.0 Council Update

- A. Lawlor reported that Council is participating in the Regional Review which is exploring urban boundary planning to 2051.

## 9.0 Friends of the Library Update

- J. Meler, the Board's representative on the Friends of the Library, announced that she will be stepping back from this committee.
- Board members were encouraged to consider participating on this committee and if interested, to contact M. Southern or B. Elliott.

## 10.0 Community Connections Update

- No updates

## 11.0 Financial Report

### 11.1 Month End Report (June, July)

- M. Southern presented the financial statements for June and July and reported that spending is at the expected level. Staffing gaps are being addressed.
- The Month End Report was received for information.

## 12.0 New Business

### 12.1 Presentations/Delegations – none

### 12.2 Report No. LBD-2021-036 re: Library Materials, Processing and Selection Services – Recommended Vendors

- C. Hanman presented for consideration, the list of recommended vendors for Library materials for a period of two years commencing January 1, 2022, ending on December 31, 2023, with an option to renew, pending successful performance, for a one-year term for each of the following three years.

Moved by A. Lawlor

That Report No. LBD-2021-036 dated September 9, 2021 regarding the Library Materials, Selection and Processing Services – Request for Proposals be received for information,

AND FUTHER THAT the Halton Hills Public Library Board approves the following vendors for the purchase of materials, processing and selection services: Whitehots Inc., CVS Midwest Tape, Library Services Centre, and Library Bound.

Seconded by L. Caissie

09/15/21-6

**CARRIED**

### 12.3 Report No. LBD-2021-039 re: 2022 Budget and Business Plan Update

- M. Southern presented for consideration, the Library's updated 2022 Budget and Business Plan Update. It was noted that there have been no requests for changes to the preliminary Capital or Operating budget submissions.

Moved by T. Smith

That Report No. LBD-2021-039 dated September 9, 2021 regarding the 2022 Budget and Business Plan Update be received;

AND FURTHER THAT the Library Board approves the proposed 2022 Business Plan as prepared per the Town's recommended approach and guidelines.

Seconded by J. Schumacker

**09/15/21-7**

**CARRIED**

**12.4** Report No. LBD-2021-040 re: Q2 Metrics Report

- M. Querques reviewed the second quarter metrics report noting that even though in-branch services during this period were limited to contactless pick-up of holds, and computer and photocopier use, use of the collections increased by 16% compared to the same period in 2020. Decreases in program attendance (approximately 50%) were due to changes in the frequency of Children's programming, and registration requirements that limited program enrolment.
- Social media engagement has increased 16% over 2020 levels but is still approximately 40% lower than the same period in 2019. This change has been attributed to growing digital fatigue and changes to Facebook algorithms. Staff are reviewing current practices to determine next steps.

**12.5** Report No. LBD-2021-038 re: 2020 Annual Report

- M. Southern presented the 2020 Annual Report for review and consideration. It was suggested that more references to the impact of COVID-19 and the library's response be included, along with additional photos and testimonials. The way in which the financial information is depicted will be reconsidered.

Moved by T. Smith

That Report No. LBD-2021-038 dated September 9, 2021 regarding the 2020 Annual Report be received;

AND FURTHER THAT staff be directed to revise the 2020 Annual Report as discussed and bring the revised report back for final approval at the October Board meeting.

Seconded by A. Lawlor

**09/15/21-8**

**CARRIED**

**12.6** Report No. LBD-2021-042 re: Chief Librarian's Report – September 2021

- M. Southern noted highlights from the September 2021 Chief Librarian's Report.
  - As recommended by Halton Region, the Town is developing a vaccination policy which will also cover the Library.

- The province's proof of vaccination requirements have been clarified and at the present time, patrons entering libraries are not required to show proof of vaccination.
- The New Horizons for Seniors Grant has provided funding for Indigenous programs planned for the fall that will include, the Moccasin Identifier Project, several film screenings, and a film discussion. Several guest speakers have been confirmed: Phyllis Webstad, founder of the Orange Shirt Society, and Darin Wybenga, Traditional Knowledge and Land Use Coordinator, Mississaugas of the Credit First Nation.

### **13.0 Health & Safety Report**

- M. Southern reported that there have been no Health & Safety incidents reported since the June Board meeting.

### **14.0 Next Meeting**

Wednesday, October 13, 2021

7:00 p.m.

Zoom Videoconference

### **15.0 Adjournment**

Moved by T. Smith

Seconded by A. Lawlor

**09/15/21-9**

The meeting adjourned at 8:26 p.m.

That the meeting be adjourned.

**CARRIED**

**Signed:** \_\_\_\_\_  
Betsy Cosper, Vice Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_  
Melanie Southern, Chief Librarian  
Halton Hills Public Library

APPROVED: October 13, 2021

DATED: October 13, 2021

**Board Members Present:** Jamie Watt (Board Chair), Randy Kerman (Past Chair), Beverley King (Secretary), Cindy Robinson (Treasurer), Jane Fogal (Council Appointee), Ted Flanagan, Ron Quinlan.

**Regrets:** Derek Smith (Vice Board Chair), Suzanne Clarke, Maureen Turner.

**Absent:** Sandy Mackenzie.

**Guests:** Town of Halton Hills (Damian Szybalski, Steven Ziegler, Matt Roj)

**Staff Attending:** Yaw Ennin (BIA Manager), Nikki Jackson (Marketing and Communications Officer)

**1. Call to order – 9:01 A.M.     *By Jamie Watt (Board Chair)***

**2. Acceptance of Agenda:**

**Motion: To Approve the Agenda**

***Motion Moved By: Randy Kerman***

***Second: Beverley King***

***Motion passed***

**3. Declaration(s) of Conflict of Interest**

None

**4. Approval of Previous Meeting Minutes**

**Motion: To Approve the Meeting Minutes of July 13, 2021**

***Motion Moved By: Randy Kerman***

***Second: Beverley King***

***Motion passed***

**5. Correspondence**

a) None

**6. Presentation**

Town staff presented options for beautification projects in the Downtown:

1) Illuminate metallic tree

2) Illuminate the raised garden (corner of Mill Street and Guelph Street)

3) Illuminate some of the trees on Mill Street (between Guelph Street and Main Street South)

**ACTION: The Town will supply itemized quotes (summary of costs, key points) to the BIA board so that they can determine which project will move forward. So far, of the \$20,000 budgeted (\$10,000 from the Town, \$10,000 from the BIA), approximately \$12,500 was spent on investigations/research done by the Town so far. This leaves \$7,000 to complete a project.**

**7. Manager's Report – Yaw**

***Attached***

- The Manager's Report was received.

**8. Financial Statements – Cindy**



**a) Acceptance of financial statements**

**Motion: To accept the August 2021 financial statements as presented**

***Motion Moved By: Randy Kerman***

***Second: Cindy Robinson***

***Motion passed***

- b)** Budget Committee (Randy Kerman, Beverley King, Cindy Robinson, Jamie Watt) will be meeting soon to finalize 2022 budget before AGM on Tuesday, October 26, 2021. The AGM will be conducted virtually via Zoom platform.

**9. Business Arising**

**a) Downtown Movie Night recap**

The turnout was good, considering the event was only Town approved two weeks before event date. The aim was for 200 attendees and turnout was close to 100. People, BIA members and the Town liked and approved of it. Next time, we need more involvement from food vendors.

Pre-show live entertainment was delightful.

**b) Metroland update**

Social media advertising, digital and print ads are being executed. We are waiting for the half page advertorials to be written by Metroland staff at no additional cost.

**10. Council Update – Councillor Jane Fogal**

- The trail from Maple Ave to Park Street is under construction.
- Culture Days is proceeding from late Sept to late October, largely virtually due to the pandemic. Several downtown businesses will be participating.
- Digital Main Street has been extended and the updated Shop Local Campaign has begun.
- The Town has formally asked the Region to expand urban Halton Hills in the 2031 to 2051 planning period by adding 350ha of community land attached to Georgetown and 350ha of employment land which will be attached to the Premier Gateway north of Steeles Ave. The exact location of these lands is under discussion.
- At next Monday's Council meeting there will be a decision about investing in retrofit projects to make the Moldmasters Sportsplex and Acton Arena net-zero facilities. These two facilities account for 45 % of the greenhouse gases emitted by Town operations.

**11. Committee Updates**

**a) Beautification Committee – Yaw**

- **Hanging basket brackets on Mill Street**

The hanging basket brackets are falling apart. The BIA has been in conversations with the Town and will share the costs of purchase and install of new brackets.

**Motion: To purchase four hanging basket brackets.**

***Motion Moved By: Randy Kerman***

***Second: Ted Flanagan***

***Motion passed***

**12. New Business – Yaw**

**a) Political parties at the Farmers Market**

The BIA sent a letter to all local political parties, to inform them that their campaigning cannot violate Farmers Market COVID-19 safety protocols as these protocols are stipulated from Halton Region Public Health and allow us to operate the Farmers Market in Downtown Georgetown.

The BIA received complaints from vendors and patrons about the harassment and lack of safe passage through the Downtown by one particular political party.

**b) Holiday Magic**

It was advised more of a Holiday Market and less Holiday Magic event. There will be no road closure or entertainment like horse-drawn carriage rides. Last year the dates were a bit on the early side, so this year there should be more dates in December rather than in November. Activities like ice sculpture demonstrations will hold added appeal. BIA members can maybe have booths in front of their businesses to attract patrons into their businesses. Dates for the Holiday Markets should be chosen sooner rather than later, to share with the BIA members so that they can plan in advance if they will participate too. The best decorated holiday storefront window contest will run too.

**13. Meeting Adjournment:**

**Motion: To Adjourn**

***Motion Moved By: Randy Kerman      Second: Cindy Robinson***

***Meeting adjourned at 10:46 AM***

**Next Meeting – Tuesday, October 19, 2021 @ 9:00 AM.**

<b><u>ACTIONABLE ITEMS</u></b>	<b><u>STATUS</u></b>
<p>BIA Gift Certificates:</p> <p>Investigate creating BIA gift certificates or coupons with expiry dates to offer to organizations like Light Up The Hills.</p> <p>The BIA gift certificates replacements are to be finalized and available by the end of the first quarter of 2021. The new certificates must be printed to minimize the risk of fraud. Priority to be given to the promotional gift certificates since they have expiry dates and are in higher demand for thank-you gifts and promotional purposed. Certificates that can be sold are also required but less of a priority.</p> <p>Staff will report to the Marketing Committee on the status and progress of the new BIA gift certificates. The Executive will also be consulted.</p> <p>Yaw, Jamie and Beverley will oversee the process of the BIA gift certificates.</p>	In progress - target May 2021
Manager to contact local service clubs (and organizations like Cadets, Guides, Scouts, etc.) to ask if they can help out at events (e.g. manning barricades during car show, etc.) in return for a donation/payment to their organization.	On hold due to COVID Will resume when large events resume
Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets.	Pending - target May 2021
Find grants to assist the BIA with Beautification projects including lighting in Downtown, Directional Signage, Retaining wall and sidewalk on Back Street.	In progress
The BIA Manager to find out the budget the Town will provide to assist the BIA's beautification projects.	In progress
Nikki to follow up on the Town's MAP reimbursement for 2020.	In progress
Yaw to collect all the unpaid invoices from Town's Public Works. E.g. snow clearing.	In progress
Strategic Planning Committee to create a formal plan from the current Strategic Plan's working document for Board approval at the February meeting that can then be shared with members and the Town.	In progress
Yaw to draft a document that outlines the procedures for how to elect for an Executive Board position including timeframe, variances for new term elections vs mid-term elections.	In progress
Staff will document all procedures for events and operations of the BIA office.	In progress
Consider using Square as another financial transaction option for the gift certificates.	In progress
Staff to reformat the Strategic Plan formal document for easier printing capabilities.	In progress
Board members to please submit their ideas and wish list for the Downtown (2021) via email to Yaw. E.g. lit arches into the Downtown	In progress

**Downtown Georgetown BIA  
Board Meeting Minutes – September 14, 2021 meeting  
To be approved on October 19, 2021 – 9:00 AM Start**

area, event like “Taste of the Downtown”, virtual events model like a wine and cheese tasting (i.e. collect your cheese tray and wine and then join store online via Zoom and learn about how to pair wine with cheese etc.), interview the businesses in the Downtown on Facebook Live videos, etc. Look at examples from other towns and cities.	
Yaw to look at the events calendars from other BIAs for additional ideas for the Downtown.	In progress
Post videos from the Downtown businesses onto the BIA’s YouTube channel, and then they will automatically appear on the BIA website. Make sure that the videos have closed captioning for AODA compliance.	Pending
BIA to investigate about pop-up parkettes and other ways to encourage people to come and stay in the Downtown. Find out how to use grants to cover costs such as closing streets on Friday and Saturday evenings for restaurants and other businesses, staffing the barricades, etc. The area around Knox Church may be a good spot for a pop-up parkette. Councillor Jane Fogal offered to assist. Ideas and research will be discussed in the next marketing committee meeting.	In progress
Jamie to bring restaurants’ feedback about Downtown Drive-Through Taste event to the next Marketing Committee meeting.	Pending
For documents that the BIA must keep (e.g. board minutes), approach Mark Row (Esqueusing Historical Society) to store our documents in a closed collection, or ask Valerie Petryniak if the Town be willing to keep and archive the BIA’s documents.	Pending
The BIA to create marketing brochures, literature of the Downtown (great place to work and build a business). Scout for high level players.	Pending
Find out what Amico is planning to do in terms of beautification of the McGibbon, particularly on the Mill Street side.	Pending
Yaw to remind the Town that the BIA must be at the table too for Heritage Downtown discussions and committees.	In Progress
The BIA to start working on developing these welcome baskets: costs, what is in it, approaching Downtown businesses to participate, find out from Amico the timeframe when residents will move into the buildings.	In Progress
Have Downtown businesses share the BIA promotions on their own networks.	Pending
Yaw to follow up with Beverley for the library’s donation of children-sized face masks.	Pending
Yaw to forward details of the Town’s focus groups (CIP updating) to the board members so they may join and participate.	
Price quotes for banners must presented to both the board and the beautification committee as soon as the Manager has them.	
Board members to send ideas to Yaw how to make sure businesses don’t feel left out in print promotions, due to only 12 half pages available. How do we select the 12 businesses to be given the half page ads?	
BIA staff keep the Board updated with how much is outstanding and not cashed in as gift cards on the BIA’s financial books.	
Yaw to reach out to the Downtown businesses and ask them for their input about the gift cards and how they want to handle the balance remaining on a BIA gift card after a patron has partially used one. Ask	

**Downtown Georgetown BIA  
Board Meeting Minutes – September 14, 2021 meeting  
To be approved on October 19, 2021 – 9:00 AM Start**

businesses like Heather's Bakery, Silvercreek Socialhaus, Mill Street Cheese Market.	
Find out which Downtown businesses are willing to participate in the BIA gift card program. Then Yaw will present his findings to Jamie.	
If any board member wants to participate at the Farmers Market, please let Yaw know as soon as possible. Vendor spots are filling up fast.	
If the road closure in Downtown for filming is approved, make sure that it is clearly communicated to all the BIA members. Let them know details such as where they may park, etc. Yaw to update the Board and members about the road closures and compensation to the Downtown businesses.	
More signage and barricades and staff monitoring is needed to enforce one-way directional traffic at the Farmers Market.	
Make sure trucks are not blocking off Wesleyan Street, because that is a fire route at the Farmers Market	
Watch for traffic congestion at the Farmers Market, especially where garbage cans and line ups in front of vendor booths are close together	
Find out and explain why rent is already above 50% paid. Seek explanation from treasurer.	
Finalize BIA gift certificate procedure document.	
The Town will supply itemized quotes (summary of costs, key points) to the BIA board so that they can determine which project will move forward. So far, of the \$20,000 budgeted (\$10,000 from the Town, \$10,000 from the BIA), approximately \$12,500 was spent on investigations/research done by the Town so far. This leaves \$7,000 to complete a project.	

## **Downtown Georgetown BIA Manager's Report September 2021**

### **A. Beautification**

#### **a. Public Art**

- The designs for the new street banners were finalized with City Scape. The company has also been contracted to produce and install the banners along Main Street and Mill Street. The banners will be installed between November 15 and 20 ahead of the start of the Holiday Market.

#### **b. Welcoming place from Front & Back Lots**

- As reported, the DGBIA identified 10 street poles on Mills that were either missing hanging basket brackets, or had rusty/bent ones. Following discussions with the Town, it was agreed upon that a total of 6 brackets would be installed this year with the DGBIA covering the cost of 3 bracket. The 6 brackets have been installed and will be utilized in 2022 for the DGBIA's Floral Beautification Program.

### **B. Economic Development**

#### **a. Advocate for Impactful Investments**

- The DGBIA is partnering with the Town of Halton Hills, Acton BIA and Halton Hills Chamber of Commerce to revamp a town-wide "shop local" campaign. The campaign will include print, digital and social media with uniform messaging across platforms. Businesses will be encouraged and educated on the various way they can participate and take advantage of the various marketing opportunities.

#### **b. Advocate for Economic Wellbeing**

#### **c. Maintain good relationships with stakeholders (municipality, region & community groups)**

- The BIA Manager has remained in constant communication with the Town of Halton Hills, providing feedback on business sentiments through the pandemic and provincial restrictions. Recent communications with the Town have centered on collaborating on a Halloween event and providing details about the upcoming Holiday Market.

### **C. Support Membership Success (support small Business Success)**

#### **a. Market & communicate the BIA's message to the members & community**

- The website and bi-weekly e-newsletter continue to be a source of up-to-date news and information for the Downtown businesses and their patrons.

#### **b. Promote success of small business owners through innovative approaches to doing business**

- In partnership with Metroland, DGBIA businesses will be featured in a monthly half-page paid story at no cost to them. Operating as part of the BIA's larger marketing partnership with Metroland, the monthly insert in the paper is targeted to feature business stories or flyers from individual businesses. The Metroland writers will be consulting with the DGBIA and various businesses to create the sector-themed stories.

#### **c. Promote a prosperous mix of retail & service**

- The newly-created DGBIA gift certificates were recently featured on the main page of the IFP's website. The ad generated a number of inquiries and purchases which is meant to support the variety of participating downtown establishments. The impact of these marketing efforts continue to be evaluated on monthly basis through meetings with representatives from Metroland.

#### **d. Advocate on behalf of businesses on all levels of government**

- The BIA Manager has regularly participated in Ontario BIA Association (OBIAA) 'Best Practices Calls' where representatives from various levels of government have been present to discuss legislations and grants relating to small businesses. BIA staff also participated in the OBIAA's Annual General Meeting which took place in person and virtually. The AGM included workshops and presentations that centered around issues such as homelessness, parking and successful marketing practices.

#### **e. Offer events that directly support and promote the overall economic health of the BIA members**

- The Georgetown Farmers Market successfully completed its 20-week season with strong attendance and patronage from within and around the Halton Hills township. There was also been increased participation from DGBIA members with members either booking spaces within the market sections or displaying products on the sidewalk during the market. The new vendor spaces which were located in front of the old McGibbon Hotel were a major success and a much

needed addition to this year's market. The market also provided space for 80 unique vendors which is the most recorded at the market in recent years.

- The DGBIA will be collaborating with the Town of Halton Hills for a family-friendly Halloween event. The event, which will be managed by the Town, will take place on Friday, October 29 in front of the Cultural Centre. The event will also be tied to the DGBIA's window decorating contest which will run from Friday, October 22 through Sunday, October 31.
- Administration has begun planning for this year's Holiday Market which is set to run on four consecutive Saturdays during the holiday season; November 20, 27, December 4 and 11. The event will take place in the Church Street Parking Lot with Main Street remaining open to vehicular traffic. Applications are now open to DGBIA members and the general public.

**f. Establish relationships with business owners to ensure open dialogue and ongoing support.**

- The BIA Manager has continued regular communication with business owners through emails and phone calls. Recent communications have centered around the DGBIA upcoming events and how businesses can participate and benefit from them.





## COMMITTEE OF ADJUSTMENT MINUTES

Minutes of the Committee of Adjustment hearing held on **September 1, 2021**, at 6 p.m. via Zoom.

Members Present: Todd Jenney (Chair), Jane Watson, Lloyd Hillier, Neal Panchuk, Thomas Hill

Staff Present: John McMulkin, Planner  
Ruth Conard, Planner  
Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment & Consent Official

### 1. CALL TO ORDER

### 2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST

None.

### 3. APPLICATIONS HEARD

#### a) Minor Variance D13VAR21.016H – Polanski

**Location:** 73 West Branch Drive, Town of Halton Hills (Georgetown), Regional Municipality of Halton

**Purpose:** Requesting relief from Zoning By-law 2010-0050, as amended,

1. To reduce the rear yard setback (for a deck with a height of 0.6 m or greater above grade) from the minimum 3 m, to permit a 0.85 m rear yard setback.
2. To reduce the side yard setback (for a deck with a height of 0.6 m or greater above grade) from the minimum 1 m, to permit a 0.72 m side yard setback (south).
3. To reduce the side yard setback (for a deck with a height of less than 0.6 m above grade) from the minimum 0.6 m, to permit a 0 m side yard setback (north lower deck).

**To accommodate an existing two-level deck built around the swim spa.**

**Owner(s):** Mark & Diana Polanski

Oral Submissions:

- Anne Marie Caneco, 81 Foxtail Court

The Town Planner referenced received objections which included concerns with safety, liability, and visual impacts; and stated that the Chief Building Official has no safety concerns; there are existing trees and screening; a pergola and planters will be added; property values cannot be taken into consideration; and that views across properties cannot be reserved. Noted no staff objections to approval, subject to conditions.

The owner noted that the property slopes, he wanted a safe area for his children, and that the horizontal wood slant design of the pergola would not allow any climbing.

Anne Marie Caneco spoke against the application, and noted concerns regarding safety, and liability.

Committee deliberations included: planter boxes and issues with maintenance; height of the structure; safety; liability; the deck being modified; and setbacks not having been taken into consideration.

It was MOVED by Neal Panchuk, SECONDED, and CARRIED

THAT the application be refused.

**b) Minor Variance D13VAR21.028H – Drzewiecki**

**Location:** 11 Credit Street, Town of Halton Hills (Glen Williams), Regional Municipality of Halton

**Purpose:** Requesting relief from Zoning By-law 2010-0050, as amended,

1. To permit the lot line that abuts Beaver Street to be deemed the front lot line, whereas the Zoning By-law requires the shortest lot line that abuts a street (Erin Street) to be deemed as the front lot line.
2. To increase the number of driveways from the maximum one driveway per lot, to permit two driveways.

**To accommodate a proposed new dwelling.**

**Owner(s):** Wieslaw Drzewiecki & Ewa Drzewiecka, **Agent(s):** Mirka Kulesza, Elan Design Studio Inc.

Oral Submissions:

- Pat and John Burton, 7 Beaver Street, Glen Williams, c/o Jeff Duncan
- Alex Leger, 15 Beaver Street, Glen Williams

The Town Planner noted a received objection which included concerns with size, location, demolition, severance, and trees; and responded that the proposal meets coverage and location requirements; a demolition cannot be stopped; no severance is proposed; and trees cannot be a condition. Noted no staff objections to approval, subject to conditions.

The agent discussed the proposal, addressed the received objection, and noted that the existing house is not suitable for accessibility needs.

Jeff Duncan: Referenced issues from his objection, but also noted that he had no problems with the development in general, and that his concerns were alleviated.

Alex Leger: Stated that he had no objections to the proposal.

It was MOVED by Todd Jenney, SECONDED, and CARRIED

THAT the application be approved, subject to conditions.

**c) Minor Variance D13VAR21.029H – Langdana**

**Location:** 35 Barraclough Boulevard, Town of Halton Hills (Glen Williams), Regional Municipality of Halton

**Purpose:** Requesting relief from Zoning By-law 2010-0050, as amended,

1. To increase the total floor area for all accessory structures from the maximum 20 sq m to permit a total floor area of 61 sq m.

**To accommodate a proposed accessory structure.**

**Owner(s):** Karen Langdana, **Agent(s):** Eric Langdana

The Town Planner noted no staff objections to approval, subject to condition. The agent was present to answer questions.

It was MOVED by Thomas Hill, SECONDED, and CARRIED

THAT the application be approved, subject to condition.

**4. ADJOURNMENT**

Adjourned at approximately 7:00 p.m.

**THE TOWNSHIP OF GUELPH/ERAMOSA  
NOTICE OF PUBLIC MEETING  
HELD VIRTUALLY VIA ZOOM**

Due to COVID-19 and Public Health concerns, attendance at Public Meetings will not be permitted at this time. Members of the public are encouraged to attend the Public Meeting virtually, through Zoom. To attend the meeting, download the Zoom app on your smart phone or visit: [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting) and download “Zoom Client for Meetings” to your PC or laptop. Please note that your phone or computer will be muted.

