

# TOWN OF HALTON HILLS – GENERAL INFORMATION PACKAGE

## COUNCIL MEETING – April 17, 2023

### ADVISORY/SPECIAL COMMITTEES AND BOARD MEETING MINUTES

<b>PAGE</b>	<b>COMMITTEE/BOARD</b>	<b>MEETING DATE</b>
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11-21	Heritage Halton Hills	March 15, 2023
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### GENERAL CORRESPONDENCE

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37-40	AMO – WatchFile (March 30, 2023)
41-44	AMO – WatchFile (March 23, 2023)

### PASSED RESOLUTIONS

<b>PAGE</b>	<b>INFORMATION</b>
45-62	HALTON REGION – Resolution passed at its Council meeting held on March 22, 2023 regarding Automated Collection Demonstration Project for the Collection of Recyclable Material and Garbage.
63-77	HALTON REGION – Resolution passed at its Council meeting held on March 22, 2023 regarding Allocation Programs Update.
78-90	CREDIT VALLEY CONSERVATION – Resolution passed at its meeting held on March 10, 2023 regarding Credit Valley Conservation Budget 2023.

### PROCLAMATIONS

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91	Sikh Heritage Month – April 2023

**DOWNTOWN ACTON BIA**  
**BOARD OF MANAGEMENT MEETING - Minutes**

**Monday March 20, 2023, 7:00pm**

**Online (Zoom) and In-Person (BIA Office) Meeting**

**AGENDA**

**I. Call to Order**

Monica Parker-Galway (Profiles Hair Salon), Chairperson, called meeting to order at **7:03pm**.

**II. Attendance**

Present: Monica Parker-Galway, Patricia Daleman, Chris Cambouris, Nicole Walker (Zoom), Zina Pallister, Mike Albano,

Matthew Galliford, SangWon Bak (Zoom)

Regrets: Norman Paulsen, Joba Debi (Zoom technical problems)

Membership Attendee(s): Jessica Markou, Licensed Paralegal (Mackenzie Chapman Hilliard)

**III. Declaration of Pecuniary Interests**

- *None*
- In the future, Titan Tek – Chris Cambouris is to declare any sales business with the BIA each month. Same for any business owned by a BIA Board Member.

**IV. Adoption of Minutes**

**Motion to adopt February 22, 2023 Minutes.**

First: Chris Cambouris (Titan Tek Biz)

Second: Mike Albano (Council Liaison)

All in favour. YES

Motion Carried

**V. Approval of Agenda**

**Motion: Approval of February 22, 2023, Meeting Agenda.**

- Additions made to the agenda prior to approval: Royal Canadian Legion Acton Branch request re: Veterans Banners – Mike Albano to present.

First: Chris Cambouris (Titan Tek Biz)

Second: Monica Parker-Galway - Chairperson

All in favor. YES

Motion Carried

## **VI. Coordinator's Report – Matthew Galliford**

- Please see BIA Coordinator's Report - Attached after formal minutes: ATTACHMENT 1
- For future: do not contain current Agenda items, be more concise.

## **VII. Events**

- Acton Outdoor (Farmer's) Market – we are approved to move to Prospect Park on Thursdays from 4pm to 7pm. A site in April visit will finalize the location details. Vendor applications and website to be updated and posted before end of March.
- Leathertown Festival – Date confirmed for Sunday August 13 2023. Kim Duncanson, Mark Stanley, Kevin Hazzard and Patricia Daleman (on a needed basis) have volunteered for the planning committee. Vendor applications and website to be updated and posted before end of March. Seeking Sponsorships.
- A TASTE OF ACTON Food Event – Chris Cambouris and Nicole Walker have offered to operate this committee. Matthew has collected info about this type of event and will forward it to Chris and Nicole.
- NOTE: Jessica Markou has suggested that we include an information check list of requirements to accompany the Vendor Applications for the Outdoor Market and Leathertown Festival.