**To listen to and/or participate in the public meeting:**

Please use this URL to join from a PC, Mac, iPad, iPhone or Android device:

<https://us02web.zoom.us/j/84618160878?pwd=Q21YQUhHNUEhRzVhWURsT3lrOGxUdz09>

Or join by telephone: **+1 647 558 0588**

Webinar ID: **846 1816 0878** Passcode: **473538**

**Participation:** To pre-register as a delegate (to speak or make comments), please email [clerks@get.on.ca](mailto:clerks@get.on.ca). You are encouraged to pre-register as a delegate by **Friday, October 29<sup>th</sup> at 12:00 p.m.** Instructions on how to make comments will be provided upon confirmation of registration, as well as during the meeting.

**TAKE NOTICE** that pursuant to the requirements of the Planning Act, R.S.O., 1990, as amended, the Township of Guelph/Eramosa has received a complete application (ZBA 04-21) to amend Zoning By-law 40/2016. The Council of the Corporation of the Township of Guelph/Eramosa will hold a public meeting to advise the public of the application and to obtain public input prior to making a decision.

**THE PUBLIC MEETING** will be held on **Monday, November 1st, 2021, at 1:30 p.m.**, to consider an amendment to Zoning By-law 40/2016, of the Township of Guelph/Eramosa, pursuant to Section 34 of the *Planning Act*, R.S.O., Chapter P.13, as amended.

**TOWNSHIP INITIATED HOUSEKEEPING AMENDMENT** – The Township of Guelph/Eramosa is proposing a housekeeping amendment to the existing Zoning By-law 40/2016 to make amendments as generally itemized: correct typographical errors and errors and omissions discovered since the previous housekeeping amendment; provide clarifications and efficiencies to assist in the use and interpretation of the By-law, including modernizing, refining and adding definitions and general provisions; updating accessible parking standards; updating mapping errors in Schedule A (Map 31); and updating source water protection screening Schedules B and C.

**ANY PERSON** may attend the public meeting and/or make written or verbal representation in support of or in opposition to the proposed amendment. If you wish to be notified of Council’s Decision with respect to the proposed zoning by-law amendment, you must make a written request to the Township Clerk at the address shown below.

**APPEAL RIGHTS** – Any person or public body who, prior to the passing of the by-law, made oral submissions at a Public Meeting or who submitted written comments to the Corporation of the Township of Guelph/Eramosa, has the right to appeal within 20-days of the Notice of Decision.

If a person or public body does not make oral submissions at a public meeting or provide written comment before the by-law is passed, the person or public body does not have the right to appeal and may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

The above information is being collected pursuant to the Planning Act, R.S.O. 1990, CHAPTER P.13, Section 34. Information, including opinions, presentations, reports, documentation, etc., provided for or at a Public Meeting is considered public record. This information may be posted on the Township of Guelph/Eramosa website and/or made available to the public upon request. Questions about this collection should be directed to the undersigned.

**ADDITIONAL INFORMATION** regarding the proposed amendment is available online at: <https://www.get.on.ca/current-planning-applications>. For more information about this matter, including information about appeal rights, please contact **Amanda Roger**, Planning Technician, at [planning@get.on.ca](mailto:planning@get.on.ca) between 8:30 a.m. and 4:30 p.m.

Dated at the Township of Guelph/Eramosa this **7<sup>th</sup> day of October 2021**.

Amanda Knight, Director of Legislative Services/Clerk  
8348 Wellington Road 124, P.O. Box 700 Rockwood, Ontario N0B 2K0  
Email: [planning@get.on.ca](mailto:planning@get.on.ca)

**Guelph/Eramosa**  
**2021 Proposed Housekeeping Amendments**

#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
1.	3	Text	Illustrations depicting definitions are provided for clarification and convenience only, and can be found in Appendix C.	Illustrations depicting definitions are provided for clarification and convenience only, and can be found in Appendix <del>C</del> <b>B</b> .	Fix improper reference
2.	3	Definitions	“Dwelling, Apartment”, means a residential dwelling containing three or more <i>dwelling units</i> each having independent access either directly from the outside or through a common vestibule.	“Dwelling, Apartment”, means a residential dwelling containing three or more dwelling units each <del>having independent access either directly from the outside or through a common vestibule.</del> <b>of which obtain access through a common entrance(s) at street level and through a common corridor or hallway from the inside.</b>	Clarify the difference between an apartment and stack townhouse (direct access to the outside for each unit).
3.	3	Definitions	“Cemetery”, means a cemetery or crematorium within the meaning of the Cemeteries Act, as amended	“Cemetery”, means a cemetery or crematorium within the meaning of the <del>Cemeteries Act</del> <b>Funeral, Burial, and Cremation Services Act</b> , as amended	Updated to align with accurate legislative name – replace with Funeral, Burial, and Cremation Services Act
4.	3	Add Definition	<b>Driveway: means a surface area between a street and a main structure consisting of, but not limited to, asphalt, concrete, compact gravel, interlocking brick, paving stone or the like used or designed to be used for the driving or parking of vehicles and shall include any surfaced walk or hard landscaping situated parallel to the driveway in a manner capable of being parked or driven upon by part or the whole of a vehicle.</b>		Add clarification to what a driveway is when calculation the width
5.	3	Add Definitions	<b>Motor vehicle: any vehicle propelled or driven otherwise than by muscular power, but does not include a motor vehicle running only upon rails, a power assisted bicycle, a motorized snow vehicle, a farm tractor, or electric slow-moving vehicles and personal mobility devices. For the purpose of this by-law, the terms motor vehicle and vehicle are interchangeable.</b>		Add a definition for clarity as many other definitions refer to a vehicle or motor vehicle.
6.	3	Definitions	“Restaurant”, a building or structure or part thereof, where food or refreshments are prepared and offered for retail sale to the public for immediate consumption either on or off the premises, take out or drive thru service, but does not include a catering	“Restaurant”, a building or structure or part thereof, where food or refreshments are prepared and offered for retail sale to the public for immediate consumption either on or off the premises, take out or drive thru service, but does	Add clarification that a patio <i>may</i> be considered as an accessory use.

#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
			service.	not include a catering service. <b>A patio with seating up to 50% of the licensed capacity may be permitted as an accessory use subject to site plan approval.</b>	
7.	3	Definitions	“Transport Establishment”, means the <i>use</i> of land, <i>buildings, structures</i> or parts thereof, where trucks and transports or buses are rented, leased, serviced, repaired, loaded or unloaded, kept for hire, stored or parked for dispatching as common carriers, or where goods are temporarily stored for further shipment.	“Transport Establishment”, means the <i>use</i> of land <b>and buildings, structures</b> or parts thereof, where trucks and transports or buses are rented, leased, serviced, repaired, loaded or unloaded, kept for hire, stored or parked for dispatching as common carriers, or where goods are temporarily stored for further shipment.	Adjust wording to require a primary building and to differentiate from a parking lot
8.	4	Add General Provision & renumber other provisions	<b>Enlargement and/or Extension of Non-Conforming Buildings or Structures</b>  <b>Nothing in this By-Law shall prevent a non-conforming building or structure from being enlarged or extended provided that the enlargement, or extension does not further reduce the compliance of the building or structure with any provision of this By-Law.</b>		Add in permissions to allow expansions (vertical and horizontal) to legal-non conforming buildings.
9.	4.1.3	General Provision - Lots Having Less Lot Area and/or Lot Frontage	Where a lot having a lesser lot area and/or lot frontage of not more than 20% less than that required herein, and is held under distinct and separate ownership from abutting lots as shown by a registered conveyance in the records of the Registry or Land Titles Office as of October 19, 1999, or where such a lot is created as a result of an expropriation, such smaller lot may be used and a building or structure may be erected, altered or used on such smaller lot, provided that all other requirements of this By-law are complied with.	Where a lot having a <del>lesser</del> lot area and/or lot frontage <del>of not more than 20% less than the</del> <b>minimum</b> <del>that</del> required herein, and is held under distinct and separate ownership from abutting lots as shown by a registered conveyance in the records of the Registry or Land Titles Office as of October 19, 1999, or where such a lot is created as a result of an expropriation, such smaller lot may be used and a building or structure may be erected, altered or used on such smaller lot, provided that <b>servicing can be accommodated</b> and all other requirements of this By-law are complied with.	Remove overcomplicated calculations to improve ease of use and flexibility & add requirements for servicing confirmation to determine development potential.
10.	4.11.1	Buffer Strip Requirements	Notwithstanding the yard and setback provisions of this By-law, where a lot is used for a non-residential use other than agriculture and the interior lot line or rear lot line abuts a residential use, then a strip of land adjoining such abutting lot line, shall be used for	Notwithstanding the yard and setback provisions of this By-law, where a lot is used for a non-residential use other than agriculture and the interior lot line or rear lot line abuts a residential use, then a strip of land adjoining such abutting lot	Add clarification that landscape buffering applies to all parking lots, including parking lots accessory to a use.

#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
			<p>no other purpose than a buffer strip in accordance with the regulations of Section 4.11.2.</p> <p>Notwithstanding the yard and setback provisions of this By-law, where a parking lot is situated on a lot along a lot line which abuts a residential use, a visual barrier shall be provided and maintained along such abutting lot line in accordance with the regulations of Section 4.11.2.</p> <p>Notwithstanding the yard and setback provisions of this By-law, where a lot is used for an extractive industrial use, then a strip of land adjoining abutting lots, shall be used for no other purpose than a buffer strip in accordance with the regulations of Section 4.11.2.</p>	<p>line, shall be used for no other purpose than a buffer strip in accordance with the regulations of Section 4.11.2.</p> <p>Notwithstanding the yard and setback provisions of this By-law, where a <b><i>parking lot and/or a parking area</i></b> is situated on a lot along a lot line which abuts a residential use, a visual barrier shall be provided and maintained along such abutting lot line in accordance with the regulations of Section 4.11.2.</p> <p>Notwithstanding the yard and setback provisions of this By-law, where a lot is used for an extractive industrial use, then a strip of land adjoining abutting lots, shall be used for no other purpose than a buffer strip in accordance with the regulations of Section 4.11.2.</p>	
11.	4.17.4	General Provision - Uses Restricted In All Zones	<p>The following uses are prohibited throughout the Corporation, either alone or in conjunction with other uses except as is otherwise specifically provided herein:</p> <ul style="list-style-type: none"> <li>a. a salvage yard;</li> <li>b. a mobile home park;</li> <li>c. a track or course for the racing and/or testing of motorized vehicles;</li> <li>d. the boiling of blood, tripe, bones or soaps for commercial purposes;</li> <li>e. the tanning or storage of uncured hides or skins;</li> <li>f. the manufacturing of glue or fertilizers from dead animals or from human or animal waste;</li> <li>g. an abattoir, stockyard, livestock exchange, or dead stock depot;</li> <li>h. the extracting of oil from fish or animal matter;</li> <li>i. any use which causes the emission of corrosive</li> </ul>	<p>The following uses are prohibited throughout the Corporation, either alone or in conjunction with other uses except as is otherwise specifically provided herein:</p> <ul style="list-style-type: none"> <li>a. a salvage yard;</li> <li>b. a mobile home park;</li> <li>c. a track or course for the racing and/or testing of motorized vehicles;</li> <li>d. the boiling of blood, tripe, bones or soaps for commercial purposes;</li> <li>e. the tanning or storage of uncured hides or skins;</li> <li>f. the manufacturing of glue or fertilizers from dead animals or from human or animal waste;</li> <li>g. an abattoir, stockyard, livestock exchange, or dead stock depot;</li> <li>h. the extracting of oil from fish or animal matter;</li> <li>i. any use which causes the emission of corrosive</li> </ul>	<p>Add additional uses that are restricted in all zones, particularly related to: (i) the storage of transport trailers without a building on site; and (ii) human habitation of tents, trailers etc.</p>

#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
			<p>gasses, toxic gasses or radioactive gasses or, into any Zone other than an Industrial Zone, or electromagnetic fields, heat, glare, non-agricultural odours, noise, vibrations, dust, dirt, fly ash or smoke which does not comply with emission regulations as may be established from time to time by the Province of Ontario, the Government of Canada, or any agencies thereof;</p> <p>j. the keeping or raising of livestock or wild animals in any Residential Zone unless otherwise permitted;</p> <p>k. an adult entertainment establishment;</p> <p>l. a body rub parlour</p>	<p>gasses, toxic gasses or radioactive gasses or, into any Zone other than an Industrial Zone, or electromagnetic fields, heat, glare, non-agricultural odours, noise, vibrations, dust, dirt, fly ash or smoke which does not comply with emission regulations as may be established from time to time by the Province of Ontario, the Government of Canada, or any agencies thereof;</p> <p>j. the keeping or raising of livestock or wild animals in any Residential Zone unless otherwise permitted;</p> <p>k. an adult entertainment establishment;</p> <p>l. a body rub parlour</p> <p><b>m. the parking or storage of trailers or commercial motor vehicles on a vacant lot;</b></p> <p><b>n. the outdoor storage of partially dismantled motor vehicles or trailers or motor vehicle or trailer parts unless otherwise specifically permitted by this By-law;</b></p> <p><b>o. any use unable to obtain the approval from the Medical Officer of Health or Ministry of the Environment and Energy, owing either to the quantity of water required thereof or to the quality of effluent produced thereby.</b></p> <p><b>p. the use of any tent, trailer, truck, bus, coach body, rail car or vehicle for human habitation, except where permitted by this By-law;</b></p> <p><b>q. the use of any <i>accessory building or structure</i> for human habitation or for gain or profit, unless as otherwise permitted by this By-law.</b></p>	
12.	Add Section 4.33	Add Snow Storage Provision	None	<b>Commercial, industrial, institutional uses, mixed use developments, and multi-unit residential development shall provide a location for on-site</b>	Add as a zoning provision to ensure compliance with Township's Design Guidelines



#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
				snow storage. The snow storage shall not be located in any part of a required parking space.	
13.	5.1.10.3.2	Ingress and Egress to Parking Areas or Residential Uses	<p>2. Driveway width shall be measured along the lot line, and the entrance radii shall be in accordance with Township By-laws.</p> <p>a. Notwithstanding the following regulations of this Section, a driveway shall have a minimum width of 3.5 m;</p> <p>b. A driveway may be a maximum width of 50% of the lot width or 7.5 m, whichever is less; and shall be located no closer than 0.6 m to the side lot line;</p> <p>c. In the case of a semi-detached dwelling with an attached garage the driveway may extend beyond the width of the attached garage to a maximum width of 5.2 m and shall be located no closer than 0.6 m to the side lot line which is not located along the common wall of the same dwelling;</p> <p>d. In the case of a street fronting townhouse or cluster townhouse each driveway shall be separated by a minimum width of 0.6 m.</p>	<p>2. Driveway width shall be measured along the lot line <b>and the length of the driveway</b>, and the entrance radii shall be in accordance with Township By-laws.</p> <p>a. Notwithstanding the following regulations of this Section, a driveway shall have a minimum width of 3.5 m;</p> <p>b. A driveway may be a maximum width of 50% of the lot width or 7.5 m, whichever is less; and shall be located no closer than 0.6 m to the side lot line;</p> <p>c. In the case of a semi-detached dwelling with an attached garage the driveway may extend beyond the width of the attached garage to a maximum width of 5.2 m and shall be located no closer than 0.6 m to the side lot line which is not located along the common wall of the same dwelling;</p> <p>d. In the case of a street fronting townhouse or cluster townhouse each driveway shall be separated by a minimum width of 0.6 m.</p>	Clarify how a driveway width is calculated to ensure consistent application
14.	5.1.13	Parking, Stacking & Loading Area Regulations - Accessible Parking	<p>Where the parking requirements for any land use is 3 or more spaces, 1 space of the first 10 spaces required, plus 1 space of every additional 50 spaces or portion thereof, shall be provided as an accessible parking space.</p> <p>Accessible parking spaces shall be:</p> <ul style="list-style-type: none"> <li>• a minimum width of 4 m and a minimum length of 6 m;</li> </ul>	<p><b>Designated accessible parking spaces for persons with a disability shall be provided in accordance with the provisions of this By-law and the Highway Traffic Act.</b></p> <p><b>1 space</b> where the parking requirements for any land use is 3 or more spaces, <b>plus</b> 1 space of the first 10 spaces required, plus 1 space of every additional 50 spaces or portion thereof, shall be</p>	Update zoning to align with current practice and current provincial parking stall requirements per the Ontario Sections 80.32 to 80.38 (Accessible Parking) in the Ontario Disabilities Act

#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
			<ul style="list-style-type: none"> <li>• hard-surfaced and level;</li> <li>• located near and accessible to an entrance; and</li> <li>• identified by a sign with the International Symbol for Handicapped Persons. Notwithstanding the above, accessible parking spaces are not required for detached, semi-detached, or duplex dwellings.</li> </ul>	<p>provided as an accessible parking space.</p> <p>Accessible parking spaces shall be:</p> <ul style="list-style-type: none"> <li>• <b>Type A:</b> a minimum width of <del>4 m</del> <b>3.4 m</b> and a minimum length of <del>6 m</del> <b>5.5 m</b>;</li> <li>• <b>Type B:</b> a minimum width of <del>4 m</del> <b>2.4 m</b> and a minimum length of <b>5.5 m</b>;</li> <li>• hard-surfaced and level;</li> <li>• <b>An access aisle must be provided for all accessible parking spaces that has a minimum width of 2 m;</b></li> <li>• <b>An access aisle may be located between Type A and B uses that has a minimum width of 2 m;</b></li> <li>• <b>An access aisle must be marked with high tonal contrast diagonal lines;</b></li> <li>• <b>Where more than one (1) accessible parking space is required, an equal number of Type A and Type B parking spaces are required;</b></li> <li>• located near and accessible to an entrance; and</li> <li>• identified by a sign with the International Symbol for Handicapped Persons. Notwithstanding the above, accessible parking spaces are not required for detached, semi-detached, or duplex dwellings.</li> </ul>	
15.	6.2.7	<b>Agricultural (A) Zone -</b> Livestock Facilities 4.24	New <i>livestock facilities</i> will not be permitted on <i>lots</i> with a <i>lot area</i> of less than 8,000 m <sup>2</sup> (0.8 ha). (Section 4.24)	<p><del>New <i>livestock facilities</i> will not be permitted on lots with a lot area of less than 8,000 m<sup>2</sup> (0.8 ha). (Section 4.24)</del></p> <p><b>New and existing <i>Livestock facilities</i> may be permitted on lots larger than 8,000 m<sup>2</sup> (0.8 ha) subject to Minimum Distance Separation (MDS) setbacks (Section 4.24).</b></p>	Clarify that existing and new facilities would be permitted in the agricultural zone subject to the MDS requirements

#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
16.	4.13	General Provisions - Farm Home Industry Regulations	<p>1. A farm home industry must be located on a farm, and shall be secondary to the agricultural use.</p> <p>2. A farm home industry shall include a carpentry shop, a contractor or tradesperson establishment, a welding shop, a machine shop, a plumbing shop, an electrical shop, furniture fabrication, assembly and repair, tool and equipment repair shop, small engine repair, farm implement repair; or a use of a similar nature to those listed above.</p> <p>3. The farm home industry must employ at least one person who dwells on the property and may employ two additional employees.</p> <p>4. All buildings, structures, parking areas and loading areas used for the farm home industry shall not occupy an area exceeding 2% of the lot, to a maximum of 0.4 hectares in area.</p> <p>5. A farm home industry must be appropriate for rural servicing and be compatible with agricultural uses.</p> <p>6. There shall be no open storage of materials, supplies, tools, equipment or goods which are used for, or result from, the farm home industry.</p> <p>7. A farm home industry must comply with all applicable by-laws and regulations such as noise and parking regulations.</p>	<p>1. A farm home industry must be located on a farm, and shall be secondary to the agricultural use.</p> <p>2. A farm home industry shall include a carpentry shop, a contractor or tradesperson establishment, a welding shop, a machine shop, a plumbing shop, an electrical shop, furniture fabrication, assembly and repair, tool and equipment repair shop, small engine repair, farm implement repair; or a use of a similar nature to those listed above.</p> <p>3. The farm home industry must employ at least one person who dwells on the property and may employ two additional employees.</p> <p>4. All buildings, structures, parking areas and loading areas used for the farm home industry shall not occupy an area exceeding 2% of the lot, to a maximum of 0.4 hectares in area.</p> <p><b>5. The total Gross Floor Area for all farm home industry buildings located on a lot shall not exceed 2,000 m<sup>2</sup> (21,528 ft<sup>2</sup>);</b></p> <p><b>6. The home industry shall be located in a building exclusively dedicated to the farm home industry and may include the conversion of an existing building;</b></p> <p>5. A farm home industry must be appropriate for rural servicing and be compatible with agricultural uses.</p>	Clarify requirements for farm home industry provisions including adding a limit to GFA and clarifying that the industry cannot be part of buildings containing other uses.

#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
				<p>6. There shall be no open storage of materials, supplies, tools, equipment or goods which are used for, or result from, the farm home industry.</p> <p>7. A farm home industry must comply with all applicable by-laws and regulations such as noise and parking regulations.</p>	
17.	5.1.11.1	Industrial Plaza Complex Parking	Renumber to 5.1.12.1		Fix numbering error
18.	8.2.1	Village Residential Low Density (R1) Zone - Regulations for Detached & Duplex Dwellings	<p>Each Section is based off of 8.2.1</p> <p>Minimum Lot Area - 405 m<sup>2</sup> (35ha)</p>	<p>Each Section should be based off of 8.2.1.1</p> <p>Minimum Lot Area - 405 m<sup>2</sup> (<del>35ha</del>) (0.1 ac)</p>	Fix typographical & numbering error
19.	8.2.5	Village Residential Low Density (R1) Zone - Regulations for Detached & Duplex Dwellings	One side yard must be 3m is no attached garage or carport is provided.	One side yard must be 3m is if no attached garage or carport is provided.	Fix typographical error
20.	11.2.9.9	Village Service Commercial (C2) Zone - Regulations for Apartment Dwellings and Retirement Homes	Number of Units - 1 or more dwelling unit(s) shall be permitted on the upper floors of the commercial establishment	<b>Dwelling Units Above Commercial Use</b> - 1 or more dwelling unit(s) shall be permitted on the upper floors of the commercial establishment	Clarification that this section establishes a minimum requirement if a mixed use building with apartments above is proposed
21.	Section 14 14.1	Permitted Uses	Self Storage	Self-storage <b>Facility</b>	Aligning with word used in definitions
22.	Section 14 14.2	Regulations	Add Section 14.2.9 to chart	<b>Minimum Buffer Strip: In addition to Section 4.11, a <i>buffer strip</i> with a minimum width of 3 m is required along the front lot line and exterior lot line.</b>	Increase landscaping requirements for industrial operations to align with Township Design Guidelines

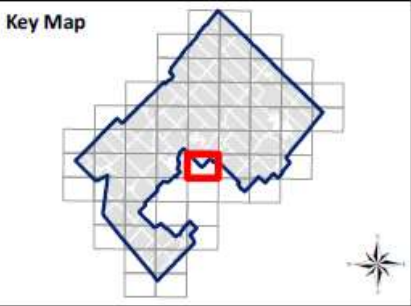
#	Zoning By-law Section		Existing Provision/Section	Proposed Provision/Section	Recommendation
23.	Section 20 20.2.1	Restriction on Agricultural Uses	<p>20.2.1 Restrictions on Agricultural Uses</p> <p>Within the Environmental Protection Zone, agricultural uses shall not be allowed within the Urban Centre or Hamlet Areas. The provisions of the Agricultural Zone shall apply to agricultural uses.</p> <p>Within the Environmental Protection Zone, agricultural uses do not include a detached dwelling.</p> <p>Notwithstanding Section 20.1, new or expanded agricultural buildings and structures will require approval from the Grand River Conservation Authority.</p>	<p>20.2.1 Restrictions on Agricultural Uses</p> <p>Within the Environmental Protection Zone, agricultural uses shall not be allowed within the Urban Centre or Hamlet Areas <b>identified in the County Official Plan Schedules</b>. The provisions of the Agricultural Zone shall apply to agricultural uses.</p> <p>Within the Environmental Protection Zone, agricultural uses do not include a detached dwelling.</p> <p>Notwithstanding Section 20.1, new or expanded agricultural buildings and structures will require approval from the Grand River Conservation Authority.</p>	In-lieu of a definition for Urban Centre and Hamlet area, provide clarification as to what these areas are.
24.	Schedules	Schedule A: Map 23, 30, 31	Re-implement the zoning for the Guelph Lake Property	Draft layout prepared in consultation with the GRCA to reinstate EP Zone and OS1 Zone.	Amend mapping error
25.	Schedules	Schedule B: Map 1 and 2	Out of date screening area	Update	Update to align with new source protection area
26.	Schedules	Schedule C: Wellhead Protection Areas	Mapping is outdated with respects to screening area – update with assistance of RMO – identify used as a screening tool	Update	Update to align with new source protection area
27.	Appendix B: Illustration of By-law Definitions	Add Accessible Parking Illustration	None	Add Illustration	Add illustration to assist in applying proposed revised accessibility standards



City of  
Guelph



Schedule A  
Map 23



Neighbouring Maps

30	31	32
22	23	24
16		17

**Legend**

Township Boundary

Property Boundary

**Zoning**

Agricultural (A)

Environmental Protection (EP)

OS

Open Space (OS1)

Open Space Restricted (OS2)

Rural Residential (RR)

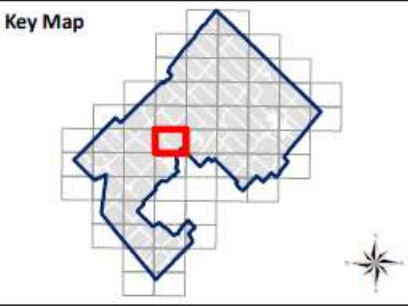
0 250 500 m



To be read in conjunction with Zoning By-law 40/2016  
DO NOT USE FOR SURVEY OR NAVIGATION PURPOSES  
This map is for reference only and may not be accurate.  
Some data gathered by Wellington County, 2016.  
Includes material which is copyright of the Queen's Printer for Ontario.



**Schedule A**  
**Map 30**



**Neighbouring Maps**

36	37	38
29	30	31
21	22	23

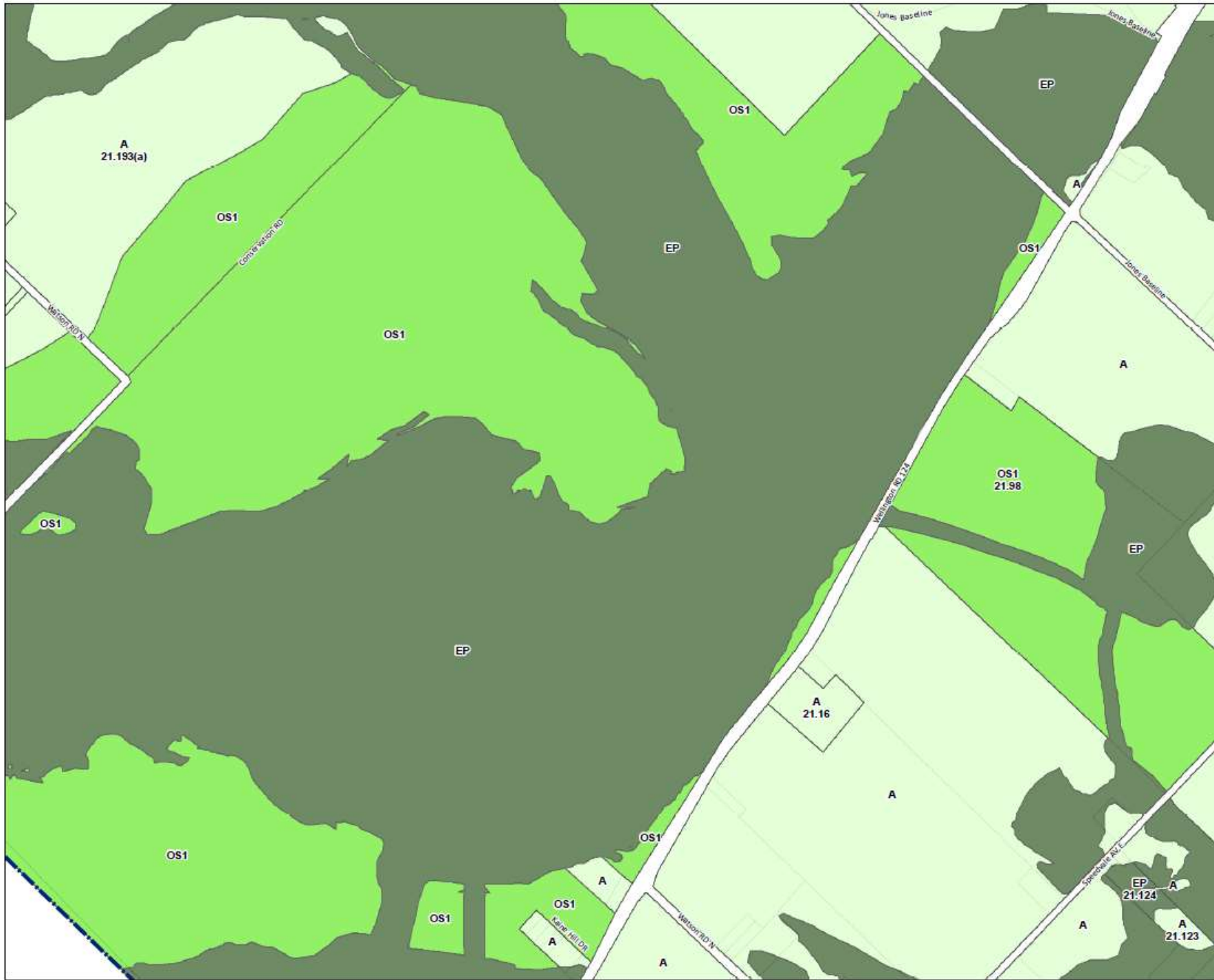
**Legend**

- Township Boundary
- Property Boundary
- Zoning**
- Agricultural (A)
- Environmental Protection (EP)
- Open Space (OS1)
- Rural Residential (RR)

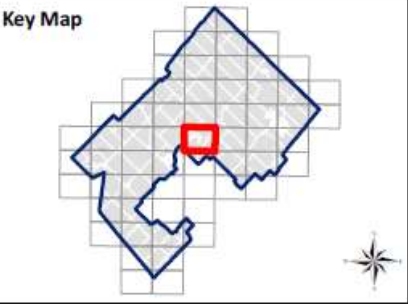


To be read in conjunction with Zoning By-law 40/2016  
DO NOT USE FOR SURVEY OR NAVIGATION PURPOSES  
This map is for reference only and may not be accurate.  
Some data gathered by Wellington County, 2015.  
Includes material which is copyright of the Queen's Printer for Ontario





## Schedule A Map 31



### Neighbouring Maps

37	38	39
30	31	32
22	23	24

### Legend

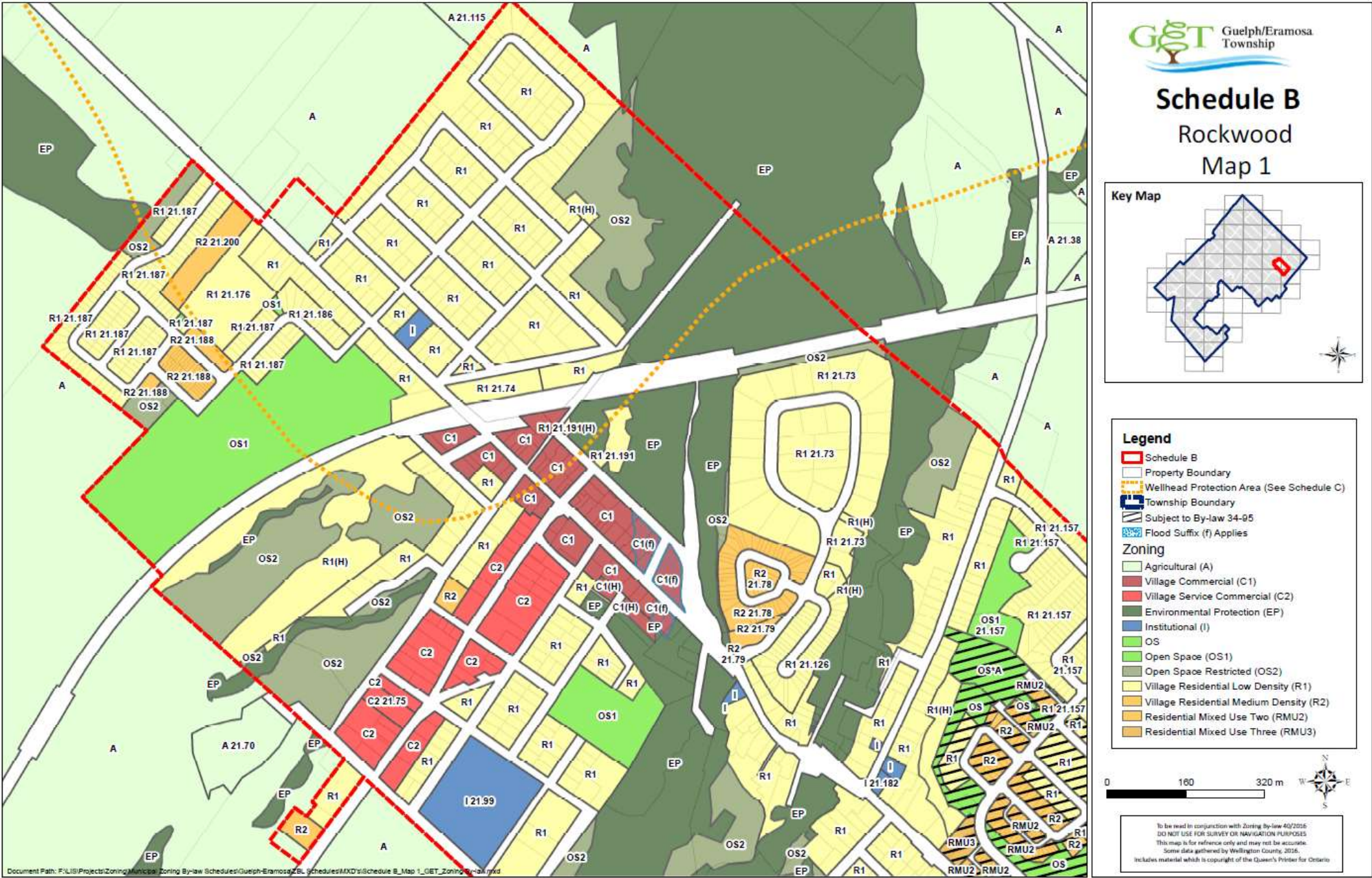
- Township Boundary
- Property Boundary
- Zoning
  - Agricultural (A)
  - Environmental Protection (EP)
  - Open Space (OS1)

0 250 500 m

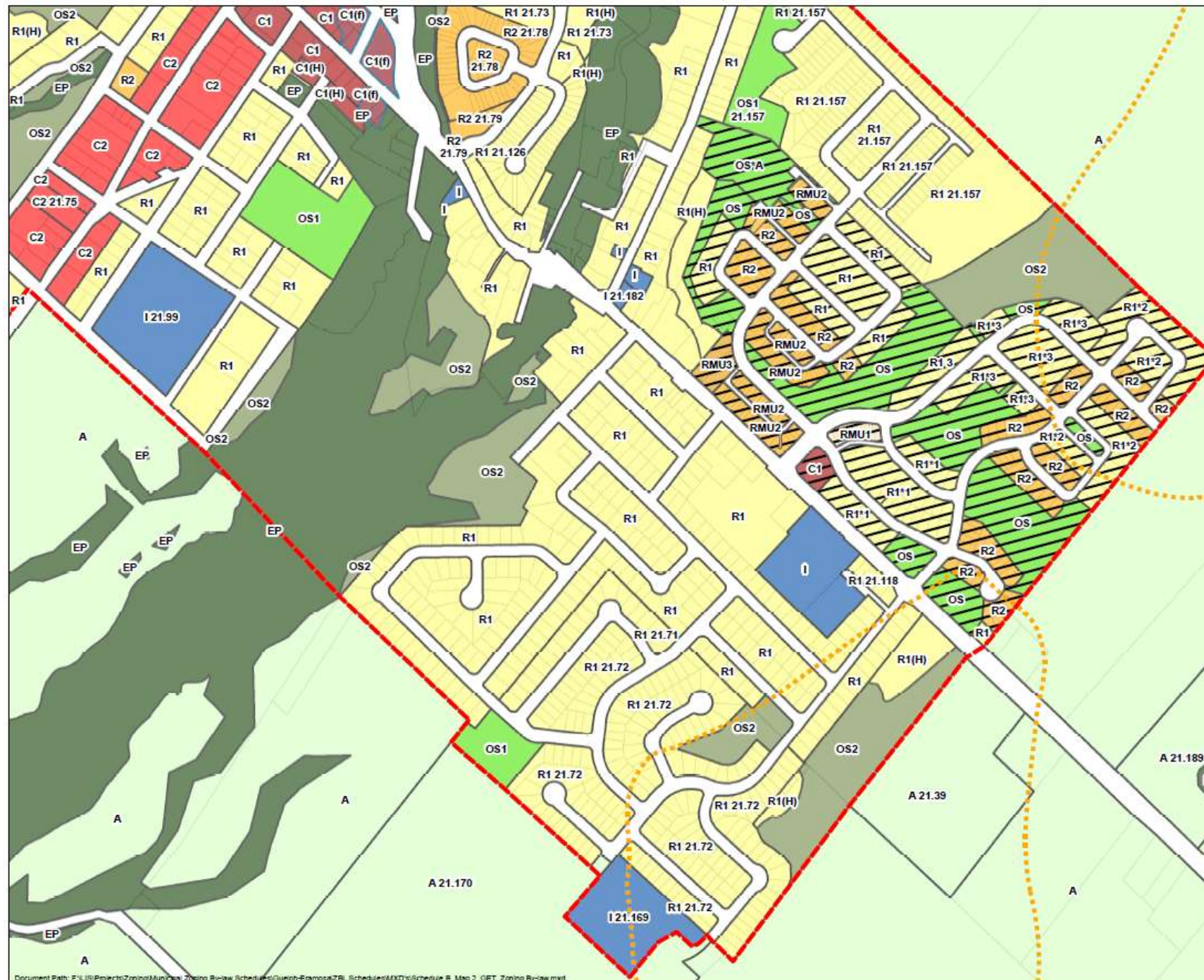
To be read in conjunction with Zoning By-law 40/2015  
DO NOT USE FOR SURVEY OR NAVIGATION PURPOSES  
This map is for reference only and may not be accurate.  
Some data gathered by Wellington County, 2015.  
Includes material which is copyright of the Queen's Printer for Ontario



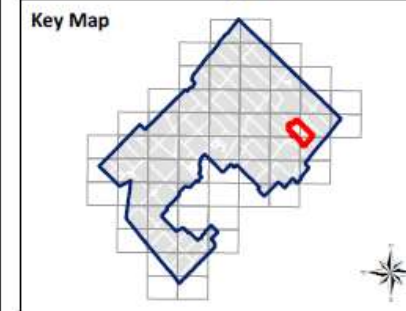
Item # 25 Proposed Updated Schedule B Map 1 and Map 2 – WHPA Screening Area





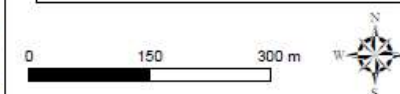


**Schedule B**  
Rockwood  
Map 2



### Legend

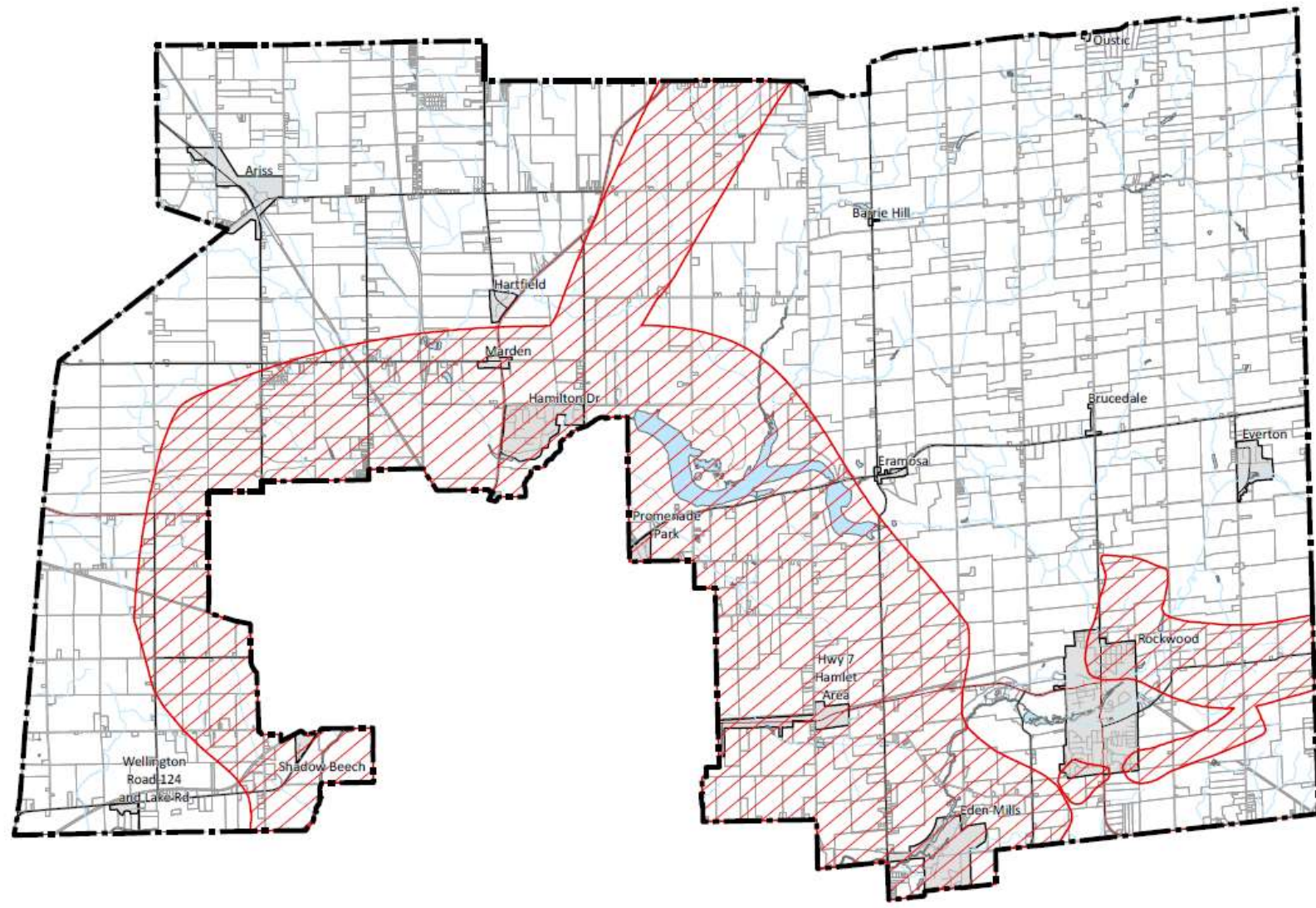
- 
-  Schedule B
-  Wellhead Protection Area (See Schedule C)
-  Township Boundary
-  Subject to By-law 34-95
-  Flood Suffix (f) Applies
- Zoning**
-  Agricultural (A)
-  Village Commercial (C1)
-  Village Service Commercial (C2)
-  Environmental Protection (EP)
-  Institutional (I)
-  OS
-  Open Space (OS1)
-  Open Space Restricted (OS2)
-  Village Residential Low Density (R1)
-  Village Residential Medium Density (R2)
-  Residential Mixed Use One (RMU1)
-  Residential Mixed Use Two (RMU2)
-  Residential Mixed Use Three (RMU3)
-  Property Boundary



To be read in conjunction with Zoning By-law 40/2016  
DO NOT USE FOR SURVEY OR NAVIGATION PURPOSES  
This map is for reference only and may not be accurate.  
Some data gathered by Wellington County, 2016.  
Includes material which is copyright of the Queen's Printer for Ontario

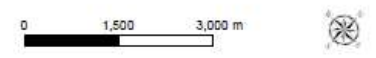


Item # 26 Proposed Updated Schedule C – WHPA Screening Area Overlay



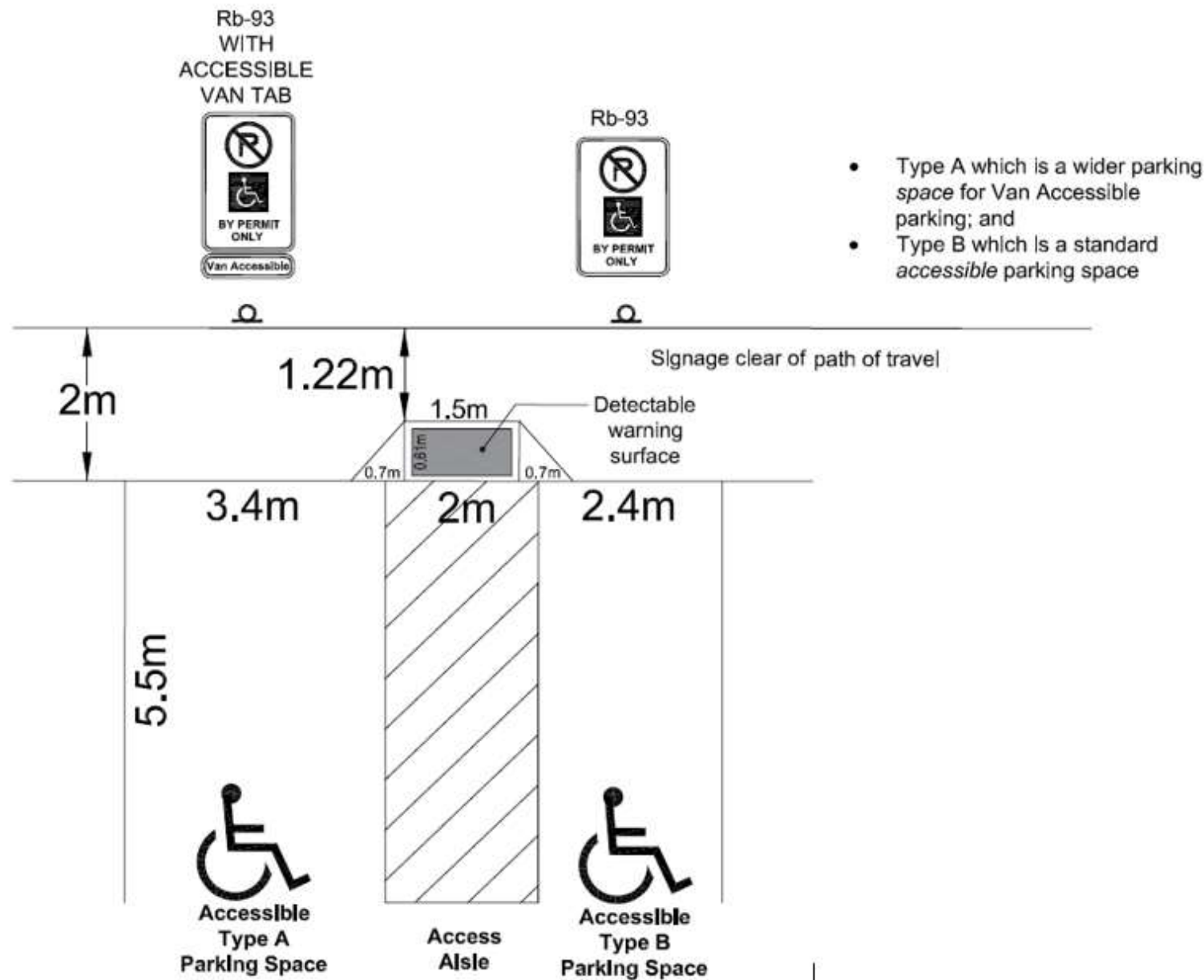
**Schedule C**  
Source Protection  
Screening Area  
Overlay

-  Source Protection Screening Area
-  Local Road
-  County Road
-  Highway
-  Parcels
-  Municipal Boundary
-  Hamlets



To be read in conjunction with Zoning By-law 40/2016  
DO NOT USE FOR SURVEY OR NAVIGATION PURPOSES  
This map is for reference only and may not be accurate.  
Some data gathered by Wellington County, 2016.  
Includes material which is copyright of the Queen's Printer for Ontario

Item # 27 Proposed Accessible Parking Illustration





November 4, 2021

## In This Issue

- AMO Youth Fellowship Program applications due November 8.
- Conservation Ontario/AMO webinar on *Conservation Authorities Act* regulations.
- Updated fire management policy and guideline approved.
- Register for provincial webinars on excess soil regulations.
- Ministry webinars on new *Conservation Authorities Act* regulations.
- Free asset management on-demand webinar series.
- New date added for navigating conflict training.
- A risk management information system for municipalities.
- OHS due diligence challenges for municipalities.
- AMO and MEPCO have confidence in OMERS plan
- Petawawa's pavement priorities - A case study.
- Electric ice resurfacers gaining traction under Canoe.
- Canoe Public Procurement Summit quickly approaching.
- Canoe fall webinar: John Deere.
- Canoe fall webinar: CIMCO Refrigeration.
- ONE Investment fall 2021 webinars - Equity and Fixed Income.
- Long-term care governance and leadership training.
- Help?TECHNATION?protect municipalities?from?cyberattacks.
- Careers and RFP: York Region and Goderich.

## AMO Matters

Applications for the second cohort of AMO's Youth Fellowship program are due November 8th. Please view program details and application information [here](#).

Conservation Ontario and AMO will co-host a webinar on November 19 from 12 - 1 pm on Phase 1 regulations of the *Conservation Authorities Act*. [Register](#) in advance today. More information can be found [here](#).

## Provincial Matters

An updated [policy](#) and [guideline](#) has been approved to assist staff in developing fire management direction to guide wildland fire response and prescribed burning in provincial parks and conservation reserves.

The Province is holding webinars on November 10th and 17th on the new *Conservation Authorities Act* regulations. Register by emailing [ca.office@ontario.ca](mailto:ca.office@ontario.ca) with "CAA Regulations Webinar" as the subject line.