## **VIII. Beautification**

- Flowers – Flower Shed Quote / Information from SangWon
- Received a quote from the Flower Shed, \$7864.80. Up from \$6610.50 last year. We have sent out Tender Requests to nine other Garden Centres, waiting for responses. SangWon had looked into hanging baskets, his supplier has 16" fiberglass hanging baskets. He has requested reference photos and information about the type of baskets that we normally buy and will check with his supplier for the same.
- Christmas light decorations proposed plan: Light displays at each end of Mill Street – One display at the Parkette, one at the Medical Centre corner lot at Eastern Avenue, a central light display at the Mews Plaza parking lot. Chris has expressed that it would be great to have a very tall outdoor Christmas tree at the Mews lot. Seasonal Banner Flags and outdoor wreaths were also discussed to replace the Christmas lights that we have always mounted to the light poles downtown. Matthew to follow up with options and cost breakdown.

## **IX. Other Business**

- Switch BIA bank account from BMO to Scotia Bank: Date TBD
- Canada Flags: Flags, Banner Flags, Seasonal Banner Mix, Indigenous Canada Flag – Matthew to provide cost comparisons and cost breakdowns for the options / variations.

- Naloxone Training / potential Travel Expense request: Monday May 15 has been set for the information / training session; an email / print invitation will be sent out once the times are confirmed.

Monica has requested a potential travel expense of \$150.00 to be approved for Monica and Matthew to attend the Naloxone presentation in Peterborough Ontario on March 23 or 24, 2023 (if schedules permit).

Motion to Approve: Monica Parker-Galway

First: Chris Cambouris                      Second: Mike Albano                      All in Favor: Yes

(\*result: schedules did not permit the trip.)

- Royal Canadian Legion Acton Branch request re: Veterans Banners: The Legion have contacted Councillor Mike Albano to ask BIA Permission to install Veterans Banners to the light posts downtown starting two weeks prior to Remembrance Day until one week after Remembrance Day.

Motion to Permit: Mike Albano

First: Monica Parker-Galway                      Second: Patricia Daleman                      All in Favor: Yes

*Questions:* Who will pay for the installation of the Banners? What financial cost?

Would Halton Hills Electric be interested in donating the installation?

The BIA has agreed to cover the cost of switching the banners with our Christmas décor when the banners are to come down.

## **X. Treasurer's Report**

- Awaiting the release of the finalized February Annual Audit conducted by KPM.
- Patricia Daleman has notified the Board that discounted bookkeeping rates will no longer be sponsored to us from Grant Thornton LLP. All regular BIA bookkeeping is to be looked after in house from this point forward. Grant Thornton LLP will continue to work with us during preparation for the Annual Audit by KPM.

## **XI. Motion to adjourn.**

First: Patricia Daleman

Second: Nicole Walker

All in favour.

Motion Carried.

Meeting adjourned at 8:27 pm.

Next Meeting:

**Monday April 24th at 7:00pm – Town Hall BIA Office**

Please let Matthew know at the office so we can set the schedule.

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ATTACHMENT 1

**DOWNTOWN ACTON BIA**  
**BOARD OF MANAGEMENT MEETING**

**Wednesday March 20, 2023 7:00pm**

**Coordinator's Report**

- Summer Student Application Update – application accepted, waiting for results in Mid- April.
- **EVENTS:** Leathertown – Theme – Friends, Family, Food and Fun! Trick or Treat on Main and Mill Street – Saturday October 28, 2023 Second Annual Zombie Walk – Sunday October 29, 2023 Outdoor Market – Is moving to Prospect Park, Thursdays 4pm - 7pm we plan on hosting a music event at the Bandshell once a month – We have received waived permit fees for these events for the Town.
- Office and Basement cleaning – Started and ongoing
- OBIAA Conference Registration and Expenses:

Conference Registration - \$941.29 Hotel - \$721.10

We are registered and a hotel room is booked for April 16 – 19 for 3 nights. I will attend alone.

OBIAA is also offering Bursaries to qualifying BIAs to attend the conference. We did not qualify.

- Web presence is gaining speed. Over 100 new followers interacting with our social media. I am planning a QR Code campaign to advertise the DABIA.
- Updating Website and contacts ongoing. Website update is underway, out meeting business owners. I am looking into Authorship for the Farmer's Market and Leathertown Festival websites and will bring all under the roof of the main DABIA Website.  
QUESTION: Do we want to continue with these two separate websites or bring them into the Downtown Acton website entirely?
- Monthly Promo Update – Movie Trivia scavenger hunt. Slow starting, picked up interest during March Break. Many great prizes have been donated.