The province is hosting webinars on November [5th](#), [12th](#), [19th](#), [24th](#) and [26th](#) on the upcoming [changes to excess soil regulations](#). Click on the dates to register, or email [mecp.landpolicy@ontario.ca](mailto:mecp.landpolicy@ontario.ca).

## Eye on Events

The [webinar series](#) on asset management introduce various tools and templates that help municipalities develop a governance structure, establish asset hierarchy, conduct data gap analysis, identify and track service levels, undertake risk assessment, and develop a financial strategy based on whole lifecycle costing. Last webinar on [financial strategy](#) is on November 5 at 1:00 p.m. EST. Webinar recordings and materials are posted [here](#).

AMO's in demand training on skills for elected officials to navigate conflict relations is available for one more session in 2021. Sign up for the December 8 and 9 session [here](#). Limited seats available.

On December 2, join AMO and [our latest partner](#), [ClearRisk](#), to learn more about the latest offering we have competitively procured for members: a risk management information system. With the ClearRisk platform, the data generated can help your municipality track insurance claims while improving your local risk management program. [Register today](#).

On November 23, join AMO's Occupational Health and Safety program partner, [4S Consulting Services Inc.](#), for a webinar on due diligence challenges for directors and officers of municipalities. [Register today](#).

## **MEPCO**

AMO and MEPCO have confidence in OMERS plan governance and administration. Read more on mid-year results and response to calls for an independent review of the OMERS plan [here](#).

## **LAS**

Interested in what the [LAS Road and Sidewalk Assessment Service](#) looks like in the real world? [Check out this case study](#) by program partner Streetscan featuring the Town of Petawawa. [Contact Tanner](#) to learn more about the strengths and benefits of this popular program.

Thinking of buying an electric ice resurfacer? Register now to see them in person at the Zamboni Showcase - Nov 17 ([The Plex, Saugeen Shores](#)), Nov 18 ([Gerry McCrory Countryside Sports Complex, Sudbury](#)), or Nov 14 ([Healthy Planet Arena, Peterborough](#)). Learn about batteries, maintenance, and see demonstrations from Zamboni - one of the many approved vendors under the [Canoe Procurement Group](#).

The agenda for the Canoe Public Procurement Summit is now available! Join municipalities from across Canada to learn more about the best practices in cooperative purchasing. Event takes place November 17, 11:00 am to 2:30 pm EST. [Learn more or register here](#).

Join us in our Canoe Fall webinar series on November 10 to hear from John Deere, one of over 180 vendors available through the [Canoe Procurement Group](#). They supply a range of products in the Agricultural Tractor, Grounds Maintenance Equipment, and Heavy Construction Equipment categories. [Register here](#).

Gain a powerplay advantage using CIMCO for your arena needs. Join our webinar on November 24 at 11 am to hear how this Canoe contract helps your community keep their stick on the ice. [Register today](#).

## **One Investment**

ONE Investment is hosting two live sessions in November, 2021 with our external

Portfolio Managers: MFS Investment Management and Guardian Capital. To register and know what will be covered in the webinars, click on these links: [Philosophy, Process and Performance of ONE's Fixed Income Portfolios](#) and [Philosophy, Process and Performance of ONE's Equity Portfolio](#).

### **Municipal Wire\***

AdvantAge Ontario, the association representing municipal and non-profit long-term care homes, is offering a [three-part webinar series](#) designed for long-term care board and committee of management members.

TECHNATION is looking for staff from municipal governments to complete a [survey](#) by November 25 to finalize a set of [best practices for municipalities](#) to manage cybersecurity risk and attacks.

### **Careers**

[Program Manager, Housing Stability & Homelessness - Regional Municipality of York](#). Reporting to the Manager, Community Programs, is responsible for managing and co-ordinating the development, implementation and monitoring of new and ongoing program initiatives. Interested candidates please apply [online](#) by November 10, 2021.

[RFP - Affordable/Attainable Housing Community Improvement Plan - Town of Goderich](#) Seeking the services of a qualified consulting team with extensive experience in Community Improvement planning, providing financial assistance for affordable/attainable housing projects. Submit in PDF format to [afisher@goderich.ca](mailto:afisher@goderich.ca) and copied to [apiskorski@goderich.ca](mailto:apiskorski@goderich.ca) by November 29, 2021 at 12:00 p.m.

---

### **About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

### **AMO Contacts**

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

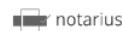
[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

%MCEPASTEBIN%

---

AMO's Partners



---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.







October 28, 2021

### **In This Issue**

- AMO releases Conservation Authority fact sheets for municipalities.
- Municipal Cyber Security Toolkit.
- Dams and public safety survey - Due October 31.
- Changes to excess soil regulations are coming January 1, 2022.
- Free asset management on-demand webinar series.
- ROMA 2022: Request for delegation meetings.
- New date added for navigating conflict training.
- The LAS Natural Gas Procurement Program secures a hedge.
- Budgeting for a road needs study.
- Canoe fall webinars: John Deere.
- Canoe Public Procurement Summit happening November 17.
- Canoe vendor spotlight: Deccan International.
- The future looks bright with LAS Facility Lighting.
- Empower your staff to save energy!
- Careers.

### **AMO Matters**

AMO has released [five fact sheets](#) to help municipalities navigate changes to their relationship with conservation authorities as a result of the recently proclaimed subsections of the *Conservation Authorities Act*.

October is Cyber Security Awareness Month - a campaign that raises awareness about the importance of cyber security. To assist members, AMO released a Municipal Cyber Security Toolkit of best practices that will help guide and improve your cyber security readiness. [Read it today.](#)

### **Provincial Matters**

The Ontario Waterpower Association (OWA) is [collecting feedback](#) from dam owners and the dam industry until October 31, 2021 to establish a baseline of information to expand and share knowledge across Ontario's dam community.

The province is hosting webinars throughout October and November on the significant [changes to excess soil regulations](#) coming into effect on January 1st, 2022. For information and to register, email [mecp.landpolicy@ontario.ca](mailto:mecp.landpolicy@ontario.ca).

### **Eye on Events**

The asset management [webinar series](#) will introduce tools and templates piloted with a group of municipalities in partnership with FCM's [Municipal Asset Management Program](#). Last webinar on "Developing Financial Strategy Using Asset Whole Lifecycle Costs" is on November 5 at 1:00 pm EST. [Click here to Register.](#)

To request delegation meetings as part of your ROMA 2022 Conference experience

please visit the [following link](#) for information on how to submit your request. The deadline is November 15, 2021.

AMO's in demand training on skills for elected officials to navigate conflict relations is available for one more session in 2021. Sign up for the December 8 and 9 session [here](#). Limited seats available.

## **LAS**

Natural Gas Procurement participants will be pleased to know that we have secured a hedge for the new term at 11.7 cents/m3. Read [our commodity blog](#) to help understand how the pandemic is affecting the natural gas market

Is a road needs study part of your 2022 budget? The [Road & Sidewalk Assessment Service](#) provides high-quality, objective data to help you make smart decisions about your assets. [Contact Tanner](#) for more information or to receive a no-obligation quote.

John Deere supplies a wide range of equipment through the [Canoe Procurement Group](#) under the Agricultural Tractor, Grounds Maintenance Equipment, and Heavy Construction Equipment categories. Join us November 10 at 11 am to hear about products, alternate financing options, and seasonal asset optimization. Don't miss out - [register today](#).

Join municipalities from across the country for the first ever [Canoe Public Procurement Summit](#) on November 17, 2021 at 11 am. Hear from experts on the best strategies for public procurement in Canada and how Ontario municipalities can leverage the buying power of over 5000 public entities. [Register now](#) for this exciting event!

The [Canoe Procurement Group](#) has over 180 vendors. Deccan Public Safety Software provides the powerful tools Fire and EMS leaders need to make the right decisions. Use the Canoe contract to save time and money while improving emergency services in your community. [Contact Tanner](#) to learn more.

The turn-key [LAS Facility Lighting Service](#) recently awarded a new supply contract to Gerrie Electric. This unique program provides choice and value for your municipal lighting projects. Give us a [call today](#) for your free budget proposal including a cost and financial return analysis.

Empower your building operators/maintenance staff in skills to identify energy saving opportunities in your buildings. Participate in an [Energy Workshop & Treasure Hunt](#) today! Contact [Christian Tham](#) to book your session for the fall - dates are still available.

## **Careers**

[Chief Administrative Officer - Township of Centre Wellington](#). Reporting to the Mayor and Council, the CAO is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services. Apply by November 12, 2021 to [careers@waterhousesearch.ca](mailto:careers@waterhousesearch.ca) quoting project CW-CAO.

[Building Plans Examiner - City of Brampton](#). Reporting to the Supervisor, Plans & Permits this position reviews plans submitted for a building permit to ensure all Ontario Building Code and related standards have been met. Apply [online](#) quoting reference # 104131 by November 4, 2021.

[Senior Project Manager Solid Waste Management Services - City of](#)

Toronto. Reporting to the Project Director, the Manager will be responsible for activities related to planning and implementation of initiatives to transition the City of Toronto's Blue Bin Recycling Program. Apply [online](#), by November 8, 2021.

Public Works Foreman - Town of Kapuskasing. Reporting to the General Manager of Public Works, the role is supervisory in nature and involves planning, coordinating and efficient management of the Public Works Operation. Send your resume, including cover letter to: Administration Office - Town of Kapuskasing, 88 Riverside Dr. P5N 1B3 Fax: 705-337-1741. Deadline is November 10, 2021, 4:30 pm.

Manager of Transportation and Fleet - Municipality of Central Elgin. Reporting to the Director of Infrastructure and Community Services you will manage all aspects of Corporate Fleet and Transportation Services including roads, sidewalks, drainage, bridges and culverts. Apply [online](#) by 4:30 pm November 15, 2021.

Associate Lawyer (Municipal) - Cunningham Swan LLP. Varied work on behalf of public and private sector clients on a full range of matters including local governance, by-law enforcement, land use planning, expropriations, and administrative law. Direct inquiries to [careers@cswan.com](mailto:careers@cswan.com) by November 26, 2021.

Program Manager, Housing Stability & Homelessness - Regional Municipality of York. Reporting to the Manager, Community Programs, is responsible for managing and co-ordinating the development, implementation and monitoring of new and ongoing program initiatives. Interested candidates please apply [online](#) by November 8, 2021.

Manager, Environmental Services - Town of Georgina. Responsible for managing the operations of the municipal drinking water distribution system, wastewater collection and transmission system, storm water collection and treatment system; and environmental services programs. Apply [online](#) by November 12, 2021.

---

## About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

## AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

---

## AMO's Partners



---

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment  
before printing this.

Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6  
To unsubscribe, please [click here](#)





October 21, 2021

### **In This Issue**

- Dress Purple Day 2021 is on October 27.
- Municipal Cyber Security Toolkit.
- Phase I regulations of *Conservation Authorities Act* released.
- Free asset management on-demand webinar series.
- Solutions to enhance mental health in the workplace.
- ROMA 2022: Program insights.
- ROMA 2022: Request for delegation meetings.
- New date added for navigating conflict training.
- Canoe Public Procurement Summit rescheduled to November 17.
- Canoe vendor spotlight: HMI Industries.
- ONE Investment podcast: Fixed Income Investing & Changing Interest Rates.
- Careers: Simcoe County and Office of the Fire Marshal & Emergency Management.

### **AMO Matters**

AMO supports Ontario Association of Children's Aid Societies' Dress Purple Day to show that municipalities are integral to the safety and well-being of children, youth, and families. Learn how your municipality can get involved [here](#).

October is Cyber Security Awareness Month - a campaign that raises awareness about the importance of cyber security. To assist members, AMO released a Municipal Cyber Security Toolkit of best practices that will help guide and improve your cyber security readiness. [Read it today.](#)

### **Provincial Matters**

On October 7th Ontario filed three new regulations under the *Conservation Authorities Act*. There are important deadlines to be aware of. Stay tuned for more information and guidance on these changes.

### **Eye on Events**

The asset management [webinar series](#) will introduce tools and templates piloted with a group of municipalities in partnership with FCM's [Municipal Asset Management Program](#). Next webinar on "Using Risk Assessment to Identify Local Priorities" is on October 29 at 1:00 p.m. EST. [Click here to Register.](#)

AMO's digital mental health therapy provider, [MindBeacon](#), has partnered with [Breaking Free](#) and [Togetherall](#) to bring you a one stop solution to support your employee's mental health. Each offer unique solutions that has improved mental health conditions of Canadians. Join us for a free webinar on October 27 at noon to learn more. [Register now.](#)

[ROMA 2022: Rural Opportunities](#) will be a robust two-day conference with keynote addresses, panels, and concurrent sessions on timely and important issues to rural

municipalities.

To request delegation meetings as part of your ROMA 2022 Conference experience please visit the [following link](#) for information on how to submit your request. The deadline is November 15, 2021.

AMO's in demand training on skills for elected officials to navigate conflict relations is available for one more session in 2021. Sign up for the December 8 and 9 session [here](#). Limited seats available.

## **LAS**

The [Canoe Public Procurement Summit](#) has been moved from October 27 to **Wednesday, November 17, 2021 at 11 am**. Join municipalities across the nation to learn the best strategies for public procurement in Canada and how Ontario municipalities can leverage the buying power of over 5000 public entities. [Register now](#) for this exciting first-ever event!

Canoe Vendor Spotlight: HMI Industries' contract makes commercial level air purification available through the [Canoe Procurement Group](#). Keep your offices safe by removing harmful viruses, bacteria, allergens, airborne chemicals, and more. [Contact Tanner](#) for more information.

## **ONE Investment**

Podcast: [Main Street to Bay Street: Fixed Income Investing and Changing Interest Rates](#) - Listen to ONE Investment team talk about the optimal fixed income strategy during the current low interest rate environment. How can investors position their portfolios in response to the rate changes?

## **Careers**

[Real Estate Negotiator/Acquisition Specialist - County of Simcoe](#). The Specialist reports to the Manager, Real Estate and is primarily responsible for providing support to the Manager and client departments with real estate needs including research, site selection, negotiation and appraisal for acquisition, and disposal of real property and property rights. View the job description and submit your application [online](#) by November 1, 2021.

[Liaison Officer - Office of the Fire Marshal and Emergency Management](#). Act as a liaison and advisor in the development, implementation and monitoring of emergency management programs and handling of emergency management issues across governments and non-government organizations (NGO) with Emergency Management Ontario in the Office of the Fire Marshal and Emergency Management. Please [apply online](#), only, quoting Job ID 170041, by November 9, 2021.

---

## **About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

## **AMO Contacts**

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

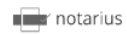
[MEPCO Municipal Employer Pension Centre of Ontario](#)

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

AMO's Partners



\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment  
before printing this.

Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6  
To unsubscribe, please [click here](#)





**VIA EMAIL**

October 22, 2021

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Town of Halton Hills, Valerie Petryniak, Town Clerk

Please be advised that at its meeting held Wednesday, October 20, 2021, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-30-21 - Rural Halton Hills Waste Collection**

1. THAT Report No. PW-30-21 re: "Rural Halton Hills Waste Collection" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-30-21 to the Town of Halton Hills for their information.

Included please find a copy of Report No. PW-30-21 for your information.

If you have any questions please contact me at the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866





**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works
Date:	October 20, 2021
Report No:	PW-30-21
Re:	Rural Halton Hills Waste Collection

**RECOMMENDATION**

1. THAT Report No. PW-30-21 re: "Rural Halton Hills Waste Collection" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-30-21 to the Town of Halton Hills for their information.

**REPORT**

**Executive Summary**

- In 2007, in addition to collection of Blue Box material, the Local Municipalities approved the transition of responsibility for the collection of garbage, bulk waste, yard waste and metal from the four Local Municipalities to Halton Region. A Local Municipality may continue to ask Regional Council to consider changes to levels of service in their community.
- A survey of rural Town of Halton Hills households in 2011 showed there was not a significant preference among rural residents for additional waste collection services.
- At the July 14, 2021 Regional Council meeting staff were requested to provide further information on the process to reconsider waste collection services for households in rural Halton Hills.

**Background**

In 2007 the Local Municipalities approved the transition of responsibility for the collection of garbage, bulk waste, yard waste and metal from the four Local Municipalities to Halton Region (Report No. PPW170-07/CA-65-07 re: By-law to Transfer all Jurisdiction over

Municipal Solid Waste Collection to Halton Region). Halton Region has continued to review and adjust waste collection service levels based on the needs of the community. At this time, the rural portion of the Town of Halton Hills is the only area in the Region not receiving roadside waste collection.

In the Spring of 2011, a survey was conducted of rural Halton Hills households related to additional roadside solid waste collection services. Households were asked to indicate their level of support for collection of garbage every other week and bulk waste and the collection of metal items and appliances. The weekly co-collection of Blue Box and Green Cart material was already being provided at that time. Halton Region conducted the survey at the request of the Town of Halton Hills and following completion of the survey, the results were shared with the Town of Halton Hills' Council for their review.

It was determined that there was not a significant preference among rural residents for expanded waste collection services, as such the Town of Halton Hills Council recommended that no additional waste collection services be implemented.

The results of the survey and the Town of Halton Hills' recommendation were presented to Regional Council for their consideration and Regional Council supported the recommendation of the Town of Halton Hills (Report No. PW-56-11 – re: Providing Garbage and Bulk Waste Collection in the Rural Areas of the Town of Halton Hills – Survey Results).

## **Discussion**

At the July 14, 2021 Regional Council meeting staff were requested to provide further information on the process to reconsider waste collection services for households in rural Halton Hills. These services would be in addition to Halton Region's current weekly co-collection of Blue Box and Green Cart material.

### ***Rural Halton Hills Survey***

The process to prepare, issue, analyze and report back on a survey of rural Halton Hills households, including appropriate public engagement and consultation would take a minimum of six months. During this time survey forms would be developed, public consultation meeting dates would be coordinated, and a complete list of eligible households and their mailing addresses confirmed with Canada Post.

An information package, including the survey form, would then be mailed by Halton Region to eligible households including:

- Proposed levels of service;
- Estimated cost based on Current Value Assessment;
- Date, time and location of Public Information Centres; and,
- Links to other online information.

A period of six to eight weeks from when households receive the survey form to when completed survey forms are to be returned is sufficient.

Once the survey period closes, Region staff would compile the results and provide them to Town of Halton Hills staff. Town staff may then prepare and present a report to the Town of Halton Hills Council with a recommendation based on the survey results.

Following review and consideration of the staff report, the Town of Halton Hills Council may approve the recommendation and share the report with Halton Region. Regional Council would then consider the results of the survey and any recommendation from the Town of Halton Hills and determine if the new services would be implemented and the timeline.

The following points of consideration would impact the timing of implementation of any new service:

- Region and Town staff to finalize all estimated costs for the additional services and corresponding tax impact for all households in the Town of Halton Hills;
- Households to end any agreements they may have with a private hauler for the collection of their household waste and minimize any potential financial impacts as a result;
- Halton Region's waste collection contractor to secure and roll out the required resources and staff to perform the work; and,
- Halton Region to provide rural households with information on when services would commence and how material is to be placed for roadside collection.

It is important to note that the cost of waste collection services under the current contract are applicable if the collection of garbage, bulk waste, metal items and appliances are implemented during the current contract term. As the current contract is set to expire at the end of March 2025, staff would advise that any additional services under the current contract start no later than January 1, 2024. Alternately, if approved, any additional services would be incorporated into the new waste collection contract starting in April 2025.

## FINANCIAL/PROGRAM IMPLICATIONS

There are no financial impacts associated with this report.

Respectfully submitted,



Rob Rivers CET  
Director, Waste Management and Road  
Operations



Andrew Farr  
Commissioner, Public Works

Approved by



Jane MacCaskill  
Chief Administrative Officer

If you have any questions on the content of this report,  
please contact:

Rob Rivers

Tel. # 8289

Attachments:   None



**VIA EMAIL**

October 21, 2021

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Hassaan Basit, Conservation Halton  
Samantha Lawson, Grand River Conservation Authority  
Rob Nicholson, Niagara Escarpment Commission  
Brad Allen, Ministry of Natural Resources and Forestry  
Darryl Lyons, Ministry of Municipal Affairs and Housing  
Heather Ireland, Natural Heritage Advisory Committee  
Anna DeMarchi-Meyers, Halton Agricultural Advisory Committee  
Kevin Arjoon, City Clerk, City of Burlington  
Meaghen Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville  
Valerie Petryniak, Town Clerk, Town of Halton Hills

---

Please be advised that at its meeting held Wednesday, October 20, 2021, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: LPS65-21 - Halton Tree By-law and Woodlands Stewardship Program - 2020 Annual Report**

1. THAT Report No. LPS65-21 re: "Halton Tree By-law and Woodlands Stewardship Program – 2020 Annual Report" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. LPS65-21 to the Conservation Authorities in Halton, the Ministry of Natural Resources and Forestry the Ministry of Municipal Affairs and Housing, the Niagara Escarpment Commission, the Natural Heritage Advisory Committee, the Halton Agricultural Advisory Committee, the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville for their information.

Included please find a copy of Report No. LPS65-21 for your information.

If you have any questions please contact me at the e-mail address below.

Sincerely,

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

Regional Municipality of Halton

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

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



**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Bob Gray, Commissioner, Legislative and Planning Services and Corporate Counsel
Date:	October 20, 2021
Report No:	LPS65-21
Re:	Halton Tree By-law and Woodlands Stewardship Program - 2020 Annual Report

**RECOMMENDATION**

1. THAT Report No. LPS65-21 re: "Halton Tree By-law and Woodlands Stewardship Program – 2020 Annual Report" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. LPS65-21 to the Conservation Authorities in Halton, the Ministry of Natural Resources and Forestry the Ministry of Municipal Affairs and Housing, the Niagara Escarpment Commission, the Natural Heritage Advisory Committee, the Halton Agricultural Advisory Committee, the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville for their information.

**REPORT**

**Executive Summary**

- The purpose of this report is to provide Regional Council with an update on the administration of the Halton Tree By-law No. 121-05 (the "Tree By-law") and the Woodlands Stewardship Program for the 2020 calendar year.
- The Tree By-law promotes tree conservation and protects forest ecosystems.
- The Regional Forester receives public enquiries on the Tree By-law, the Regional Forest Lands and the Woodlands Stewardship Program.
- In 2020, the Regional Forester responded to 60 Tree By-law enquiries resulting in 4 investigations.

- Under the Woodlands Stewardship Program, 10.4 hectares of land were reforested, utilizing \$8283.00 in Regional funding, while Forest Management Plans were prepared for 160.7 hectares of forest land utilizing \$6125.00 in Regional funding.

## Background

The Tree By-law is an important tool in promoting tree conservation, protecting forested ecosystems and in preventing the clear cutting of woodlands in Halton, as defined by the *Forestry Act* and the Halton Tree By-law. Section 147(5) of the Regional Official Plan, provides for the enactment of a Tree By-law to regulate the removal of trees within woodlands. The Tree By-law is complementary to other legislation and works in conjunction with the *Planning Act* to protect forest resources. The Tree By-law does not apply to the approval of a site plan, a plan of subdivision or consent under Sections 41, 51 or 53 respectively of the *Planning Act*, or a development permit under Section 70.2 of the *Planning Act*, as these are exempted from the Tree By-law legislation. These types of applications require a review of the forest resources/woodlands as part of the approval process, ensuring protection of forest resources through the land use planning process. Once these *Planning Act* approval processes have identified the forest resources on a particular site and how they will be protected, the Tree By-law would then regulate these woodlands post-development (i.e., woodlands that remain after completion of development).

## Discussion

### Public Enquiries into Regional Forestry Initiatives

Public enquiries relating to the Tree By-law and the Woodlands Stewardship Program are tracked under the following three categories: Tree By-law, Regional Forest Lands, and Woodlands Stewardship.

1. Halton Tree By-law – includes enquiries relating to permitted (good forestry practices) and non-permitted tree removal under the Tree By-law.
2. Regional Forest Lands – includes enquiries specifically relating to Halton Regional Forest Tracts and other Regional forested lands.
3. Woodlands Stewardship – includes enquiries relating to the management of existing private woodlands or plantation establishment on private lands.

In 2020, on average approximately 13 enquiries per month were received, with 28% of enquiries relating to Woodland Stewardship matters, 39% relating to Tree By-law issues, and 33% relating to Regional Forest lands.

The following table summarizes the enquiries received by the Regional Forester in 2020:

## 2020 Enquiries Summary

Municipality	Halton Tree By-law			Regional Forest Lands			Woodlands Stewardship		
	Field Visit	Investigation	Total	Analysis	Field Visit	Total	Analysis	Field Visit	Total
Burlington	6	0	8	3	3	3	3	2	3
Halton Hills	10	3	12	4	4	4	12	5	12
Milton	25	1	30	40	35	40	25	13	25
Oakville	2	0	10	5	5	5	3	0	3
<b>TOTAL</b>			<b>60</b>			<b>52</b>			<b>43</b>
<b>TOTAL ALL ENQUIRIES</b>	<b>155</b>								

### Halton Tree By-law

Initially analyses are conducted by the Regional Forester to better understand the circumstances associated with each enquiry. Field visits are conducted by the Regional Forester to obtain further information and investigations are initiated for potential infractions of the Tree By-law which include discussions with landowners and persons/contractors involved in the incidents to obtain more detailed field assessments, measurements, photographs, and detailed records of activities.

Enquiries received in 2020 which resulted in field visits and subsequent investigations for potential infractions under the Tree By-law are noted below. Confidential Attachment #1 provides additional locations and details of the investigations.

### 2020 Halton Tree By-law Investigation Summary

Municipality	Investigations	Tree By-law Infractions	Charges
Burlington	0	NA	NA
Halton Hills	3	1	No
Milton	1	NA	No
Oakville	0	NA	NA
<b>TOTAL</b>	<b>4</b>	<b>1</b>	<b>Nil</b>

The Regional Forester also issues Tree Harvest Permits where tree removal can occur using good forestry practices under the Tree By-law. The following table identifies the Harvest Permits issued for 2020 by local municipality and indicates the associated harvest areas. The number of Tree Harvest Permits issued continue to be low.

### 2020 Tree Harvesting Permits Summary



<b>Municipality</b>	<b>Harvest Permit Type</b>		<b>Area<sup>1</sup></b>
	<b>Harvest</b>	<b>Special Council</b>	<b>Hectares</b>
Burlington	0	0	0.0
Halton Hills	0	0	0.0
Milton	1	0	4.8
Oakville	0	0	0.0
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>4.8</b>

<sup>1</sup> Area refers to hectares harvested on a sustainable basis (good forestry practices)

### Woodlands Stewardship Program

In May of 2007, the Halton Woodlands Stewardship Program was adopted by Regional Council (Report No. PPW35-07). Through this Program, the Regional Forester assists landowners with maintenance and enhancement of natural areas, and partners with Conservation Authorities in the stewardship of Halton's forested areas for the long term.

Under the Woodlands Stewardship Program, Regional funding is available to landowners for plantation establishment (reimbursement for up to 50 per cent of incurred costs, to a maximum of \$2,000 per calendar year) and Forest Management Plan preparation (reimbursement for up to 50 per cent of costs incurred for plan preparation, to a maximum of \$1,000). Also, tree marking services are available, upon request, from the Regional Forester.

The following table summarizes the Stewardship Funding utilized within each local municipality in 2020. Costs incurred for the Stewardship Funding were within the 2020 budget allocation.

#### **2020 Woodlands Stewardship Program Funding Summary**

<b>Municipality</b>	<b>Plantation Establishment</b>		<b>Forest Management Plan Preparation</b>		<b>Tree Marking Services</b>
	<b>ha</b>	<b>\$</b>	<b>ha</b>	<b>\$</b>	<b>ha</b>
Burlington	0.85	\$2663	7.6	\$550	0.0
Halton Hills	0.0	\$0	24.2	\$1150	0.0
Milton	9.5	\$5620	128.9	\$4425	0.0
Oakville	0.0	\$0	0.0	\$0	0.0
<b>TOTAL</b>	<b>10.4</b>	<b>\$8283</b>	<b>160.7</b>	<b>\$6125</b>	<b>0.0</b>

## FINANCIAL/PROGRAM IMPLICATIONS

The costs of administering the Tree By-law and Woodlands Stewardship Program are included in the Legislative and Planning Services annual operating budget.

Respectfully submitted,



Curt Benson  
Director, Planning Services and Chief  
Planning Official



Bob Gray  
Commissioner, Legislative and Planning  
Services and Corporate Counsel

Approved by



Jane MacCaskill  
Chief Administrative Officer

If you have any questions on the content of this report,  
please contact:

Curt Benson

Tel. # 7181

Attachments: Confidential Attachment #1 – 2020 Halton Tree By-law Investigations



**VIA EMAIL**

October 21, 2021

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Chair, Halton-Hamilton Source Protection Committee  
Erin Harkins, Ministry of the Environment, Conservation and Parks  
Kevin Arjoon, City Clerk, City of Burlington  
Meaghen Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville  
Valerie Petryniak, Town Clerk, Town of Halton Hills

---

Please be advised that at its meeting held Wednesday, October 20, 2021, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-31-21 - Halton-Hamilton Source Protection Assessment Report and Plan Policy Amendments Under Section 36 of the Clean Water Act, 2006**

1. THAT Report No. PW-31-21 re: "Halton-Hamilton Source Protection Assessment Report and Plan Policy Amendments Under Section 36 of the Clean Water Act, 2006" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-31-21 to the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville, the Chair of the Halton-Hamilton Source Protection Committee, and the Ministry of the Environment, Conservation and Parks for their information.

Included please find a copy of Report No. PW-31-21 for your information.

If you have any questions please contact me at the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

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

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



**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works
Date:	October 20, 2021
Report No:	PW-31-21
Re:	Halton-Hamilton Source Protection Assessment Report and Plan Policy Amendments Under Section 36 of the Clean Water Act, 2006

**RECOMMENDATION**

1. THAT Report No. PW-31-21 re: "Halton-Hamilton Source Protection Assessment Report and Plan Policy Amendments Under Section 36 of the *Clean Water Act, 2006*" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-31-21 to the City of Burlington, the Town of Halton Hills, the Town of Milton, the Town of Oakville, the Chair of the Halton-Hamilton Source Protection Committee, and the Ministry of the Environment, Conservation and Parks for their information.

**REPORT**

**Executive Summary**

- As noted in Report No. PW-34-15/LPS113-15, Halton Region is located within three Source Protection Regions: Halton-Hamilton; Lake Erie; and Credit Valley - Toronto and Region – Central Lake Ontario (CTC) (Attachment # 1).
- Under the *Clean Water Act*, the Source Protection Regions are comprised of the conservation authorities within their boundaries (e.g., Conservation Halton and the Hamilton Conservation Authority together form the Halton-Hamilton Source Protection Region).
- Each of the Source Protection Regions has its own source protection plan (Halton-Hamilton; Lake Erie (Grand River); and CTC) that applies within its jurisdiction within Halton Region.

- The source protection plans are informed by assessment reports, which summarize mapping and technical studies for the municipal drinking water sources and the watersheds in which they are located.
- As noted in Report No. PW-34-15/LPS113-15, the three source protection plans that impact Halton Region were approved by the Ministry of Environment and Climate Change (now the Ministry of Environment, Conservation and Parks) in 2015. Since approval of the Source Protection Plans, staff have been collaborating with Local Municipalities, residents and businesses to implement the Plans.
- The *Clean Water Act, 2006* enables Source Protection Plans and assessment reports to be revised. Under Section 36 of the *Clean Water Act*, the Ministry of the Environment, Conservation and Parks required Source Protection Regions to submit work plans to review Source Protection Plans and assessment reports.
- From 2019 to 2021, Halton-Hamilton Source Protection Region undertook updates to the assessment reports and Source Protection Plan. Halton Region staff were engaged in the process through an amendments working group comprised of municipal and agency staff.
- Halton-Hamilton Source Protection Region have begun a formal pre-consultation process with stakeholders, including Halton Region and the Local Municipalities. A formal public consultation process will commence later in 2021.
- Following public consultation, Halton-Hamilton Source Protection Region will submit the proposed amendments to the local Source Protection Authorities for endorsement, and subsequently to the Ministry of the Environment, Conservation and Parks for approval.

## Background

As reported to Regional Council in several reports over the last decade, the Province of Ontario has implemented a regulatory framework that provides a proactive multi-barrier approach to safeguard municipal drinking water sources. The *Clean Water Act, 2006* provides a protective framework that focuses on protecting municipal drinking water at its source through the mandatory implementation of source protection plans.

As noted in Report No. PW-34-15/LPS113-15 re: “Source Protection Plan Implementation Requirements Under the *Clean Water Act, 2006*”, the three source protection plans that impact Halton Region were approved by the Ministry of Environment and Climate Change (now the Ministry of Environment, Conservation and Parks) in 2015 and came into effect between December 2015 and July 2016.

As part of the approved source protection plans under the *Clean Water Act, 2006*, Halton Region and other municipalities and agencies are required to implement several Plan policies, especially with regard to risk management, land use planning, and education

and outreach. Halton Region manages or prevents threats to municipal drinking water sources using tools such as:

- Risk Management Plans negotiated with land owners;
- land use planning policies and development application review;
- education and outreach; and,
- prohibitions to eliminate certain activities within very close proximity to Halton Region's municipal drinking water sources.

Halton Region staff and Local Municipal staff coordinate to implement the Plan policies, with the Local Municipal staff employing additional tools, such as inspections of private septic systems in areas that may pose risks to municipal drinking water sources.

The *Clean Water Act, 2006* provides four methods through which Source Protection Plans and assessment reports may be revised:

- minor and administrative amendments (Section 51 of O. Reg. 287/07);
- locally initiated amendments (Section 34);
- amendments made by Minister of the Ministry of Environment, Conservation and Parks order (Section 35); and,
- amendments made through a mandated review (Section 36).

Per the Section 36 work plan for the Halton Region and Hamilton Region Source Protection Areas, Halton-Hamilton Source Protection Region reviewed policies with implementation concerns and discussed viable solutions with policy implementers. The concerns that were discussed included:

- flexibility in policy implementation;
- the appropriate implementer (e.g., municipality, conservation authority, province) for each policy; and
- clarity around which policies are legally binding versus non-binding.

As noted in Report No. LPS52-20 re: "Regional Official Plan Review - Natural Heritage Discussion Paper", Source Protection Plans also include policies that must be implemented through land-use planning and require that official plans be updated to conform to the Source Protection Plans as part of a Regional Official Plan review. The land use policies contained in the applicable Source Protection Plans will replace the need for some of Halton Region's existing Regional Official Plan policies. The Regional Official Plan review process will determine the best approach to implement Source Protection Plan policies into the Regional Official Plan in a clear and concise way, including updates made by Source Protection Regions where feasible.

## **Discussion**

### ***Source Protection Assessment Report Updates***

Since 2019, the Halton-Hamilton Source Protection Region have undertaken comprehensive updates to the assessment reports. Staff from municipalities located within the Halton-Hamilton Source Protection Region have been engaged frequently through an amendments working group. Updates have been brought to the Halton-Hamilton Source Protection Committee for review and endorsement. The proposed revisions, as summarized by Halton-Hamilton Source Protection Region, are presented in Attachment #2 to this report. In brief, the key proposed updates include:

- Updates to vulnerability scores for the Wellhead Protection Areas of the Campbellville, Kelso and Walkers Line wellfields (and related background technical studies);
- Updates to mapping for managed lands, livestock density and impervious surfaces;
- Updates to potential significant threat activity counts;
- Updates to Intake Protection Zones and vulnerability scores for the Burlington, Burloak and Oakville Lake Ontario water treatment plant intakes (and related background technical studies); and,
- Updates to align with the 2017 Ministry of Environment, Conservation and Parks' Technical Rules, including adding the "establishment and operation of a liquid hydrocarbon pipeline" as a prescribed threat (and removed from descriptions as a local threat) and conducting a threats assessment; removal of sodium and chloride references from the circumstances related to on-site sewage systems and holding tanks, etc.

Staff anticipate that the updates to the assessment report will not have a significant influence on the implementation of source protection plan policies in Halton Region, and will help provide the most current information available near Halton Region's municipal drinking water sources.

### ***Source Protection Plan Updates***

Staff participated in an amendments working group that consisted of the Halton-Hamilton Source Protection Region and municipalities. The amendments working group developed preliminary recommendations for amendments to several of the Halton-Hamilton Source Protection Plan policies (as presented in Attachment #3, which is the summary of proposed policy changes provided by Halton-Hamilton Source Protection Region).

The main objectives of the recommended policy amendments are to:

- provide clarity of policy intent
- address gaps in the policies; and
- provide reasonable flexibility in policy implementation.

The draft recommendations were reviewed by Halton Region staff and comments were provided to Halton-Hamilton Source Protection Region. The proposed revisions are summarized in Attachment #3 to this report. In brief, the main proposed updates include:

- Updates to policy text and description formats; and,
- Updates and new policies in the Source Protection Plan to address implementation challenges, reflect the updated list of prescribed drinking water threat activities under the *Clean Water Act, 2006*, and address comments received from the Ministry of Environment, Conservation and Parks and municipal staff.

In general, staff anticipate that the proposed revisions will accomplish the objectives of enhancing policy clarity and increasing the flexibility for policy implementation. Staff will continue to work with the Local Municipalities and the Halton-Hamilton Source Protection Region to seek clarification and guidance around implementation of the policies.

### **Next Steps**

The Halton-Hamilton Source Protection Region, which is comprised of Conservation Halton and Hamilton Conservation Authority, will review any comments received through pre-consultation with municipalities and other policy implementers. The Halton-Hamilton Source Protection Committee will then begin the public consultation process later in 2021. Following public consultation, the Section 36 Amendment will be endorsed by the Source Protection Authorities (Conservation Halton and Hamilton Region Conservation Authority) prior to submission of the Section 36 Amendment to the Ministry of Environment, Conservation and Parks for final review and approval.

The CTC and Lake Erie Source Protection Regions have also initiated Section 36 updates to their Source Protection assessment reports and plans. Staff will update Regional Council on the progress of those updates when they are nearer to completion.



## FINANCIAL/PROGRAM IMPLICATIONS

There are no anticipated financial impacts arising from this report.

Respectfully submitted,



Lee Anne Jones  
Director, Infrastructure Planning and Policy



Andrew Farr  
Commissioner, Public Works

Approved by



Jane MacCaskill  
Chief Administrative Officer

If you have any questions on the content of this report,  
please contact:

Lee Anne Jones

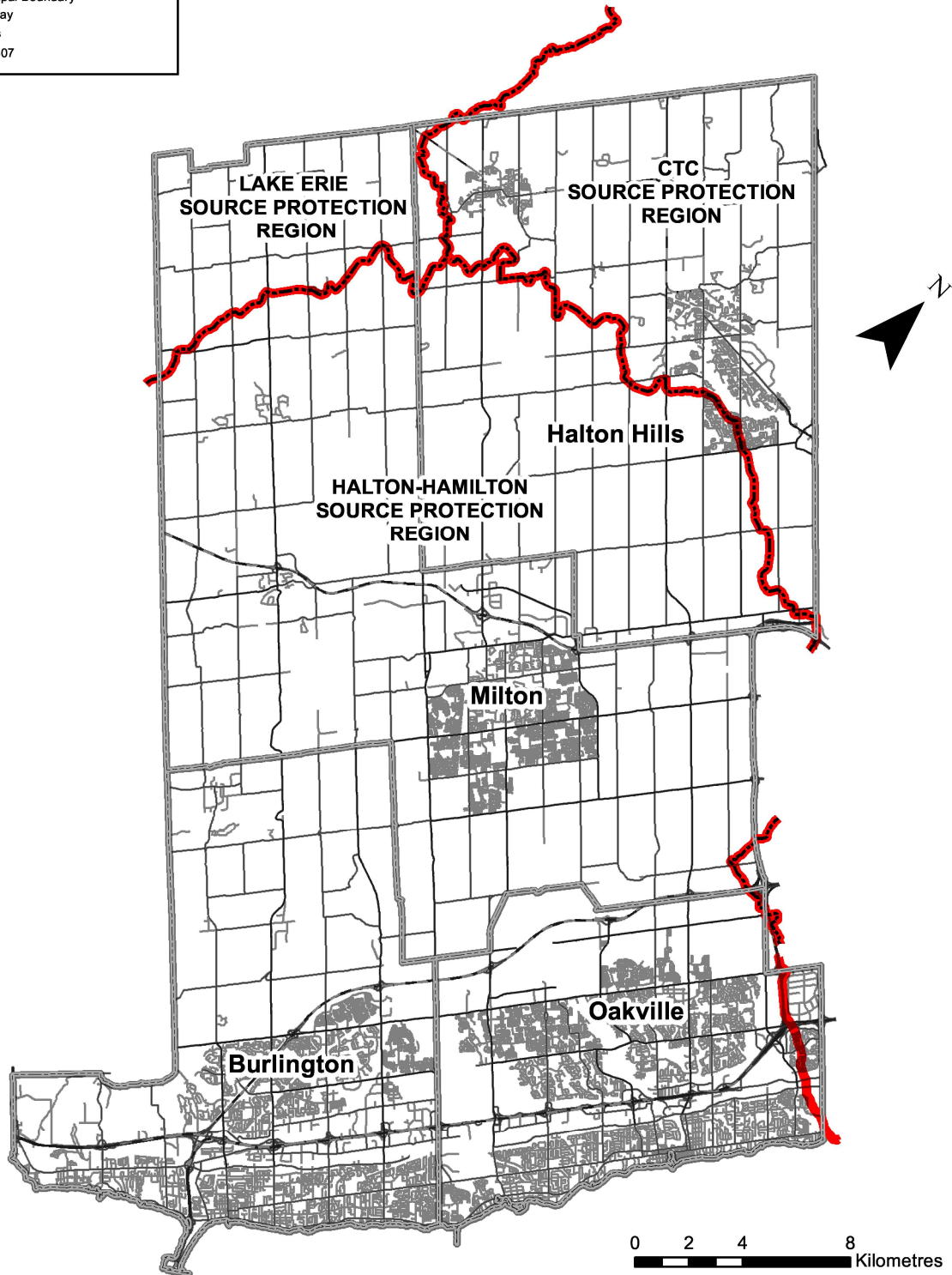
Tel. # 7547

Attachments: Attachment #1 – Map - Source Protection Regions Within Halton Region  
Attachment #2 – Summary of Changes - Section 36 Updates for the Halton-Hamilton  
Source Protection Assessment Report  
Attachment #3 – Summary of Changes - Section 36 Updates for the Halton-Hamilton  
Source Protection Plan

**Legend**

- Source Protection Region Boundary
- Municipal Boundary
- Highway
- Roads
- ETR 407

Attachment #1  
to Report No. PW-31-21



**Source Protection Regions  
Within Halton Region**

PUBLIC WORKS

September 2021

# Summary of Proposed Changes

## Section 36 Updates for the Halton Region Assessment Report

No.	Nature of the Change (Proposed Amendment)	Sections (page numbers are approximate)
1	Change to document version number, description, date to reflect a S. 36 update	After the cover page; Appendix A page 335
2	Reference to Technical Rules 2009 updated to Technical Rules 2017	Page 5, 295, bibliography
3	Change MOECC to MECP where appropriate, and Environment Canada to Environment and Climate Change Canada	Throughout
4	Land use section minor updates based on new land use map information	Section 2.2.3, page 44
5	Updated PPS and Greenbelt Plan policy numbers and dates	Section 2.2.1, page 33-34
6	Updated Table 2.1 with the most recent population data	Section 2, page 10
7	Description on Hamilton Harbour Area of Concern is updated	Section 3.11, page 80, Section 4 page 97
8	Permit To Take Water (PTTW) information was updated per S. 36 work	Tables 4.3 and 4.4 pages 105 and 106
9	Updated Surface Water Quantity using most recent data and interpretation	Section 4.2.1 page 89-91
10	Adding charts and editing Surface Water Quality section	Section 4.2.2 page 93-95
11	Minor updates to sections 4.3 Groundwater Monitoring,	Section 4.3 page 104
12	Removal of sodium and chloride references from the circumstances related to on-site sewage systems and holding tanks, per the 2017 Technical Rules	Section 4.3 page ,109 Section 7.1.2 page 248-251
13	Updated section 4.3.2 Water quality, added nitrate and chloride concentration charts (4.4 and 4.5) and edited text	Section 4.3.2 page 109-110
14	Updated section 4.5 text and Table 4.1 using September 2020 PTTW database	Section 4.5 page 115-116
15	Updated Groundwater Levels and Flow - minor addition to groundwater flow characterization	Section 4.3.1 page 108
16	The “establishment and operation of a liquid hydrocarbon pipeline” added as a prescribed threat (and removed as a local threat) per the 2017 Technical Rules. Threats were assessed per the Table of Drinking Water Threats	Section 6.1: 192, 198-199, Section 7.2: 252, 254, 270-272, 279-280, 298
17	Lake Ontario IPZ-2 re-delineation and vulnerability reassessment of IPZ-1 and IPZ-2	Section 6.1: 182 – 191, 195 - 198
18	Technical Study: Lake Ontario intake protection zone re-delineation and vulnerability reassessment	This is a separate technical study
19	Transport pathway assessment information updated in Section 6.2	Section 6.2, page 207-208
20	Transport pathways assessment in wellhead protection areas per S. 36 work	Section 6.2.3: 227-230
21	Technical Study: Transport pathways assessment in wellhead protection areas	This is a separate technical study
22	Removal of references to vulnerability scoring in significant groundwater recharge areas (SGRAs), per the 2017 Technical Rules	Section 7.3: Table 7.1 page 267, Section 7.5: page 271, Table 7.5 page 283.

No.	Nature of the Change (Proposed Amendment)	Sections (page numbers are approximate)
23	Updated Section 7.3 Conditions in terms of criteria (using 2017 Technical Rules), sources of data and conditions assessment results	Section 7.3 page 273-276
24	Table 7.2 updated with the most recent threat count	Section 7.4.1 page 277
25	Table 8.2 updated with the most recent threat count	Section 8.4 page 299
26	Updated Appendix B.1 with the newest data	Appendix B.1 page 348
27	HYDAT Station summary table and hydrographs updated/replaced with the most current data	Appendix B3 page 350-362
28	Groundwater Quality – PGMN Wells was updated with the most recent available data	Appendix B8 page 397 - 401
29	Groundwater Monitoring Network – PGMN Wells table updated	Appendix B6 page 383
30	Updated Appendix B.4 Surface Water Quality	Appendix B.4, page 363-380
31	Groundwater Level data hydrographs updated up to 2020	Appendix B.7 page 385-395
32	Municipal Raw Water Quality update with the most recent data for Halton Region systems	Appendix B.9 page 402- 409
33	Corrected Burlington intakes depths to 5 meters from water surface based on Stantec Consulting Ltd. 2008 technical studies and confirmed by Halton Region water treatment plant staff in August 2021	Section 4.5.1 page 117; Table 6.2 page 184 and separate Technical Study
34	Replaced Halton OP write-up with text provided by Halton Region	Section 2.2.1, page 49
35	Replaced population distribution and density write-up with text provided by Halton Region	Section 2.2.2, page 50
36	Replaced a paragraph with text provided by Halton Region	Section 2.2.3, page 55
37	Updated estimated number of users in Table 4.2 based on the feedback from Halton Region	Table 4.2, page
38	Minor edits to text based on feedback from Halton Region	Section 4.5.1, page 124
39	Text edits on municipal wastewater treatment plants based on feedback provided by Halton Region	Section 4.6.1, page 127
40	Table 4.5 updates on municipal wastewater treatment plants based on feedback from Halton Region	Table 4.5, page 128
41	Lake Ontario vulnerability reassessment of IPZ-1 and IPZ-2 to address MECP early engagement comments and Technical Study: Lake Ontario intake protection zone re-delineation and vulnerability reassessment	Section 6.1: page 182 – 199, Table 7.2 and separate Technical Study
42	Description on DNAPLs enhanced and list of examples corrected from feedback from Wellington Source Water Protection	Section 7.2.1: page 269
42	Updated general information on biosolids treatment in Halton and Hamilton from feedback from Halton Region and City of Hamilton	Section 7, threat: NASM, page 266

## Summary of Proposed Changes

### Section 36 Updates for the Halton-Hamilton Source Protection Plan

August 30, 2021

**Table 1: Source Protection Plan (SPP) Change Log**

No.	HHSP Section or Policy	Implementation Concern and SPP Update
1.	After the cover page	Changes are proposed to the document version number, description, and date to reflect the Section 36 update to the SPP
2.	All policies	<p>As described in the Section 36 workplan, users of the source protection plan requested amendments to provide clarity and to make the plan more easily understood. These include vulnerable area geographic references and legal effect of each policy. Formatting is required to ensure compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).</p> <p>MECP provided early engagement comments to change legal effect of “must comply” to be: “must conform” for Legal Effect Lists G, H and I (Clean Water Act Part IV S. 57, 58 and 59 policies). This change is made throughout the SPP.</p>
3.	Applicable policies	Update MOECC to “Ministry of Environment, Conservation and Parks” where relevant; update Source Protection Department of the Conservation Authorities to “Halton Region and Hamilton Region Conservation Authorities”
4.	Elaboration of “Legal effect”	The concept of “legal effect” is key to elaborate on to help explain how some policies are legally binding and others are non-binding.
5.	Applicable text	The “establishment and operation of a liquid hydrocarbon pipeline” added as a prescribed threat (and removed as a local threat) per the 2017 Technical Rules.
6.	G-1 (legally binding) Enacts timing requirements for implementation of SPP policies.	<p>The assessment reports are updated from time to time through Clean Water Act, 2006 Section 34, 35, or 36 updates, and typographical and other minor edits through an O. Reg. 287/07 Section 51 update. New threats may be identified. Certain policies to address the threats must be implemented within a certain timeframe dependent upon the date that the <b>updated</b> plan takes effect. Staff’s edits to policy G-1 propose that the:</p> <ul style="list-style-type: none"> <li>(a) timeline for risk management plans be 5 years from when the <b>updated</b> Source Protection Plan (pursuant to Section 34, 35 or 36) comes into full force and effect; and</li> <li>(b) timeline for prescribed instrument amendments be 3 years from when the <b>updated</b> Source Protection Plan (pursuant to Section 34, 35 or 36) comes into full force and effect.</li> </ul>