March Promo Event is Family Movie Trivia and a family entertainment prize pack. (DVD, Popcorn, Snacks, Donated Pizza, etc.)

Movie trivia will be posted in 8 Store fronts around downtown. Solve each question, email the answers to us, correct entrants will be all put into a draw for the winner. 3 prizes to be given.

- Code of Conduct Agreement – A different agreement to what the BIA had signed last month had been emailed out. If you haven't completed this yet, please do. I am required to send them to the Town Clerk's office.
- Acton District High School has invited the BIA to participate in a job information day at the school on Thursday May 11 2023. I will have an information table.
- June 2023 – Halton Hills Bike Month is having a QR Code Selfie Pic scavenger hunt. 8 QR Codes will be in Acton. The BIA is sponsoring 2 x \$25 BIA Bucks Certificates as prizes.

- Taste of Acton – Update: information sent to the committee, to meet with restaurant owners. I have networked with a few other BIAs, and they have shared how they have operated similar events. I will pass on the compiled info to Chris and Nicole.
- Strategic Plan – Committee to meet and review previous plans.
- Shredding of old and sensitive information – Set up time with Austin Daleman, waiting to hear back.
- We have had positive feedback from businesses that I have spoken to about sponsoring the hanging baskets and the maintenance of the flowers. Most feel that a \$50 sponsorship with a receipt is more than acceptable. I can also likely ask for a one-time larger donation from Desjardins Insurance to top up whatever we need to offset costs.

I have also contacted Bill Chillman to get a quote for a modified golf ClubCart 8 person capacity converted into a vehicle with a mounted water tank and pump system for watering. He can supply a water tank twice the size of what we currently own that would fit the golf cart. \$7000 + NOT A GOOD OPTION – I am asking for estimates for watering.

## ATTACHMENT 2

### Acton Outdoor Market Plans – Circled in blue



We are working with the Town Community Development Coordinator to help us facilitate this change in venue. 5

**Further Information as of March 2, 2023:**

Hi Matthew,

Here is the information as discussed today.

Rates for Smaller Events not using a true bookable space

- \$175.24/day +HST or \$24.84/hour +HST
- Market would be day rate x3 for the season

These rates would apply to the BIA for use of the area of Prospect Park.

$\$172.24 \times 3 = \$525.72 + \text{hst } (\$68.35) = \$594.07$  for the full market season (minus the week of the Fall Fair)

Food Vendors

- Completed Food Event Vendor Application for the specific event ([link](#))
  - Exempt – Vendors selling own farm produce only (if selling produce and selling bake goods, a license is required)
  - Not Exempt – Vendors selling any foods prepared including items like baked goods, jams, candy, meat, etc.
- Fees
  - 1 event - \$100.00
  - Annual fee - \$217.10
- Business Name and Registration or Articles of Incorporation unless the business is a sole proprietorship using only the individual's name.
- Certificate of Insurance listing the Town of Halton Hills as an additional Insured and/or the Certificate Holder
- Halton Region Health Approval for the Food Vendors



**SITE ALTERATION COMMITTEE  
MEETING**

Minutes of the Site Alteration Committee held on Thursday March 16, 2023, at 3:00 p.m., via Zoom meeting.

**MEMBERS PRESENT:** Councillor Clark Somerville (Chair)  
Councillor Joseph Racinsky  
Bill Allison  
Steven Maltar

**REGRETS:** Ralph Padillo  
David McKeown

**OTHERS PRESENT:** Mayor Ann Lawlor  
Bill Andrews, Commissioner of Transportation & Public Works  
Valerie Petryniak, Town Clerk & Director of Legislative Services  
Jeff Jelsma, Director of Development Engineering  
Maureen Van Ravens, Director of Transportation  
Susie Spry, Manager of Enforcement Services  
Orlando Donato, Municipal Law Enforcement Officer  
Leon Chatoori, Municipal Law Enforcement Officer  
Emilia Siwon, Municipal Law Enforcement Officer  
Adam Madonik, Municipal Law Enforcement Officer  
Kevin Fernando, Municipal Law Enforcement Officer  
Crystal Warner, Enforcement Coordinator  
Melissa Lawr, Deputy Clerk – Legislation  
Reece D'souza, Development Engineering Coordinator  
Nova Bonaldo (Recording Secretary)

**1. CALL TO ORDER**

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

Nil.