No.	HHSP Section or Policy	Implementation Concern and SPP Update
		<p>The above edits remove the need to update the timeline policy G-1 each time there is a Section 34 or 35 or 36 update (amendment) to the SPP. It ensures that activities identified as being subject to risk management plan (RMP) and prescribed instrument policies do not need to meet the policy requirements by a misinterpreted deadline of 2020 or 2021. It does mean that the timeline depends upon a particular amendment coming into full force and effect; therefore different RMPs and prescribed instrument amendments could have different timelines. E.g.: An RMP resulting from a Section 34 in 2022 would have a timeline of ~ 2027. But an RMP resulting from a Section 35 in 2025 would have a timeline of ~ 2030. There is general consensus amongst municipalities with this approach. (Section 51 is not included in the above proposed edits because timeline amendments for risk management plans and prescribed instruments are not considered to be typographical and other minor edits).</p> <p>MECP provided comments during early engagement in July 2021 on the above policy revision. Revisions were made to Section 2.4 to indicate that updates to the SPP occur from time to time and that the effective date would change accordingly. Policy G-1 is edited to indicate both: the effective date of all policies unless otherwise specified, and the exceptions. Reference to s. 58(3) is removed in policy part (a). Policy Part (b) is removed.</p>
7.	<p><b>G-2</b> (legally binding) Designates land uses to which the restricted land uses provisions (Section 59) of the Clean Water Act, 2006 apply.</p>	<p>This addresses a requirement related to policy consistency, per the Minister's Section 36 amended Order for the HHSPR. This policy update would allow risk management officials to provide written direction to municipal staff regarding types of building or planning applications that can be screened out of the Section 59 notice process.</p> <p>County of Wellington provided comments during early engagement to check that wording matches the Wellington County Chapter of the Grand River Plan dated February 3, 2021. Policy WC-CW-1.3 was used, and staff retained the wording "unless identified specifically within a policy" from the first approved SPP for HHSPR.</p>
8.	<b>T-9-C</b>	<p>The MECP's updates to the tables of drinking water threats circumstances included a change from the term "stormwater retention ponds" to "stormwater management facilities". There are no policy implications.</p>
9.	<p><b>T-26-C a and b</b> (legally binding) Policy part a requires OMAFRA to ensure that nutrient management plans manage the application of commercial fertilizer to never become a significant threat.</p> <p>Monitoring policy part b requires OMAFRA to document the number and locations of</p>	<p>T-26-C part a: OMAFRA's actions satisfy the intent of part a and no change is required.</p> <p>T-26-C part b: For the monitoring part b of the policy, OMAFRA indicated that it does not issue (approve) or review NMPs and that their response to the annual reportable of: "# of prescribed instruments approved" will always be zero/not applicable. Staff therefore recommended the removal of T-26-C part b (the monitoring policy), in March 2021.</p>

No.	HHSPP Section or Policy	Implementation Concern and SPP Update
	properties where NMPs were reviewed and record measures taken.	Since a monitoring policy is required to be written, and it is recognized that a continued reliance is placed on monitoring policy T-22-S part b to fill the gap noted above, it is proposed that the wording from T-22-S part b is used to inform the wording for a revised monitoring policy T-26-C part b. This monitoring policy requires that the MECP's annual report provide the locations of inspections compliant and non-compliant with nutrient management plans and strategies and non-agricultural source material plans, and the actions taken for threat activities related to agricultural source materials, non-agricultural source materials, commercial fertilizer and land used for outdoor confinement areas and farm-animal yards.
10.	<p><b>T-29-S d</b> Requests the Agrichemical Warehousing Standards Association (AWSA) to review their standards to ensure they include appropriate buffer areas to protect municipal drinking water sources and send a response to the Source Protection Authority within six months.</p> <p><b>New: T-30-S</b></p>	<p>Staff recommend that this non-legally binding portion part d (directed to the AWSA) be separated from the legally binding portion parts a, b, c. Part d is proposed to be moved into previously repealed policy T-30-S.</p> <p>The AWSA has implemented this non-legally binding policy. Through correspondence in 2019, they indicate that based on their review of the AWSA standards there are adequate policies and procedures established to comply with municipal, provincial and federal regulatory requirements to protect municipal drinking water. There is a 50m buffer from zoned residential lot lines, hospitals, schools, shopping centres, restaurants, processing facilities for feed or food and other buildings of high occupancy. Pre-approval with AWSA is required if there is potential for infringement into the 50 m buffer. Other measures include spills prevention and response. Staff propose edits that request AWSA to review their standards to ensure they include appropriate buffer areas and emergency planning and response measures to protect municipal drinking water sources. Further discussions are ongoing to encourage AWSA to incorporate information into their auditor notes who in turn could potentially advise operators of individual sites; and to send out industry bulletins to the operators.</p>
11.	<p><b>T-47-C b</b> (legally binding) Requires risk management plans to manage livestock grazing.</p>	<p>Policy T-47-C part b requires a hard regulatory tool of risk management plans (RMPs) to manage livestock grazing, regardless of the number of animals. Implementation challenges and potential solutions were discussed with municipal staff early in 2021. Accordingly, a proposal to modify the policy was brought to the HHSPP at its March 2021 meeting. The SPC reached consensus on using a 5 NU (per farm property) criteria outside of WHPA-A, to determine whether the policy tool would be education and outreach (for less than 5 NU per farm) or RMP (for 5 or greater than 5 NU per farm). Further discussions on factoring in the vulnerability scores were planned with municipal staff.</p> <p>In late March 2021, the HHSPP hosted a municipal working group meeting to discuss contiguous vulnerability scores (especially a score of 10 through a WHPA-B). Generally, it was agreed that WHPA-A should continue to be subject to RMPs. It was agreed that the proposal (hinging on a 5 NU threshold) would be suitable outside WHPA-A (for significant threat activities). Follow up discussions with the City of Hamilton allowed for a closer look at what this means on the ground, and a review of the policy wording. This has allowed for municipal staff to reach the same consensus as the HHSPP.</p>



No.	HHSP Section or Policy	Implementation Concern and SPP Update
12.	<b>T-53-S c</b> Requests that MMAH enact regulations under the Planning Act to enable the use of conditional zoning.	Based on public consultation feedback in 2007, the government is not proposing to proceed with a regulation to enable conditional zoning. In 2019 and in 2021, HHSPR contacted MMAH about this policy. Per the 2020 annual progress reporting, MMAH considers source water protection in its review of new land use planning documents (official plans, comprehensive zoning bylaws) and development applications. There appears to be no pressing need by municipalities and not anticipated in the future. Staff recommended the removal of policy T-53-S part (c). Note that part c was the only non-binding part of the policy. With its removal, the policy becomes legally binding.
13.	<b>T-53-C</b>	During early engagement, County of Wellington recommended adding “the proposed storage location, where applicable” to the policy wording. Staff agree that this would further clarify the information disclosure needs to project proponents.
14.	<b>T-29 C/S, T-34-C/S, T-35-C/S, T-52 C/S, T-53 C/S</b>	<p>Some of the source protection plan policies contain both legally binding and non-binding parts, where the former is meant to address significant level threats while the latter addresses moderate and low level threats. It is recommended that these policies be separated out based on the legal effect (and therefore also by threat level) to ensure clarity for policy implementers and help streamline the annual progress reporting process. These policies are: T-29 C/S, T-34-C/S, T-35-C/S, T-52 C/S and T-53 C/S. They are described below.</p> <ul style="list-style-type: none"> <li>• <b>T-29-C/S:</b> Part d was the only non-binding part of the policy. By moving part d to T-30-S (for reasons described in item no. 9 in this table), the policy T-29-C becomes legally binding.</li> <li>• <b>T-34-C/S:</b> This policy is split into legally binding and non-binding policies of <b>T-34-C</b> and <b>new T-60-S</b>.</li> <li>• <b>T-35-C/S:</b> This policy is split into legally binding and non-binding policies of <b>T-35-C</b> and <b>new T-61-S</b>.</li> <li>• <b>T-52-C/S:</b> This complicated policy is split into legally binding and non-binding policies as described in detail in <b>Table 2</b>.</li> <li>• <b>T-53-C/S:</b> Part c was the only non-binding part of the policy. With its removal (for reasons described in item No. 11 in this table), the policy becomes legally binding.</li> </ul> <p>Although T-36-S, T-49-S address significant, moderate and low threats, they are non-binding policies and can remain the same.</p>
15.	<b>T-62-S (was L-1-S)</b> Requests the Canada Energy Regulator and TSSA to ensure that their regulatory requirements manage liquid hydrocarbon pipelines that are existing significant threats.	<p>Replaces L-1-S (pipeline integrity testing). Addresses hydrocarbon pipelines as new prescribed threat activity added in the Clean Water Act in 2018 and as modelled (event-based) threat. Considers extensive research by CA staff on applicable legislation and insights from discussions with pipeline companies. Redirects policy away from pipeline companies and to regulatory bodies.</p> <p>The monitoring policy directed to CAs is legally binding and moved to T-68-C.</p>
16.	<b>T-63-S (was L-1-S and L-2-S)</b> Recommends that Canada Energy Regulator and Ontario Energy Board use a	Replaces L-1-S and L-2-S. Addresses liquid hydrocarbon pipelines as new prescribed threat activity added in the Clean Water Act in 2018. Considers extensive research by CA staff on applicable legislation and insights from discussions with pipeline companies.



No.	HHSP Section or Policy	Implementation Concern and SPP Update
	preventative approach with pipeline applicants for future significant threats.	The monitoring policy directed to CAs is legally binding and therefore moved to T-68-C.
17.	<b>T-64-S</b> (new) Requests pipeline companies to use watershed and source water protection science in their emergency planning.	A new policy to encourage pipeline companies to leverage watershed and source water protection science. Addresses liquid hydrocarbon pipelines as new prescribed threat activity added in the Clean Water Act in 2018 and as modelled (event-based) threat.  The monitoring policy directed to CAs is legally binding and moved to T-68-C.
18.	<b>T-65-S</b> (was T-52-C/S part c) Requests liquid hydrocarbon pipeline companies and owners of bulk fuel storage facilities to update their emergency plans.	Uses non-binding part c of T-52-C/S (part c is non-binding when addressed to pipeline and fuel storage facility owners). Addresses liquid hydrocarbon pipelines as new prescribed threat activity added in the Clean Water Act in 2018 and as modelled (event-based) threat. Addresses modelled, event-based threat of the handling and storage of fuel.  The monitoring policy directed to CAs is legally binding and moved to T-68-C.
19.	<b>T-66-C</b> (was T-52-C/S part c) Directs municipalities to update their emergency plans.	Uses legally binding part c of T-52-C/S (part c is binding when directed to municipalities).  The monitoring policy directed to CAs is legally binding and moved to T-68-C.
20.	<b>T-67-S</b> (was T-52-C/S parts a, d) Recommends MECP Spills Action Centre to incorporate drinking water protection zone maps and modify their procedures.	Uses non-binding parts a and d of T-52-C/S. Addresses liquid hydrocarbon pipelines as new prescribed threat activity added in the Clean Water Act in 2018 and as modelled (event-based) threat. Addresses modelled, event-based threats of discharges from sewage treatment plants and the handling and storage of fuel.
21.	<b>T-68-C</b> (was T-52-C/S part e) Directs CAs to collaboratively liaise with pipeline companies, fuel storage companies, sewage treatment plant owners on several matters.	Uses legally binding part e of T-52-C/S and is the monitoring policy for policies T-62-S, T-63-S, T-64-S, T-65-S, and T-66-C. Addresses liquid hydrocarbon pipelines as new prescribed threat activity added in the Clean Water Act in 2018 and as modelled (event-based) threat. Addresses fuel storage and discharge from sewage treatment plants where they are a significant threat to Lake Ontario. Efficiently brings together all legally binding policy parts directed to CAs to help address liquid hydrocarbon pipelines and modelled sewage and fuel threats.  To address an MECP comment received during early engagement, a supporting policy detail for Policy T-68-C is edited to indicate that it is a monitoring policy and its legal effect is List F. It is correctly listed in Appendix C – Compliance Lists.
22.	<b>O-1-S</b> BMPs for transport pathways	During early engagement, County of Wellington recommended the following: <ul style="list-style-type: none"> <li>• Add “maintenance” of municipal infrastructure to the policy wording. Staff agree that this would include the need to have best management practices to protect groundwater sources during maintenance of municipal infrastructure.</li> </ul>

No.	HHSP Section or Policy	Implementation Concern and SPP Update
		<ul style="list-style-type: none"> <li>• Add “in accordance with Ontario Regulation 903” when referring to the decommissioning of wells. Staff agree with this change.</li> </ul>
23.	<b>O-4-S</b> Importation of fill - education and outreach (E&O) policy	<p>During early engagement, County of Wellington noted that the SPP section 3.3.4 is titled ‘Disposal’, but there is no mention of disposal in the policy wording. They indicated that, since this is an education and awareness policy, there could possibly be consideration to add: “and disposal” if necessary; or change the title to Importation of Fill.</p> <p>HHSPR staff checked the Explanatory Document for the intent of the policy from the first round of source protection planning: “If contaminated fill is used or disposed of on a property, rain and surface runoff percolating through the material could dissolve the contaminants and carry them to watercourses or down to groundwater” (Explanatory Document - Section 4.3.1 page 251). To match the intent, the policy wording is updated accordingly to refer to the “disposal or use of imported fill”. Minor edits are made to the title of Section 4.3 of the Explanatory Document as well. Note that the province regulates soil reuse through phase one of Ontario’s On-Site and Excess Soil Regulation O. Reg. 406/19, which came into force in January 2021.</p>
24.	<b>O-5-S Part c</b> Transportation of hazardous goods - education and outreach (E&O) policy.	<p>Part c: The message and materials may not be reaching the intended audience, and outcomes are unknown. Staff recommended that the implementer be changed from municipalities to: Ministry of Transportation Ontario and Transport Canada.</p> <p>Parts a, b, c: During early engagement, County of Wellington recommended that staff training be added to the policy. Staff agree with the recommendation.</p>
25.	<b>O-6-S</b>	During early engagement, County of Wellington recommended that the policy recommends including contact information for the Spills Action Centre in spills action plans of companies that lease space on relevant port lands.
26.	Appendix B: Collaboration and Consultation	During early engagement, MECP provided a reminder to update the consultation summary section of the plan

**Table 2: Halton-Hamilton Source Protection Plan: Policy T-52 C/S**

Current Policy Part and Legal Effect	Current Policy	Proposed Policy and Legal Effect
T-52 C/S overarching policy text (C: legally binding; S: non-binding)	Where discharges from sewage treatment plants, the handling and storage of fuel, and the conveyance of oil in a pipeline that crosses an open body of water are existing significant drinking water threats to Lake Ontario municipal intakes,	Overview: T-52-C/S is proposed to be split into legally binding and non-binding policies as described below.

Current Policy Part and Legal Effect	Current Policy	Proposed Policy and Legal Effect
<p><b>T-52-S parts a and d</b></p> <p><b>List K – Non-binding</b></p> <p>Significant threat policies to be implemented by stakeholders other than municipalities, local boards, or source protection authorities</p>	<p>a) the Ministry of the Environment and Climate Change shall provide mapping of intake protection zones three and the locations of known significant threats to the Spills Action Centre, and if necessary modify procedures to ensure that the operators of all water treatment plants that could be affected by a spill are notified.</p> <p>d) by February 1 of each year, the Ministry of the Environment and Climate Change shall prepare and submit to the Source Protection Authority a report summarizing their actions for the previous year, including the number, type, and location of spills reported within intake protection zones three, adjusted thresholds, and actions taken or recommended to improve the efficiency and effectiveness of the spill reporting system.</p>	<ul style="list-style-type: none"> <li>New policy T-67-S for liquid hydrocarbon pipelines (event based IPZ-3 and certain WHPAs), and for sewage and fuel threats (event based IPZ-3s).</li> </ul> <p>List K – Non-binding</p> <p>(Part b: Legally binding monitoring policy)</p>
<p><b>T-52-C part b</b></p> <p><b>List C - Legally binding - must conform with</b></p> <p>Significant threat policies that affect prescribed instrument decisions</p>	<p>b) the Ministry of the Environment and Climate Change shall ensure that the environmental compliance approvals that govern the sewage works include appropriate terms and conditions to ensure that the systems do not become significant drinking water threats. As part of its program to review environmental compliance approvals that are affected by source protection plans and in consultation with the municipalities responsible for water services the following conditions shall be considered for inclusion - adjustment of the reporting thresholds for pathogens and chemicals of concern in effluent.</p>	<ul style="list-style-type: none"> <li>Retain as revised policy T-52-C for sewage threats (event based IPZ-3)</li> </ul> <p><b>List C - Legally binding - must conform with</b></p> <p>(Part b: Legally binding monitoring policy)</p>
<p><b>T-52-S part c</b></p> <p><b>List K - Non legally binding</b></p> <p>Significant threat policies to be implemented by stakeholders other than municipalities, local boards, or source protection authorities</p> <p><b>*industries (includes liquid hydrocarbon pipeline owners and bulk fuel storage facilities)</b></p>	<p>c) the <b>owners of facilities*</b> where these significant drinking water threats have been identified are requested to update emergency preparedness/contingency plans to include the location of municipal intakes, actions to be taken to protect drinking water sources should an incident occur, and the requirement for inclusion of the protection of drinking water sources in emergency preparedness exercises.</p>	<ul style="list-style-type: none"> <li>New policy T-65-S for liquid hydrocarbon pipelines (event based IPZ-3 and certain WHPAs) and fuel threats (event based IPZ-3)</li> </ul> <p>List K - Non legally binding</p>
<p><b>T-52-C part c</b></p>	<p>c) the <b>owners of facilities**</b> where these significant drinking water threats have been identified are requested to update emergency preparedness/contingency plans to include the location of municipal</p>	<ul style="list-style-type: none"> <li>New policy T-66-C for sewage threats (event based IPZ-3)</li> </ul>

Current Policy Part and Legal Effect	Current Policy	Proposed Policy and Legal Effect
<p><b>List E - Legally binding - must comply with</b></p> <p>Significant threat policies that impose obligations on municipalities, source protection authorities and local boards</p> <p><b>**municipalities</b></p>	<p>intakes, actions to be taken to protect drinking water sources should an incident occur, and the requirement for inclusion of the protection of drinking water sources in emergency preparedness exercises.</p>	<p><b>List E - Legally binding- must comply with</b></p>
<p><b>T-52-C part e</b></p> <p><b>List F - Legally binding - must comply with</b></p> <p>Monitoring policy referred to in subsection 22 (2) of the <i>Clean Water Act, 2006</i></p>	<p>e) the Source Protection Department of the Halton Region and Hamilton Region Conservation Authorities shall consult with the owners of facilities where these significant drinking water threats have been identified to request an invitation to observe the emergency preparedness exercises carried out in the vicinity of the Halton-Hamilton Source Protection Region, and to request to view a copy of the emergency preparedness plans when amended.</p>	<ul style="list-style-type: none"> <li>• New policy T-68-C</li> </ul> <p>Legally binding monitoring policy</p>



**VIA EMAIL**

October 21, 2021

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Kevin Arjoon, City Clerk, City of Burlington  
Meaghan Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville  
Valerie Petryniak, Town Clerk, Town of Halton Hills

---

Please be advised that at its meeting held Wednesday, October 20, 2021, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-23-21 - Uniform Traffic Control By-Law No. 1984-1**

1. THAT Regional Council approve the amendments to the Uniform Traffic Control By-Law No. 1984-1 to reflect the additions and deletions as detailed in Attachment #1 to Report No. PW-23-21.
2. THAT the Director of Legal Services and Corporate Counsel be authorized to prepare the amending By-law.
3. THAT the Regional Clerk forward a copy of Report No. PW-23-21 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

Included please find a copy of Report No. PW-23-21 for your information.

If you have any questions please contact me at the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "Graham Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866



**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works
Date:	October 20, 2021
Report No:	PW-23-21
Re:	Uniform Traffic Control By-Law No. 1984-1

**RECOMMENDATION**

1. THAT Regional Council approve the amendments to the Uniform Traffic Control By-Law No. 1984-1 to reflect the additions and deletions as detailed in Attachment #1 to Report No. PW-23-21.
2. THAT the Director of Legal Services and Corporate Counsel be authorized to prepare the amending By-law.
3. THAT the Regional Clerk forward a copy of Report No. PW-23-21 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

**REPORT**

**Executive Summary**

- The Uniform Traffic Control By-law No. 1984-1 (the "Traffic By-law") regulates parking restrictions, posted speed limits and various other traffic restrictions on Regional Roads.
- The purpose of this report is to obtain authority to amend the Traffic By-law No. 1984-1 to incorporate recent changes as detailed in this report.
- Changes to the schedules contained within the Traffic By-law are proposed for Burnhamthorpe Road (Regional Road 27) due to the legal transfer of part of Burnhamthorpe Road (Regional Road 27) to the Town of Oakville following the construction of William Halton Parkway (Regional Road 40) as approved in By-law No. 17-21.

- Updates to the Traffic By-Law are also proposed to the schedules as a result of the recently completed portion of William Halton Parkway (Regional Road 40).
- Amendments specific to individual Regional Roads recommended in this report (Attachment #1) include: Guelph Line (Regional Road 1), Dundas Street (Regional Road 5), Britannia Road (Regional Road 6), Steeles Avenue (Regional Road 8), Ninth Line (Regional Road 13), Tremaine Road (Regional Road 22), Burnhamthorpe Road (Regional Road 27) and William Halton Parkway (Regional Road 40).

## **Background**

The Uniform Traffic Control By-law No. 1984-1 regulates Regional parking restrictions, posted speed limits, various other traffic restrictions and operating characteristics of the Regional Road system. Staff periodically update the Uniform Traffic Control By-law to address changes associated with the implementation of capital improvements, operating characteristics and changes resulting from the roads rationalization process. Amendments detailed in this report include changes to speed limits, parking and stopping restrictions, truck/load restrictions, and through highway stops.

Through By-law No. 1984-1, the Commissioner of the Public Works Department has been granted the Delegated Authority to exercise decisions and perform certain functions as it relates to a reduction of speed limit in construction zones and the installation of regulatory road signs. The duration of the Delegated Authority is 12 months as noted in Report No. PW-30-17.

## **Discussion**

As detailed below and in Attachment#1, the purpose of this report is to obtain approval to amend the Traffic By-law to incorporate recent changes that have been implemented in an effort to mitigate and improve safety on Regional Roads.

### **(1) Schedule "1" Section 5(3) No Parking Anytime - Signs On Display**

It is recommended that "No Parking Anytime" signs be installed at the following locations to respond to, and improve, operational and safety concerns:

- Guelph Line (Regional Road 1) west side, from No. 1 Side Road/Millar Crescent to #3450 Guelph Line;
- Guelph Line (Regional Road 1) west side, south of the point 100 m south of #3450 Guelph Line to #3350 Guelph Line; and,
- Guelph Line (Regional Road 1) east side, from No. 1 Side Road/Millar Crescent to opposite #3350 Guelph Line.

In addition, “No Parking Anytime” signs were installed through Delegated Authority on William Halton Parkway (Regional Road 40) from Regional Road 25 to the Easterly Terminus.

## **(2) Schedule “6”, Section 5(9)(a)(v) No Stopping Anytime – Signs on Display**

In an effort to respond to operational and safety concerns, as per the Delegated Authority process granted to the Commissioner of the Public Works Department “No Stopping Anytime” signs were installed on Guelph Line (Regional Road 1) from 1,000 m South of Conservation Road to 1,800 m south of Conservation Road in the Town of Milton.

## **(3) Schedule “13” Section 7(2) Intersection Stop Signs**

Through the Delegated Authority process, as a risk avoidance measure, as part of Halton Region’s capital construction project intersection Stop Signs were installed on William Halton Parkway (Regional Road 40) at Burnhamthorpe Road (Regional Road 27) for the eastbound direction.

## **(4) Schedule “15” Section 8(2) Intersection Yield Signs**

Through the Delegated Authority process in order to mitigate risk, intersection “Yield Signs” were installed at the following locations due to capital construction:

- Roundabout of William Halton Parkway (Regional Road 40) at Sixth Line Road (Town of Oakville) for all roundabout entrances;
- Roundabout of William Halton Parkway (Regional Road 40) and Ninth Line (Regional Road 13) for all roundabout entrances; and,
- Roundabout of Steeles Avenue (Regional Road 8) and Tremaine Road (Regional Road 22) for all roundabout entrances.