**3. MAYOR ANN LAWLOR - INTRODUCTION**

Mayor Ann Lawlor thanked the Citizen Members and Councillors for their commitment to the Site Alteration Committee and for the positive impact they have on our community.



#### **4. CODE OF CONDUCT (CLERKS)**

Melissa Lawr discussed the Committee Members' requirement to review the Town of Halton Hills Code of Conduct and the Accessible Customer Service Policy and Guidelines. Once complete, Committee Members are to sign and submit the Local Boards and Committee Member Acknowledgement form.

#### **5. SITE ALTERATION BY-LAW AND COMMITTEE PROCESS (JEFF JELSMA)**

Jeff Jelsma provided an overview of the Town's website and indicated where information on the Site Alteration Committee, site alteration permit process, and agenda and minutes can be found. Reviewed the Site Alteration By-law and what type of site alteration is covered and not covered under the by-law.

Discussed the importance of quorum and the general process of a meeting; delegation presentation, discussions/questions, and recommendations (support, support with conditions, deny, or defer). If a site visit is required it will be conducted outside of, and prior to, the regularly scheduled Committee meeting date. Site Alteration Committee meetings are open to the public. Agenda and minutes are available on the website. Minutes are circulated to Committee Members for review and comment. Once approved, they are submitted to Council for information.

If an application is supported by the Committee with conditions, staff ensure that all conditions are met prior to approving the application. If an application is denied, Council is the appeal body.

Councillor Somerville mentioned that haul routes, school bus routes/times, and soil testing are the major items that are regularly discussed, considered, and recommended as conditions for applications.

The group discussed the future development of Halton Hills and that under the Planning Act earthworks for subdivisions are exempt from the Site Alteration By-law but are still subject to the Ontario Province's Excess Soil legislation.

#### **6. INSPECTOR REPORTS (STEVE BURT)**

Jeff Jelsma provided an example of an Inspector Report which is provided to the Committee prior to the meeting. The Inspector Report includes application information and staff recommendations.

#### **7. BY-LAW ENFORCEMENT (SUSIE SPRY)**

Susie Spry explained that the Town's Enforcement Services section will be taking on site alteration enforcement going forward, when the office relates to truck terminals or illegal use of the property. Site Alteration Orders will be generated in Amanda by Municipal Law Enforcement Officers, and they will continue to consult with Development Engineering staff. It has been suggested that the Town apply to the Attorney General for set fines.

This process is new for Enforcement Services staff, and they would appreciate any feedback as they continue to improve the process. The process is: an Order

is issued to the owner and the owner has 30 days to comply; Municipal Law Enforcement Officer will schedule a follow-up inspection; if compliance has not been met, the Municipal Law Enforcement Officer will prepare a court brief which is submitted electronically to the Courts where a Judge reviews and makes a ruling. The Court process is currently very slow. The court brief needs to be submitted within six months of the initial Order. Orders inform the owner to either comply with the Site Alteration By-law or to restore the property.

**8. TERMS OF REFERENCE**

**8.a REVIEW**

Staff and the Committee reviewed the changes to the Terms of Reference.

**8.b VOTE**

The revisions to the Terms of Reference were accepted and moved by Councillor Racinsky and seconded by Bill Allison.

CARRIED

**9. DELEGATIONS – NO DELEGATION FOR THIS MEETING**

Staff indicated there is a delegation, Conestoga Cold Storage, for the next meeting and asked that the meeting be rescheduled to the week of April 10, 2023 to assist the applicant with an earlier start date for the project.

**Action Item:** Meeting date to be determined for the week of April 10, 2023.

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

N/A

**11. ADJOURNMENT**

The meeting adjourned at 3:55 p.m.



## HERITAGE HALTON HILLS COMMITTEE

### MINUTES

Minutes of the Heritage Halton Hills Committee meeting held on Wednesday March 15, 2023 in the Studio Room – Georgetown Library and Cultural Centre – 9 Church Street, Georgetown, ON.

**Members Present:** Councillor C. Somerville, Chair, Councillor J. Racinsky, L. Quinlan, M. Rowe, R. Denny, A. Walker, T. Brown,

**Regrets:** C. Donaldson

**Staff Present:** L. Loney, Senior Heritage Planner, T. Jayaveer, Planner Policy/Development Review, L. Bateson, Administrative Coordinator, B. Parker, Director of Planning Policy, R. Brown, Deputy Clerk - Administration

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#### 1. CALL TO ORDER

Councillor C. Somerville, Chair called the meeting to order at 3:33 p.m. and brief introductions were made, as it was the first in person meeting of the newly constituted committee.

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

There were no disclosures of pecuniary or conflict of interest.

#### 3. RECEIPT OF PREVIOUS MINUTES

##### 3.a Minutes of the Heritage Halton Hills Committee Meeting held on February 14, 2023.

Recommendation No. HHH-2023-0003

THAT the Minutes of the Heritage Halton Hills Committee Meeting held on February 15, 2023, be received.

**CARRIED**

#### 4. SCHEDULED ITEMS FOR DISCUSSION

##### 4.a Heritage Strategy - Nominations and Next Steps

L. Loney led the committee through a workshop to review the listed properties committee members flagged for possible nomination. As per the Heritage Strategy listed properties will be reviewed and allotted points to assist with prioritization. The first step of the process is to have the committee nominate those properties that they feel are worthy of possible designation in the future and give those properties an extra 10 points toward their overall prioritization score. All properties on the list will be reviewed in terms of the heritage criteria set out by staff and approved by Council and those with the highest weighting will be prioritized for possible designation prior to their removal from the registry.

Committee members submitted their recommendations for potential nomination from the Heritage Registry which contains 750+ properties. The total number of properties initially put forward was approximately 300 properties.

The committee discussed the possibility of Heritage Conservation Districts to protect areas rather than just property by property. L. Loney noted that at this time Heritage Conservation Districts were not part of the strategy or direction by Council. L. Loney will however advise Council that the committee has noted the potential benefits of having Heritage Conservation Districts.

As review of the properties proceeded the committee opted to remove standalone cemeteries from their proposed properties, noting that as cemeteries have existing general protections under the Cemeteries Act, they would prefer to focus on properties that have no protections.

Through the course of the review of the Acton properties the absence of a property on the Heritage Registry known as Hill Hall located at 75 Main Street South, Acton was noted, and the committee decided it needed to be researched further for potential listing.

##### Recommendation No. HHH-2023-0004

THAT Heritage Halton Hills recommend additional research of the property located at 75 Main Street, South, Acton (also known as Hill Hall) for potential listing on the Heritage Property.

**CARRIED**

The complete list of committee-nominated properties is attached as Appendix A to these minutes.

Recommendation No. HHH-2023-0005

THAT Heritage Halton Hills recommends that the properties listed in Appendix A to these minutes be nominated and receive the additional 10 points for the prioritization strategy.

**CARRIED**

**4.b Laidlaw House and Frazier Shop - Update**

L. Loney advised the committee that due to the weather they are still waiting for an installation date and that she will continue to update the committee.

**4.c Limehouse Presbyterian Church - Research and Evaluation Report (Proposed Listing and Designation)**

L. Loney advised that the research and evaluation report for Limehouse Presbyterian Church is now complete and with the support of the committee the property can be first listed and then designated. The committee voted to proceed with listing and designating the Limehouse Presbyterian Church.

Note: Staff discovered after the meeting that there was no need for a two-part recommendation requesting both listing and designation therefore only the designation recommendation is listed in the minutes to ensure clarity.

Recommendation No. HHH-2023-0006

THAT Heritage Halton Hills recommend that Council designate the property at 12418 Sixth Line (Limehouse Presbyterian Church) under Part IV of the *Ontario Heritage Act*.