## **(5) Schedule “23”, Section 12(1) Rates of Speed – Signs On Display Changes**

In an effort to mitigate risk, through Delegated Authority, posted speed limit signs were installed on Dundas Street (Regional Road 5) from Neyagawa Boulevard (Regional Road 4) to Trafalgar Road (Regional Road 3) to achieve a uniform 70 km/h zone on the widened portion of Dundas Street (Regional Road 5).

As well, an increase in speed limit from 60km/hr to 70km/hr on Dundas Street (Regional Road 5) from Neyagawa Boulevard (Regional Road 4) to Trafalgar Road (Regional Road 3) is required as endorsed through Report No. PW-04-17 for the recommended speed limit increase to coordinate with the widenings along Dundas Street (Regional Road 5).



#### **(6) SCHEDULE "24" SECTION 13 Reduced Loads on Highway - Signs on Display**

Through the Delegated Authority process, "Reduced Loads on Highways" signs were changed from Schedule "24" at the following road sections:

- Removed Britannia Road (Regional Road 6) from Tremaine Road (Regional Road 22) to Regional Road 25 due to reconstruction;
- Edited Tremaine Road (Regional Road 22) to include the entire corridor From Campbellville Road southerly to Steeles Avenue (Regional Road 8);
- Edited Burnhamthorpe Road (Regional Road 27) to remove the portion downloaded to The Town of Oakville; and,
- Edited Ninth Line (Regional Road 13) to extend the existing zone from Dundas (Regional Road 5) to the newly constructed William Halton Parkway (Regional Road 40).

#### **(7) SCHEDULE "26" SECTION 15(1)(2) Heavy Trucks Prohibited - Signs on Display**

To ensure uniformity with the Town of Milton's Heavy Trucks Prohibited designation following the construction of the Steeles Avenue/Tremaine Road Roundabout and as a risk avoidance measure, signs are currently in place to reflect this change through a Delegated Authority on Steeles Avenue (Regional Road 8) from Tremaine Road (Regional Road 22) roundabout to 175 m west of Tremaine Road roundabout (Regional Road 22).

## FINANCIAL/PROGRAM IMPLICATIONS

The cost of new signage and installation will be funded through the respective Capital project in the Roads Capital Projects. In case the signage is part of regular maintenance, or a replacement, it will be funded through the approved Roads Operating Maintenance Budget for the year.

Respectfully submitted,



Rob Rivers CET  
Director, Waste Management and Road  
Operations



Andrew Farr  
Commissioner, Public Works

Approved by



Jane MacCaskill  
Chief Administrative Officer

If you have any questions on the content of this report,  
please contact:

Rob Rivers

Tel. # 8289

Attachments: Attachment #1 - Schedule Changes

**Amendments to the Uniform Traffic By-law No. 1984-1**

<b>Schedule "1" Section 5(3) No Parking Anytime - Signs On display</b>						
	<b>Item No.</b>	<b>Highway(s)</b>	<b>Location From</b>	<b>Location To</b>	<b>Side(s)</b>	
Edit	40	Regional Road No. 40 (William Halton Parkway)	Regional Road No. 25 (Bronte Road)	Easterly Terminus of Regional Road No. 40 (William Halton Parkway)	North & South	
Add	1.09	Regional Road No. 1 (Guelph Line)	No 1 Side Road (City of Burlington)	3450 Guelph Line	West	
Add	1.1	Regional Road No. 1 (Guelph Line)	100 m south of 3450 Guelph Line	3350 Guelph Line	West	
Add	1.11	Regional Road No. 1 (Guelph Line)	No 1 Side Road (City of Burlington)	3350 Guelph Line	East	
<b>Schedule "6" Section 5(9)(a)(v) No Stopping Anytime - Signs On display</b>						
	<b>Item No.</b>	<b>Highway(s)</b>	<b>Location From</b>	<b>Location To</b>	<b>Side(s)</b>	
Add	1.09	Regional Road No. 1 (Guelph Line)	1000m South of Steeles Avenue (Conservation Road)	1800m south of Steeles Avenues (Conservation Road)	East & West	
Remove	27.01	Regional Road No. 27 (Burnhamthorpe Road)	10m East of Regional Road No. 3 (Trafalgar Road)	450m East of Regional Road No. 3 (Trafalgar Road)	North & South	
<b>Schedule "12" Section 7(1) Through Highway Stops</b>						
	<b>Item No.</b>	<b>Highways</b>	<b>Location From</b>	<b>Location To</b>		
Edit	27.01	Regional Road No. 27 (Burnhamthorpe Road)	Regional Road No. 4 (Neyagawa Boulevard)	Sixth Line (Town of Oakville)		
Add	40.01	Regional Road No. 40 (William Halton Parkway)	Regional Road No. 25 (Bronte Road)	Easterly Terminus of Regional Road No. 40 (William Halton Parkway)		
<b>Schedule "13" Section 7(2) Intersection Stop Signs</b>						
	<b>Item No.</b>	<b>Intersection</b>	<b>Direction of Travel</b>	<b>Stop At</b>		
Add	40.01	Regional Road No. 40 (William Halton Parkway) and Regional Road No. 27 (Burnhamthorpe Road)	Eastbound	Regional Road No. 27 (Burnhamthorpe Road)		
<b>Schedule "15" Section 8(2) Intersection Yield Signs</b>						
	<b>Item No.</b>	<b>Intersection</b>	<b>Direction of Travel</b>	<b>Yield At</b>		
Add	40.01	Roundabout at Regional Road No. 40 (William Halton Parkway West/East) and Sixth Line (Town of Oakville)	All Directions	All Roundabout Entrances		
Add	40.02	Roundabout Entrances at Regional Road No. 40 (William Halton Parkway East) and Regional Road No. 13 (Ninth Line)	All Directions	All Roundabout Entrances		
Add	8.01	Roundabout at Regional Road No. 8 (Steeles Avenue) and Regional Road No. 22 (Tremaine Road)	All Directions	All Roundabout Entrances		

Schedule "23" Rates Of Speed - Signs On Display						
	Item No.	Highway(s)	Location From	Location To	Speed	
Edit	5.09	Regional Road No. 5 (Dundas Street)	Regional Road No. 4 (Neyagawa Boulevard)	Regional Road No. 3 (Trafalgar Road)	70 km/h	
Edit	27.01	Regional Road No. 27 (Burnhamthorpe Road)	2050m west of Regional Road No. 4 (Neyagawa Boulevard)	Sixth Line (Town of Oakville)	60 km/h	
Edit	40.01	Regional Road No. 40 (William Halton Parkway)	Regional Road No. 25 (Bronte Road)	Regional Road No. 13 (Ninth Line)	60 km/h	
SCHEDULE "24" SECTION 13 Reduced Loads on Highway						
	Item No.	Highway(s)	Location From	Location To	Time(s)	
Remove	6.01	Regional Road No. 6 (Britannia Road)	Regional Road No. 22 (Tremaine Road)	407 ETR	March and April	
Edit	13.01	Regional Road No. 13 (Ninth Line)	Regional Road No. 5 (Dundas Street)	Regional Road No. 40 (William Halton Parkway)	All Year	
Edit	22.01	Regional Road No. 22 (Tremaine Road Road)	Campbellville Road (Town of Milton)	Regional Road No. 8 (Steeles Avenue)	All Year	
Edit	27.02	Regional Road No. 27 (Burnhamthorpe Road)	West Terminus of Burnhamthorpe Road	Sixth Line (Town of Oakville)	All Year	
SCHEDULE "26" SECTION 15(1)(2) Heavy Trucks Prohibited - Signs on Display						
	Item No.	Highway(s)	Location From	Location To		
Add	8.01	Regional Road No. 8 (Steeles Avenue)	Regional Road No. 22 (Tremaine Road)	175m West of Regional Road No. 22 (Tremaine Road)		



**VIA EMAIL**

October 20, 2021

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Kevin Arjoon, City Clerk, City of Burlington  
Town of Milton, Meaghen Reid, Town Clerk  
Town of Oakville, Vicki Tytaneck, Town Clerk  
Town of Halton Hills, Valerie Petryniak, Town Clerk

---

Please be advised that at its meeting held Wednesday, October 20, 2021, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: MO-05-21 - Halton Region Waterpipe Smoking By-law**

1. THAT Regional Council enact a by-law to prohibit waterpipe smoking as set out in Report No. MO-05-21 re: "Halton Region Waterpipe Smoking By-law" and that the Director of Legal Services be authorized to prepare such a by-law substantially in the form of the draft by-law in Attachment #1.
2. THAT upon its passage, the Regional Clerk forward a copy of the by-law together with Report No. MO-05-21 to the City of Burlington, Town of Halton Hills, Town of Milton, and Town of Oakville with the request that each Council pass a resolution giving its consent to the by-law.

As noted in recommendation #2, please find attached a copy of Report No. MO-05-21, along with By-law No. 41-21 as approved by Council. We request that your Council undertake to adopt a resolution consenting to the by-law, and inform us by return correspondence.

If you have any questions please contact me at extension 7110 or the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866



**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Hamidah Meghani, Commissioner and Medical Officer of Health
Date:	October 20, 2021
Report No:	MO-05-21
Re:	Halton Region Waterpipe Smoking By-law

**RECOMMENDATION**

1. THAT Regional Council enact a by-law to prohibit waterpipe smoking as set out in Report No. MO-05-21 re: "Halton Region Waterpipe Smoking By-law" and that the Director of Legal Services be authorized to prepare such a by-law substantially in the form of the draft by-law in Attachment #1.
2. THAT upon its passage, the Regional Clerk forward a copy of the by-law together with Report No. MO-05-21 to the City of Burlington, Town of Halton Hills, Town of Milton, and Town of Oakville with the request that each Council pass a resolution giving its consent to the by-law.

**REPORT**

**Executive Summary**

- The Provincial government enacted the [Smoke-Free Ontario Act, 2017](#) (SFOA, 2017) on October 17, 2018. The Act prohibits the smoking of tobacco and cannabis and the use of electronic cigarettes in prescribed places such as enclosed public places, workplaces, restaurants and bars (including within nine metres of patios).
- The [Halton Region Smoking/Vaping By-law \(By-law No. 40-20\)](#) came into effect on March 15, 2021 and expands on the SFOA, 2017 by prohibiting the smoking of tobacco and cannabis, and the use of electronic cigarettes in public parks and public areas within nine metres from any entrance or exit of municipally owned or leased buildings and of child care centres.
- The proposed Halton Region Waterpipe Smoking By-law would prohibit waterpipe smoking wherever smoking or vaping is currently prohibited under the SFOA, 2017 and By-law No. 40-20.

- Public Health Ontario’s recent evidence brief on the health impacts of waterpipe smoking (also known as hookah, narghile or shisha) found that waterpipe smoke contains harmful toxins and chemicals such as particulate matter (PM), polycyclic aromatic hydrocarbons (PAHs), carbon monoxide (CO) and heavy metals.
- Exposure to waterpipe smoke is associated with multiple adverse health outcomes including respiratory diseases such as chronic obstructive pulmonary disease (COPD) and chronic bronchitis, lung cancer, heart disease, dental disease, and negative pregnancy outcomes (including infants with low birth weight).
- An evidence-informed approach was taken to draft the proposed Halton Region Waterpipe Smoking By-law, which included an environmental scan of municipal by-laws in Ontario, consultation with other health units that have implemented a similar by-law, and information sessions with current waterpipe establishment owners in Halton.

## Background

The purpose of this report is to bring forward a Regional waterpipe smoking by-law for Council to approve. This by-law aims to prohibit waterpipe smoking wherever smoking tobacco or cannabis, or vaping is already prohibited under the *SFOA, 2017* and By-law No. 40-20.

Similar to cigarette smoking and vaping, waterpipe smoking is linked to multiple harmful health outcomes and it negatively affects indoor and outdoor air quality.

On October 17, 2018, the provincial government enacted the *SFOA, 2017* to protect workers and the public from second-hand smoke and vapour. The *SFOA, 2017* prohibits the smoking of tobacco and cannabis, and the use of electronic cigarettes in prescribed places such as enclosed public places, workplaces, restaurants and bars (including within nine metres of patios).

On July 15, 2020, Regional Council received and approved Report No. MO-15-20 re: “Smoking and Vaping in Public Places By-Law”. Subsequently, the by-law was approved by all four local municipalities and came into effect on March 15, 2021 as the Halton Region Smoking/Vaping By-law (No. 40-20). By-law No. 40-20 goes further than the *SFOA, 2017* by prohibiting the smoking of tobacco and cannabis, and the use of electronic cigarettes in public parks and public areas within nine metres from any entrance or exit of municipally owned or leased buildings and of child care centres.

Report No. MO-15-20 re: “Smoking and Vaping in Public Places By-Law” advised that staff had consulted with the local municipalities regarding the inclusion of waterpipe smoking in the by-law. While there was support for the prohibition of waterpipe smoking in workplaces and public places, consultation with waterpipe establishment owners

identified a need to better understand the impacts of enacting a waterpipe smoking by-law. Since these initial consultations, Halton Region Public Health staff have met with Peel Public Health, Ottawa Public Health, and Toronto Public Health staff to learn about their experience with enacting their waterpipe smoking by-laws. Halton Region Public Health staff also reached out to Public Health Ontario to update the research evidence on health concerns related to waterpipe smoking. Furthermore, Halton Region Public Health staff have since had additional meetings with current waterpipe establishment owners in Halton to discuss the proposed by-law and consider their concerns.

## Discussion

### *Legal authority:*

In Ontario, municipalities are granted authority under section 11 of the [Municipal Act, 2001](#) to enact by-laws respecting the health, safety and well-being of individuals within its jurisdiction. Section 115 of the *Municipal Act, 2001* further permits municipalities to prohibit or regulate the smoking of tobacco or cannabis in public places and workplaces.

Pursuant to Section 115 of the *Municipal Act, 2001*, a triple majority is required for a Regional by-law passed under this section to come into force. This means that a majority of all votes on Regional Council must be cast in its favour and that a majority of the local Councils (at least three out of the four) representing a majority of the Region's electors must pass resolutions consenting to the by-law.

### *Health and safety risks:*

In its capacity as Halton Region's Board of Health, Council has a mandate under the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, as amended, to reduce the burden of preventable injuries and substance use. This includes protecting the public from exposure to second-hand smoke.

Just like smoke from a cigarette or an e-cigarette, smoke from a waterpipe contains harmful toxins and chemicals such as particulate matter, polycyclic aromatic hydrocarbons, carbon monoxide and heavy metals. This is the case even when tobacco is not used and the substance smoked is a non-tobacco herbal preparation. An additional burden of waterpipe smoking, distinct from cigarettes, is the risk of carbon monoxide poisoning (and the impact on air quality) from the charcoal used to heat the tobacco or the non-tobacco herbal preparation. Second-hand smoke is a health risk to non-smoking patrons, staff, enforcement officers, and first responders.

Waterpipe smoking has been linked to the same diseases as cigarette smoking, with multiple harmful health outcomes including lung cancer, heart disease, negative respiratory effects (including reduced lung function), dental disease, and negative pregnancy outcomes (including infants with low birth weight). Evidence to date suggests that one hour of waterpipe smoking results in higher emissions of carbon monoxide, hydrocarbons, and volatile aldehydes than one hour of cigarette smoking. Waterpipe smoking negatively affects both indoor and outdoor air quality for indicators including



carbon monoxide and particulate matter, which are themselves closely related to potential impacts on human health.

In recent years sweetened and flavored tobacco, along with other herbal (non-tobacco) flavours have made waterpipe smoking more appealing to users, especially youth, and the practice has increased in popularity in Ontario and in Canada. Waterpipe establishments (also known as hookah bars or shisha lounges) have become a social attraction for youth and young adults as popular places to hang out. In addition to the serious health risks directly presented by waterpipe smoking and exposure to waterpipe smoke, there is a growing added concern that this activity will lead to the re-normalization of smoking behaviour among youth and young adults with attendant lifetime risks.

#### *Environmental scan:*

Public Health staff used an evidence-informed approach when considering recommended inclusions for the Regional by-law. This consisted of an environmental scan of other municipal by-laws in Ontario and staff analysis of an evidence report prepared by Public Health Ontario (Ontario's lead agency for public health scientific and technical advice, which provides support to public health officials at the provincial and local levels).

An environmental scan conducted by Public Health staff during the summer of 2019 revealed that 30 municipalities in Ontario had enacted waterpipe smoking by-laws. These by-laws included a combination of indoor and outdoor settings, as well as tobacco and herbal waterpipe smoking. Many jurisdictions across Canada, the United States, and the Middle East have also passed laws prohibiting waterpipe smoking in public places and workplaces. In May 2020, Public Health Ontario reported that 35 of 65 municipalities surveyed had new or amended municipal/regional by-laws that prohibit waterpipe smoking in specified locations, including: Peel Region, Durham Region, Niagara Region, City of Toronto, and City of Ottawa.

#### *Consultation:*

Halton Region is one of an estimated ten public health units (of 34) with operating establishments for waterpipe smoking. However, the concerning part is the increasing number of these establishments within the health units. For example, in Halton Region currently there are nine such establishments compared to three establishments in 2017. In July and August 2021, all current Halton Region waterpipe establishment owners were invited to virtual meetings with Public Health where staff presented the proposed by-law followed by an opportunity for discussion. Five individuals representing four waterpipe establishments in Halton attended these meetings. During these discussions, Public Health staff shared the research evidence to support the implementation of the by-law. Although the proposed by-law was not received favourably, operators were appreciative for the notice and the opportunity to comment.

Halton Region Public Health staff met with Peel, Ottawa, and Toronto Public Health staff discuss their waterpipe smoking by-laws.

Peel Region's waterpipe smoking by-law (passed in 2016) is similar in approach to Halton Region's proposed waterpipe smoking by-law. The Peel by-law prohibits the use of waterpipes in enclosed public places, enclosed workplaces, and other specified areas such as playgrounds, sporting areas and schools. Five waterpipe establishment owners challenged the validity of Peel's by-law in court. Peel Region won the case before the Ontario Divisional Court (2018), confirming the by-law was legal and valid. The establishment owners appealed to the Ontario Court of Appeal (2019), which dismissed the appeal, upholding the validity of the by-law. The applicants then applied for leave of appeal to the Supreme Court of Canada (2019), which refused to hear the case.

These court decisions upholding Peel's waterpipe smoking by-law follow similar decisions by Ontario's Divisional Court (2016) and Court of Appeal (2017), dismissing a challenge to the City of Toronto's by-law prohibiting waterpipe smoking (passed in 2015).

*Enforcement/Non-compliance:*

Upon approval, the requirements of the by-law will be communicated through a targeted communication strategy. The objective is to educate waterpipe smokers and establishment owners about the new by-law that is enacted to protect the health and safety of Halton residents.

Non-compliance with the by-law will be investigated on a complaint basis. A progressive enforcement approach to achieve compliance will be used by public health inspectors. Progressive enforcement includes the potential use of education, warnings, monetary fines, and other legal tools to reflect the frequency and severity of the level of non-compliance.

## FINANCIAL/PROGRAM IMPLICATIONS

There are no financial implications associated with this report. Costs to support the progressive enforcement approach by Public Health staff will be absorbed within the approved budget.

Respectfully submitted,



Deepika Lobo, MD  
Associate Medical Officer of Health



Hamidah Meghani, MD  
Commissioner and Medical Officer of Health

Approved by



Jane MacCaskill  
Chief Administrative Officer

If you have any questions on the content of this report,  
please contact:

Deepika Lobo

Tel. # 7667

Attachments: Attachment #1 – Draft Halton Region Waterpipe Smoking By-law

## THE REGIONAL MUNICIPALITY OF HALTON

### BY-LAW NO. 41-21

#### A BY-LAW TO REGULATE WATERPIPE SMOKING IN THE REGIONAL MUNICIPALITY OF HALTON.

WHEREAS waterpipe smoke from both tobacco-based products and non-tobacco “herbal” products contains harmful toxins and chemicals such as particulate matter, polycyclic aromatic hydrocarbons, carbon monoxide and heavy metals, with similar levels of toxins in both tobacco-based and nicotine-free waterpipe smoke (except nicotine);

AND WHEREAS waterpipe smoking (also known as hookah or narghile or shisha) and exposure to waterpipe smoke are associated with multiple harmful health outcomes including lung cancer, adverse cardiovascular effects, adverse respiratory effects (including reduced lung function), dental disease, and negative pregnancy outcomes (including infants with low birth weight);

AND WHEREAS waterpipe smoking, in general, negatively affects indoor and outdoor air quality for indicators including carbon monoxide and particulate matter, which are themselves associated with impacts on human health;

AND WHEREAS subsection 11(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, authorizes Regional Council to pass by-laws respecting the health, safety and well-being of persons;

AND WHEREAS subsection 115(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, authorizes a municipality to prohibit or regulate the smoking of tobacco in public places and workplaces;

AND WHEREAS it is desirable for the health, safety and well-being of the inhabitants of Halton Region to prohibit the use of waterpipes in enclosed public places, enclosed workplaces, and other specified areas within Halton Region to protect individuals from conditions hazardous to human health;

AND WHEREAS Regional Council in its capacity as the Region’s Board of Health has a mandate under the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, to reduce the burden of preventable injuries and substance use, including protecting the public from exposure to second-hand smoke.

NOW THEREFORE THE COUNCIL OF THE REGIONAL MUNICIPALITY OF HALTON HEREBY ENACTS AS FOLLOWS:

## 1.0 DEFINITIONS

### 1.1 In this By-law:

- (a) “child care centre” means a child care centre within the meaning of the *Child Care and Early Years Act, 2014*, S.O. 2014, c. 11, Sched. 1, and for greater certainty does not include home child care or in-home services as defined in that Act;
- (b) “employee” means a person who performs any work for, or supplies any service to, an employer, or a person who receives any instruction or training in the activity, business, work, trade, occupation or profession of an employer;
- (c) “employer” includes an owner, operator, proprietor, manager, superintendent, overseer, receiver or trustee of an activity, business, work, trade, occupation, profession, project or undertaking who has control or direction of, or is directly or indirectly responsible for, the employment of a person in it;
- (d) “enclosed public place” means the inside of any place, building or structure, or vehicle or conveyance or a part of any of them,
  - i. that is covered by a roof; and
  - ii. to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry;
- (e) “enclosed workplace” means the inside of any place, building or structure or vehicle or conveyance or a part of any of them,
  - i. that is covered by a roof; and
  - ii. that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time;
- (f) “Enforcement Officer” means a public health inspector acting under the direction of the Medical Officer of Health for the Region or a person appointed by any Local Municipality for the purpose of enforcing the provisions of this By-law;
- (g) i. “entrance or exit”, in connection with a municipally owned or leased building, means any entrance or exit used by the public and/or staff to enter or exit the building, but in the case of a building leased only in part by the Municipality means only such entrance or exit used exclusively for the purpose of entering into or exiting from the premises leased by the

Municipality and not for the purpose of entering into or exiting from premises leased by any other tenant(s) or premises used in common with any other tenant(s); “entrance or exit” also means any external serving window of a municipally owned building, or part thereof, which is used as a concession stand;

- ii. “entrance or exit”, in connection with a child care centre, means any entrance or exit used by the children attending the child care centre and/or their parents or guardians to enter or exit the building, but in the case of a building used only in part by the child care centre means only such entrance or exit that is either (a) used only to access the child care centre and no other part of the building or (b) designated by signage as an entrance or exit intended to access the child care centre;
- (h) “highway” means a highway as defined in the *Municipal Act, 2001*, S.O. 2001, c. 25;
- (i) “Local Municipality” means the Corporation of the City of Burlington, the Town of Oakville, the Town of Milton or the Town of Halton Hills;
- (j) “Medical Officer of Health” means the Medical Officer of Health for the Region, duly appointed under the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7;
- (k) “Municipality” means the Region or a Local Municipality;
- (l) “municipally owned or leased building” means any building owned or leased, in whole or in part, by a Municipality and includes, but is not limited to, municipal offices, community centres, libraries, indoor swimming pools, arenas, museums, art galleries, public washrooms, recreational centres, police stations, fire halls and ambulance stations, but does not include a building used by or for the purposes of the Halton Community Housing Corporation; and “municipally owned building” and “municipally leased building” shall have corresponding meanings;
- (m) “person” means an individual or a corporation;

- (n) “playground” means an area where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, that is primarily used for the purposes of children’s recreation, and is equipped with children’s play equipment including but not limited to slides, swings, climbing apparatuses, splash pads, wading pools, or sand boxes;
- (o) “proprietor” means the person, governing body or agency which controls, governs or directs activity carried on within an enclosed public place, enclosed workplace, or other area specified by this By-law and includes the person who is actually in charge thereof;
- (p) “public park” means land owned by a Municipality that is designed or used for public recreation including, but not limited to, parklands, parkettes, trails, playgrounds, sports fields, playing fields, beaches and dog parks, and includes any land and walkway leading thereto, any parking lots connected thereto, and any spectator or player seating areas;
- (q) “Region” means The Regional Municipality of Halton;
- (r) “Regional Council” means the Council of the Region;
- (s) “restaurant or bar patio” means an area that is not an enclosed public place or an enclosed workplace where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, or that is worked in or frequented by employees during the course of their employment, whether or not they are acting in the course of their employment at the time, and where food or drink is served or sold or offered for consumption, or that is part of or operated in conjunction with an area where food or drink is served or sold or offered;
- (t) “roof” means a physical barrier of any size, whether temporary or permanent, that covers an area or place or any part of an area or place, and that is capable of excluding rain or impeding airflow, or both;
- (u) “school” means the lands or premises included in the definition of a school under the *Education Act*, R.S.O. 1990, c. E.2 or the building or the grounds surrounding the building of a private school as defined in the *Education Act*, where the private school is the sole occupant of the premises, or the grounds annexed to a private school as defined in the *Education Act*, where the private school is not the sole occupant of the premises;

- (v) “spectator area” means an area with tiered seating or benches;
- (w) “smoke” or “smoking” includes the use or carrying or holding of any part of any lighted or heated waterpipe as well as the fumes or byproducts of heating or combustion associated with waterpipe use;
- (x) “sporting area” means an area where the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry, used primarily for the purposes of sports including, but without being limited to soccer, football, basketball, tennis, baseball, softball, cricket, skating, beach volleyball, running, swimming, or skateboarding;
- (y) “waterpipe” means any lighted or heated smoking equipment, whether called a waterpipe or any other name, used to burn or heat tobacco or a non-tobacco substance or a combination thereof, with which the vapor or smoke may be passed through a water basin before inhalation.