**CARRIED**

**4.d 77 Bower Street (Syndicate Housing Heritage Conservation District)**

L. Loney reviewed a request by a resident of Bower Street - Syndicate Housing Heritage Conservation District to add a temporary shelter over the driveway. The committee discussed and had no issue with the temporary removeable shelter.

Recommendation No. HHH-2023-0007

THAT Heritage Halton Hills recommend approval of the proposed temporary shelter at 77 Bower Street.

**CARRIED**

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

M. Rowe asked that any of the committee members interested in assisting with the signage program please let him know.

A. Walker asked for the Ontario Heritage Conference to be added to the next agenda. Conference to be held in London, Ontario June 15-17, 2023.

T. Brown invited the committee to a BBQ towards the end of May at the Brown Family Farm.

**6. ADJOURNMENT**

The meeting adjourned at 6:05 p.m.

## APPENDIX A

	<b>Property Address</b>
1.	179 Confederation Street
2.	508 Main Street
3.	510 Main Street
4.	511 Main Street
5.	514 Main Street
6.	517 Main Street
7.	532 Main Street
8.	533 Main Street
9.	537 & 539 Main Street
10.	548 Main Street
11.	15 Mountain Street
12.	25 Mountain Street
13.	28 Mountain Street
14.	3 Prince Street
15.	7 Prince Street
16.	9 Prince Street
17.	7 Tweedle Street
18.	14 Tweedle Street
19.	5 Albert Street
20.	8 Albert Street
21.	11 Albert Street
22.	21 Arletta Street
23.	12 Chapel Street
24.	53 Charles Street
25.	21 Charles Street
26.	22 Charles Street
27.	28 Charles Street
28.	29 Charles Street
29.	31 Charles Street
30.	32 Charles Street
31.	36 Charles Street
32.	37 Charles Street
33.	39 Charles Street
34.	41 Charles Street
35.	44 Charles Street
36.	45 Charles Street
37.	49 Charles Street
38.	10-16 Church Street

39.	43 Edith Street
40.	59 Edith Street
41.	17 Ewing Street
42.	2 Guelph Street
43.	11 Guelph Street
44.	18 Guelph Street
45.	21 Guelph Street
46.	39 Guelph Street
47.	60 Guelph Street
48.	71 Guelph Street
49.	82 Guelph Street
50.	84 Guelph Street
51.	85 Guelph Street
52.	90 Guelph Street
53.	13783 Highway 7
54.	8 James Street
55.	16 James Street
56.	20 James Street
57.	29 & 31 John Street
58.	2 King Street
59.	4 King Street
60.	5 King Street
61.	25 King Street
62.	82 King Street
63.	113 King Street
64.	14 Main Street South
65.	16 Main Street South
66.	49-57 Main Street South
67.	50-52 Main Street South
68.	61-65 Main Street South
69.	78 Main Street South
70.	99-103 Main Street South
71.	115 Main Street South
72.	116 Main Street South
73.	124 Main Street South
74.	134 Main Street South
75.	139 Main Street South
76.	150 Main Street South
77.	7-9 Main Street North
78.	33 & 35 Main Street North
79.	37 & 39 Main Street North



80.	41 Main Street North
81.	44 Main Street North
82.	49 & 51 Main Street North
83.	57 Main Street North
84.	59 & 61 Main Street North
85.	73 Main Street North
86.	77 Main Street North
87.	279 Maple Avenue
88.	77 Market Street
89.	108-118 Mill Street
90.	120-132 Mill Street
91.	75 Mill Street
92.	143 Mill Street
93.	147 Mill Street
94.	149 Mill Street
95.	121 Mountainview Road
96.	3 Queen Street
97.	4 Queen Street
98.	8 Queen Street
99.	14-16 Queen Street
100.	15 Queen Street
101.	19 Queen Street
102.	20 Queen Street
103.	22 Queen Street (Georgetown)
104.	24 Queen Street
105.	33 Queen Street
106.	40-42 Queen Street
107.	45 Queen Street
108.	7 Park Avenue
109.	8 Park Avenue
110.	27 Park Avenue
111.	34 Park Avenue
112.	25 Victoria Street
113.	Lots 16-17, Concession 10 - Barber Dynamo
114.	231 Arthur Street
115.	29 Bower Street
116.	35 Bower Street
117.	41 Bower Street
118.	44 Bower Street
119.	56 Bower Street
120.	62 Bower Street