## 2.0 PROHIBITIONS

### 2.1 No person shall smoke a waterpipe in the following places:

- (a) an enclosed public place;
- (b) an enclosed workplace;
- (c) a restaurant or bar patio or public areas within a nine (9) metre radius surrounding any point on the perimeter of such patios;
- (d) a playground;
- (e) a sporting area;
- (f) a spectator area adjacent to a sporting area;
- (g) a school;
- (h) any area under public ownership that is within twenty (20) metres of any point on the perimeter of a school, playground, sporting area or spectator area adjacent to a sporting area;
- (i) a child care centre or within nine (9) metres from any entrance or exit of a child care centre;
- (j) a public park;
- (k) within nine (9) metres from any entrance or exit of a municipally owned or leased building; or
- (l) any area or place where smoking is prohibited under the *Smoke-Free Ontario Act, 2017*, S.O. 2017, c. 26, Sched. 3, or its regulations not enumerated above.

### 2.2 The prohibitions in this By-law shall apply whether or not a notice is posted that waterpipe smoking is prohibited.



2.3 No person shall provide or supply a waterpipe for use in an area where smoking a waterpipe is prohibited by this By-law.

2.4 No proprietor, employer, or employee shall permit the smoking of a waterpipe in an enclosed public place, enclosed workplace, or restaurant or bar patio.

### 3.0 EXEMPTIONS

3.1 This By-law does not apply to a highway including a pedestrian sidewalk adjacent to a highway, but does apply to public transportation vehicles and taxicabs on a highway.

3.2 This By-law does not apply to the portion of a premises used primarily as a private dwelling.

### 4.0 ENFORCEMENT

4.1 Where any person contravenes any provision of this By-law, an Enforcement Officer may direct such person to comply with this By-law. Every person so directed shall comply with such direction without delay.

4.2 Where an Enforcement Officer has reasonable grounds to believe that an offence has been committed by a person, the Enforcement Officer may require the name, address, and proof of identity of that person, and the person shall supply the required information.

### 5.0 INSPECTIONS

5.1 An Enforcement Officer may enter and inspect all places, including buildings, structures or parts thereof that are subject to this By-law at any reasonable time for the purposes of determining whether there is compliance with this By-law.

5.2 For the purposes of an inspection under this By-law, an Enforcement Officer may:

- (a) require the production for inspection of documents or things relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;

- (c) require information from any person concerning a matter related to the inspection;
- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection;
- (e) in order to produce a record in readable form, use data storage, information processing or retrieval devices or systems that are normally used in carrying on business in the place; and
- (f) question a person on any matter that is or may be relevant to the inspection, including questioning a person separate and apart from others.

## 6.0 OBSTRUCTION

- 6.1 No person shall hinder or obstruct, or attempt to hinder or obstruct, an Enforcement Officer lawfully carrying out a power, duty or direction under this By-law.
- 6.2 No person shall knowingly produce a false document or make a false or misleading statement to an Enforcement Officer who is acting pursuant to the authority of this By-law.

## 7.0 OFFENCES

- 7.1 Every person other than a corporation or a director or officer of a corporation who contravenes any provision of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$10,000 for a first offence and not more than \$25,000 for any subsequent conviction.
- 7.2 Every person who is a director or officer of a corporation who contravenes any provision of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$25,000 for a first offence and not more than \$50,000 for any subsequent conviction.
- 7.3 Every corporation which contravenes any provision of this By-law, is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for any subsequent conviction.

- 7.4 Without limiting any other section of this By-law, every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine in accordance with the *Provincial Offences Act*, R.S.O. 1990, c. P.33.
- 7.5 If any person is in contravention of any provision of this By-law, and the contravention has not been corrected, the contravention of the provision shall be deemed to be a continuing offence for each day or part of a day that the contravention remains uncorrected.
- 7.6 For the purposes of this By-law, subsequent conviction means a conviction for an offence which occurs after the date of conviction for an earlier offence under this By-law.
- 7.7 Where any person contravenes any provision of this By-law, such person shall be responsible for all costs incurred by the Region directly related to the contravention.
- 8.0 SEVERABILITY
- 8.1 If, for any reason, any provision of this By-law is held invalid, it is hereby declared to be the intention of Council that all the remainder of this By-law shall continue in full force and effect until repealed, reenacted or amended, in whole or in part, or dealt with in any other way.
- 9.0 CONFLICT AND INTERPRETATION
- 9.1 In the event of a conflict between any provision of this By-law and any applicable Act or regulation, the provision that is the most restrictive prevails.
- 9.2 Any reference in this By-law to any statutes, regulations or by-laws shall be deemed to be a reference to such statutes, regulations or by-laws, as amended, restated or replaced from time to time.
- 10.0 EFFECTIVE DATE
- 10.1 This By-law comes into force and effect on the date which is ninety (90) days after the date on which the Clerk of the Region has received certified copies of resolutions giving consent to this By-law passed by the councils of three of the Local Municipalities.

11.0 HEADINGS FOR REFERENCE ONLY

11.1 The headings inserted in this By-law are for convenience of reference only and shall not affect the construction or interpretation of this By-law.

12.0 SHORT TITLE

12.1 The short title of this By-law is the “Halton Region Waterpipe Smoking By-law”.

READ and PASSED this 20th day of October, 2021.

---

REGIONAL CHAIR

---

REGIONAL CLERK

Report MO-05-21



**VIA EMAIL**

October 21, 2021

Legislative & Planning Services  
Department  
Office of the Regional Clerk  
1151 Bronte Road  
Oakville ON L6M 3L1

Kevin Arjoon, City Clerk, City of Burlington  
Meaghen Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville  
Valerie Petryniak, Town Clerk, Town of Halton Hills

---

Please be advised that at its meeting held Wednesday, October 20, 2021, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-28-21/FN-30-21 - Long Term Water Meter Strategy - Implementation Plan Update**

1. THAT Report No. PW-28-21/FN-30-21 re: "Long Term Water Meter Strategy – Implementation Plan Update" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-28-21/FN-30-21 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

Included please find a copy of Report No. PW-28-21/FN-30-21 for your information.

If you have any questions please contact me at the e-mail address below.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Milne", written over a light blue circular stamp.

Graham Milne  
Regional Clerk  
[graham.milne@halton.ca](mailto:graham.milne@halton.ca)

**Regional Municipality of Halton**

HEAD OFFICE: 1151 Bronte Rd, Oakville, ON L6M 3L1  
905-825-6000 | Toll free: 1-866-442-5866



**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works Keshwer Patel, Commissioner, Finance and Regional Treasurer
Date:	October 20, 2021
Report No:	PW-28-21/FN-30-21
Re:	Long Term Water Meter Strategy - Implementation Plan Update

**RECOMMENDATION**

1. THAT Report No. PW-28-21/FN-30-21 re: "Long Term Water Meter Strategy – Implementation Plan Update" be received for information.
2. THAT the Regional Clerk forward a copy of Report No. PW-28-21/FN-30-21 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

**REPORT**

**Executive Summary**

- The implementation of Advanced Metering Infrastructure (AMI) is included in the 2019-2022 Strategic Business Plan.
- Through Report No. PW-18-18/FN-25-18, re: "Long-Term Water Meter Strategy", Regional Council approved the implementation of Advanced Metering Infrastructure and through Report No. PW-45-19/FN-35-19, re: "Long Term Water Meter Strategy Implementation Plan", Regional Council approved the Implementation Plan.
- Halton Region has awarded the Advanced Metering Infrastructure System and Meter Replacement contract to KTI Utility Services at cost of \$43,042,687, which is within the approved budget for this project.
- The Sensus FlexNet Advanced Metering Infrastructure system is comprised of radio transmitters, data collectors and software. Advanced Metering Infrastructure technology replaces the existing touchpads on the exterior of the property with a battery operated radio transmitter.

- As part of the installation project, approximately 111,000 water meters throughout the Region will be replaced and approximately 55,000 will be retrofit with a radio transmitter only.
- The project schedule has been updated to reflect delays due to the COVID-19 pandemic, negotiations with KTI Utility Services and complexities of implementation.
- Halton Region is currently in the System Design, Integration and Testing stage of the project.
- Deployment of the Advanced Metering Infrastructure system and meter replacements is anticipated to begin summer 2022 and is anticipated to be completed by mid-2025.
- A communications plan to support high-quality customer service and access to information during Initial Deployment is under development, including toolkits for members of Regional Council and the Local Distribution Companies.

## **Background**

The basic function of a water meter is to log the amount of water consumed for fair and accurate billing of water and wastewater services for residential and Industrial, Commercial and Institutional (ICI) customers. As of December 31, 2020 Halton Region had 166,113 water meters installed in residential and ICI properties throughout the Region. Of this, there are approximately 8,470 ICI meters and 157,643 installed within residential homes.

Halton Region contracts out water meter reading, billing, front line customer service and collection to the Local Distribution Companies (LDC) in the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville as noted in Report No. FN-01-18, re: “Water and Wastewater Billing and Collection Services Contract Renewal with the Local Distribution Companies”.

All four LDCs have contracted out meter reading to a third party (Olameter Inc.) who obtains manual water meter reads through a touchpad located on the outside of each home on a bi-monthly basis for residential customers and on a monthly basis for ICI customers. Each LDC Customer Information System (CIS) determines water consumption based on an actual water meter read obtained or on a system generated estimated read and issues a bi-monthly (residential customers) or monthly (ICI customers) bill. The customer bill also includes the customer’s hydro charges.

The installation of the Advanced Metering Infrastructure (AMI) radio transmitter will allow for hourly water meter readings to be sent digitally multiple times per day from each residential or ICI property to data collector units placed strategically throughout the Region. Water meter reads will be provided by Halton Region to the four LDCs to facilitate water and wastewater billing services.

Each LDC provides front line customer service on behalf of Halton Region for any water meter billing issues. Customer inquiries are usually related to high consumption/leaks, bill calculation, water arrears, meter reading, account opening/closing and bill payment. Customer inquiries may be escalated to Halton Region.

## **Discussion**

In June 2018, Regional Council approved Report No. PW-18-18/FN-25-18, re: “Long-Term Water Meter Strategy”, and authorized staff to develop a detailed implementation for a Region-wide AMI system for Halton residential and ICI customers. In October 2019, Regional Council approved the AMI Implementation Plan through Report No. PW-45-19/FN-35-19, re: “Long Term Water Meter Strategy Implementation Plan”.

## ***Procurement Update***

A procurement strategy was developed to ensure that Halton Region’s requirements for a robust AMI system and long-term goal of a reliable, accurate, cost effective and customer service focused metering and billing systems will be met. With assistance from E Source, the consultant retained in 2019 to support the project, the project team developed a comprehensive request for proposal and evaluation process that included vendor demonstrations, reference checks and a total cost of ownership analysis.

Through this competitive process, KTI Utility Services was the highest ranked proponent and awarded the contract in February 2021 following procurement delays of approximately three months due to the COVID-19 pandemic and extended negotiations to ensure best value for Halton Region. The final negotiated cost for this project is \$43,042,687, which is within the capital budget. KTI Utility Services will be installing, operating and maintaining the Sensus FlexNet AMI system and replacing and retrofitting water meters throughout the Region.

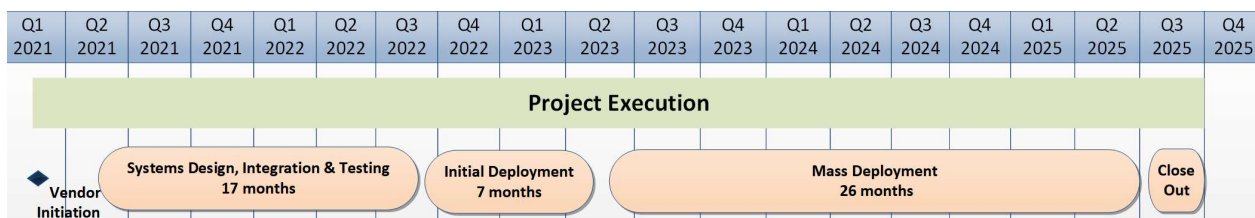
## ***Project Schedule Update***

As reported in Report No. PW-45-19/FN-35-19, re: “Long-Term Water Meter Strategy Implementation Plan”, the project is comprised of three stages as follows:

1. Systems Design, Integration and Testing;
2. Initial Deployment; and,
3. Mass Deployment.

Supported by E Source, staff have worked closely with KTI Utility Services to update the project schedule as shown below. The project schedule and approximate duration of each stage is as follows:





Schedule adjustments may be required due to COVID-19 impacts. Measures to mitigate delays will be implemented as needed.

### System Design, Integration and Testing Stage

The System Design, Integration and Testing stage is a necessary and critical element of a successful implementation as it ensures that all Halton water customers will receive uninterrupted meter reading and billing once radio transmitters are installed on the meters. The estimated timeframe for this stage has been extended from 12 months to 17 months in recognition of the complex design, integration and testing work that must be completed. The integration with the four LDCs billing system will be critical in Halton Region's ability to continue with the outsourced billing and customer service process through the LDCs and minimize any impact to the customer. Halton Region is working closely with the LDCs to determine the best strategy for billing integration. Once the System Design, Integration and Testing stage of the AMI system is completed, implementation will enter the Initial Deployment stage.

### Initial Deployment Stage

A well-planned Initial Deployment stage is essential to a successful implementation with minimal impact to the customer. This stage will verify that the AMI system is fully functioning Region wide. This will be achieved by installing a subset of water meters with radio transmitters in the homes and businesses of water customers throughout Halton Region. The subset will include approximately 50 premises per Ward.

The estimated timeframe for this stage was extended from approximately five months to seven months to provide sufficient time to install AMI meters throughout the Region and ensure that the billing process is functioning properly and accurate meter readings are being obtained. Mass deployment will commence once the AMI system and associated business processes have been fully tested.

### Mass Deployment Stage

The Mass Deployment stage will involve installation of radio transmitters and water meter replacements where necessary across the Region.

Each water customer will be contacted directly and they will be provided with information about the work that is required at their premise, the benefits of AMI and details on how to book an appointment to have their water meter replaced, if necessary. Each mode of communication will clearly identify Halton Region as well as KTI Utility Services as the

installation contractor. Based on KTI Utility Services' experience, the timeframe for this stage has been extended from 24 to 26 months. A detailed mass deployment schedule for installations Region-wide will be finalized with the vendor and in consultation with the LDCs in 2022.

### ***Communications Plan***

Staff have developed a communications plan for the Initial Deployment stage to support the delivery of high-quality customer service and ensure residents have access to information about the new meter technology. A new webpage on halton.ca will act as a central hub for the project, providing access to information, and frequently asked questions to help customers better understand and accept the new technology. Customers will also be able to sign up to receive email updates about the AMI project and milestones.

Toolkits will be sent to members of Regional Council via email to provide relevant technical information, project timelines, and answers to common questions about the project and links to related webpages, including the LDC websites. Toolkits will also be provided to Access Halton and staff within the Finance and Public Works departments as well as the LDCs' customer service representatives to support with potential customer inquiries. Halton staff will work closely with local municipal communications teams to ensure a coordinated effort in the awareness and promotion of this information.

To ensure continuous improvement, the project team will monitor the response to the Initial Deployment stage to bring further insights into the development of the Mass Deployment communications plan. The Mass Deployment communications plan will be finalized closer to 2023 and will aim to build customers' understanding and acceptance of the new meter technology.

### ***Customer Service***

As outlined in Report No. PW-18-18/FN-25-18, re: "Long-Term Water Meter Strategy", through the implementation of the AMI system, Halton Region intends to enhance customer service for all water customers by meeting the following objectives:

- Maintaining a consistent service level to meet or exceed customer expectations;
- Providing increased access to data;
- Improving customer self-service functionality;
- Improving efficiency and reducing the cost of operations;
- Improving data driven decision making; and,
- Maintaining a reasonable water bill and reading cost.

Staff are working closely with E Source, the four LDCs and KTI Utility Services to develop a comprehensive customer service plan that will achieve the objectives set out by Regional Council to ensure an enhanced customer service experience. The customer service plan will consider the information and tools available through the AMI system and

the LDCs' customer web portal as well as the responsibilities of Halton Region and the LDCs as the front-line customer service provider. Insights from the customer service plan will also inform communications planning and deliverables.

The availability and access to AMI data is integral to customer service. Through AMI technology, Halton Region will have access to hourly water data that will give Halton Region the opportunity to notify customers of possible irregular consumption trends or possible leaks prior to billing. In addition, the availability of data increases the likelihood of first call resolution and potential disputes due to estimated readings as a result of inaccessible meters. The availability of data may reduce the need for field investigations to diagnose potential meter issues, which cause increased labour/contractor costs.

Through AMI technology in combination with a customer web portal, Halton Region can offer self-serve access to water consumption information. Customers currently have access to the LDCs' customer web portal to view their utility bill (water/hydro) and hydro usage only. Staff are working with the four LDCs to provide access to water usage as well. Through the web portal customers will be able to track and monitor their own water usage on a daily basis. Customers will also be able to set alerts to identify abnormal consumption trends. Currently, abnormal consumption is identified based on billed consumption (bi-monthly for residential and monthly for ICI). Customized views and the ability to set up alerts will allow customers to react to changes in their consumption behaviour and access to hourly consumption data will allow transparency to water billing consumption, trends and patterns and identify high consumption prior to billing.

The comprehensive customer service plan is under development in collaboration with the four LDCs who deliver front line customer service to the Region's water customers and will be provided to Regional Council in 2022.

### ***Additional Considerations***

#### **Increased Water Billing Frequency**

As part of previous reports, members of Regional Council had inquired as to the possibility of moving to monthly water billing for residential customers. Moving to monthly water billing is complex and can be costly as it requires a reconfiguration of the four LDCs' Customer Information Systems databases as reported to Regional Council in Report No. FN-44-15, re: "Annual Report on the Local Distribution Companies' (LDC) Agreement for Water and Wastewater Billing Services".

As mentioned above, AMI will have opportunities to enhance the customer service delivery and experience for the water customer. To further understand the customer service experience today in order to fully assess the areas for enhancement, Halton Region is collaborating with the LDCs to collect additional customer service data via a survey. During the System Design, Integration and Testing stage, staff will discuss monthly billing with the LDCs to understand estimated implementation and annual costs as well as resources and benefits that can be attained with monthly billing. As noted

above, the comprehensive customer service plan will be completed prior to Initial Deployment and provided to Regional Council as part of a future update. Included in the update will be the summary of findings on increased water billing frequency.

### Manual Read Fee

In other municipalities that have implemented AMI systems, a small percentage of water customers do not accept the radio transmitter that must be installed to facilitate automated meter reading. If a radio transmitter is not installed, these meters will continue to have to be read manually by staff visiting each property to obtain the read for billing.

Although Halton Region does have the authority to mandate the AMI system technology installation, staff are proposing to charge customers with a manual read costs as an alternative to levying fines as permitted through By-Law No 71-19, re: "Drinking Water System". Instituting a fee, payable only by customers that do not accept the radio transmitter, is a common method to recover the cost for providing the manual meter reading service and incentivising the AMI system installation. Staff anticipate the manual read fee will be brought forward for Regional Council's consideration as part of the 2023 annual operating budget in advance of the Mass Deployment stage of the project.

### Long Term Staffing Plan

As reported through Report No. PW-18-18/FN-25-18, re: "Long-Term Water Meter Strategy", a long term staffing plan will be developed as part of the AMI project.

## **Conclusion**

The implementation of the Automated Metering Infrastructure system for Halton Region achieves Regional Council's long-term goal of a reliable, accurate, cost effective and customer service focused metering and billing program that positions Halton Region well for the future and leverages new technology to meet current and evolving needs of Halton and its customers. The AMI system is anticipated to be fully implemented by mid-2025.

## FINANCIAL/PROGRAM IMPLICATIONS

There are no capital financial implications associated with this report. Any operating impacts will be brought forward through Halton Region's annual budget and business planning process.

The integration cost with the four LDCs are being reviewed/quoted, and Regional Council will be updated once these costs are known and are included in the capital project budget.

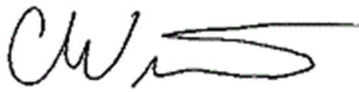
Respectfully submitted,



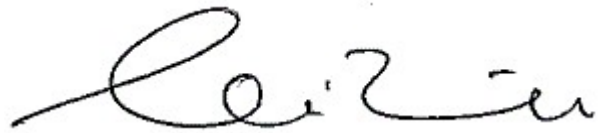
Kiyoshi Oka P. Eng.  
Director, Water and Wastewater System  
Services



Andrew Farr  
Commissioner, Public Works



Cyndy Winslow  
Director, Financial Services & Payroll



Keshwer Patel  
Commissioner, Finance and Regional  
Treasurer

Approved by



Jane MacCaskill  
Chief Administrative Officer

If you have any questions on the content of this report,  
please contact:

Kiyoshi Oka

Tel. # 7602

Attachments: None



## MISSISSAUGA

RESOLUTION 0187-2021  
adopted by the Council of  
The Corporation of the City of Mississauga  
at its meeting on October 13, 2021

---

0187-2021

Moved by: P. Saito

Seconded by: C. Parrish

**WHEREAS** On September 14, 2021 the Government of Ontario amended O.Reg. 364/20 under the *Reopening Ontario Act* and issued guidance requiring that patrons provide proof of vaccination to enter certain facilities; and

**WHEREAS** In accordance O.Reg. 364/20, the City of Mississauga began requiring proof of vaccination to access select indoor services such as City-owned fitness centres, entertainment/cultural venues and sports facilities as of September 22, 2021; and

**WHEREAS** Community Centres are designed to be multipurpose spaces where a variety of activities are occurring simultaneously and concurrently in amenity spaces such as pools, gymnasiums and arenas; and

**WHEREAS** Community Centres contain sport facilities, meeting rooms, child care facilities, public libraries and other amenities; and

**WHEREAS** Children under the age of 18, coaches and team officials participating in an organized sport are not required to show proof of vaccination to enter facilities; and

**WHEREAS** Children between the ages of 12-18 years of age participating in a non-organized sport or recreational activity (ie, recreational swims, recreational skates, drop-in sport activities) are required to show proof of vaccination to enter facilities; and

**WHEREAS** the proof of vaccination requirements in O.Reg.364/20 have resulted in extensive confusion for patrons entering our facilities; and

**WHEREAS** multiple Public Health Units and municipalities have issued orders or implemented policies regarding proof of vaccination that are more restrictive than O.Reg. 364/20, resulting in further confusion for sport participants travelling across municipal boundaries for competition;

### **THEREFORE BE IT RESOLVED:**

1. That Council request that the Government of Ontario amend Ontario Regulation 364/20:
  - a. to remove the exemption from the proof of vaccination requirements for youth between the ages of 12-18 years of age participating in organized sport, and associated volunteer coaches, and officials;
  - b. to provide consistent proof of vaccination requirements for all sport, recreation and culture programs and activities for participants between the ages of 12 and 18 years,

- and associated volunteer coaches, and officials; regardless of whether the activities are considered organized or not; and
2. That a copy of this resolution be sent to the Premier, the Solicitor General, Provincial Minister of Health, Mississauga MPPs, the Region of Peel and other Ontario Municipalities.

Carried

October 22, 2021

To Whom it May Concern:

Please be advised that the Council of The Corporation of the Municipality of Leamington, at its meeting held Tuesday, October 12, 2021 enacted the following resolution:

**No. C-303-21**

Whereas routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

Whereas conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

Whereas payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

Whereas the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

Whereas the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

Whereas the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

Whereas this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups.



Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases;

Now Therefore, be it resolved that the Municipality of Chatham-Kent requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

That the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

That a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, to the Ontario Association of Optometrists, and to all municipalities in Ontario.”

**Carried**

Dated today, the 22<sup>nd</sup> day of October, 2021.

---

Brenda Percy, Clerk  
The Corporation of the Municipality of Leamington