121.	68 Bower Street
122.	105 Bower Street
123.	24 Church Street East
124.	44 Church Street East
125.	64 Church Street East
126.	108 Church Street East
127.	114 Church Street East
128.	115 Church Street East
129.	125 Church Street East
130.	148 Church Street East
131.	95 Crescent Street
132.	101 Crescent Street
133.	139 Crescent Street
134.	49 Eastern Avenue
135.	13 Frederick Street North
136.	47 Frederick Street South
137.	24 Knox Street
138.	35 Knox Street
139.	36 Knox Street
140.	68 Lake Avenue
141.	88 Lake Avenue
142.	2 Main Street South
143.	72-74 Main Street South
144.	88 Main Street South
145.	44 Main Street North
146.	55 Main Street North
147.	65 Main Street North
148.	3 Mill Street East
149.	16-18 Mill Street East
150.	19 Mill Street East
151.	20 Mill Street East
152.	25 Mill Street East
153.	38 Mill Street East
154.	40 Mill Street East
155.	45-47 Mill Street East
156.	46-48 Mill Street East
157.	55 Mill Street East
158.	69 Mill Street East
159.	71 Mill Street East
160.	80 Mill Street East
161.	91 Mill Street East

162.	250 Mill Street East
163.	4 Park Avenue
164.	16 Park Avenue
165.	17 Park Avenue
166.	21 Park Avenue
167.	30 Park Avenue
168.	19 St. Alban's Drive
169.	13 Wilbur Street North
170.	19 Wilbur Street North
171.	30 Willow Street North
172.	39 Willow Street North
173.	53 Willow Street North
174.	62 Willow Street North
175.	31 Young Street
176.	160 York Street
177.	2 Adamson Street South
178.	12-14 Adamson Street North
179.	16 Adamson Street South
180.	12 Adamson Street South (Norval) St. Paul's Anglican Church
181.	15 Green Street
182.	473 Guelph Street
183.	485 Guelph Street
184.	486 Guelph Street
185.	498 Guelph Street
186.	499 Guelph Street
187.	505 Guelph Street
188.	530 Guelph Street
189.	550 Guelph Street
190.	8 Noble Street
191.	10 Noble Street
192.	12-14 Noble Street
193.	8708 Tenth Line
194.	9343 Tenth Line
195.	9476 Tenth Line
196.	8656 Winston Churchill Blvd
197.	9118 Winston Churchill Boulevard
198.	9948 Winston Churchill Boulevard
199.	9985 Winston Churchill Boulevard
200.	9880 Winston Churchill Boulevard
201.	16193 27 Side Road
202.	13802 Trafalgar Road

203.	14369 Trafalgar Road
204.	9156 Trafalgar Road
205.	9536 Trafalgar Road
206.	12917 15 Side Road
207.	9 Mill Pond Drive
208.	10 Mill Pond Drive
209.	32 Stewarttown Road
210.	4 Stewarttown
211.	10996 Trafalgar Road
212.	9602 10 Side Road
213.	9715 10 Side Road
214.	11820 10 Side Road
215.	9328 15 Side Road
216.	7593 Campbellville Road
217.	9104 Dublin Line
218.	9296 Dublin Line
219.	9259 Fifth Line
220.	9670 Fifth Line
221.	9705 Fifth Line
222.	10616 Fifth Line
223.	9110 Fourth Line
224.	9272 Fourth Line
225.	10293 Fourth Line
226.	10421 Fourth Line
227.	9094 Regional Road 25
228.	9920 RR 25
229.	9059 Third Line
230.	14406 Third Line
231.	7974 Sixth Line
232.	14946 Steeles Avenue
233.	11309 22 Side Road
234.	11632 22 Side Road
235.	11674 Fifth Line
236.	11999 Fifth Line
237.	12169 Fifth Line
238.	11284 22 Side Road
239.	13970 Eighth Line
240.	12367 Fifth Line
241.	12389 Fifth Line
242.	12056 20 Side Road
243.	12794 20 Side Road

244.	16763 22 Side Road
245.	16789 22 Side Road
246.	14680 32 Side Road
247.	15409 Clayhill Road
248.	9254 Eighth Line
249.	13629 Fallbrook Trail
250.	10491 Fourth Line
251.	13071 Fourth Line
252.	13771 Fourth Line
253.	11159 Fifth Line
254.	13215 Highway 7
255.	13678 Highway 7
256.	8684 Ninth Line
257.	12672 Ninth Line
258.	10454 RR 25
259.	11543 Regional Road 25
260.	14021 RR 25
261.	9126 Sixth Line
262.	12005 Steeles Avenue
263.	13029 Steeles Avenue
264.	14030 Steeles Avenue
265.	12912 Tenth Line
266.	13264 Tenth Line
267.	13400 Tenth Line
268.	10184 Winston Churchill Boulevard
269.	10886 Winston Churchill Boulevard
270.	12688 Winston Churchill Blvd



## COMMITTEE OF ADJUSTMENT MINUTES

Minutes of the Committee of Adjustment hearing held on **March 1, 2023**, at 6 p.m. via Zoom.

Members Present: Todd Jenney (Chair), Jane Watson, Lloyd Hillier, Keith Medenblik, Jason Smith

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

### 1. CALL TO ORDER

It was MOVED by Lloyd Hillier, SECONDED, and CARRIED

THAT (as per By-Law No. 2023-0006), Todd Jenney be elected as Chair of the Town of Halton Hills Committee of Adjustment for the term of Council.

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

None.

### 3. APPLICATIONS HEARD

The Chair's comments about the procedure were as follows:

- Town staff would speak.
- Owner or agent would be given an opportunity to speak.
- Any members of the public would be given an opportunity to speak (owner or agent would have an opportunity to respond, if needed).
- The Committee would then deliberate, ask any questions, and make a decision.
- A decision would be subject to a 20-day appeal period.

#### a) Minor Variance D13VAR23.001H – Eden Oak

**Location:** 39 Gamble Street, 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 floor area of an accessory structure from the maximum 40 sq m to permit a floor area of 88.5 sq m.

**To accommodate a proposed accessory garage with storage space below.**

**Owner(s):** Eden Oak (Creditview Heights) Inc., c/o Agent, **Agent:** RN Design, David Huie

The Town Planner referenced public objections received from 36 Jason Crescent, 20 Credit Street and the Glen Williams Community Association noting issues that included: visual impact; potential rental unit or Air BNB; notification not capturing the broader community; developer applying; and impact to the environment. The Town Planner responded that the increase in floor area for the basement will not lead to increased visual impact; provincial legislation allows secondary units in accessory buildings; Air BNB would be prohibited; notification radius is prescribed by the Planning Act; developer can submit applications; and that each application is reviewed by relevant agencies to determine any impact. The Town Planner noted no staff objections to approval, subject to condition. The agent was present to speak to the application.

It was MOVED by Todd Jenney, SECONDED, and CARRIED

THAT the application be approved, subject to condition.

The Committee considered the requested variance(s) to:

1. Meet the intent and purpose of the Official Plan.
2. Meet the intent and purpose of the Zoning By-law.
3. Be desirable for the appropriate use of the land, building or structure.
4. Be minor in nature.

**b) Minor Variance D13VAR23.002H – Wilson**

**Location:** 339 Maple Avenue, Town of Halton Hills (Georgetown), Regional Municipality of Halton

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

1. To increase the floor area of an accessory structure from the maximum 20 sq m to permit a floor area of 56.1 sq m.
2. To increase the height of an accessory structure from the maximum 3.5 m to permit a height of 4.9 m.

**To accommodate a proposed cabana.**

**Owner(s):** Robert Wilson & Margaret Wilson, **Agent:** Rockhaven Homes LTD, Jesse Grin

The Town Planner noted no staff objections to approval, subject to condition. The agent (Albert Grin) was present to speak to the application.

It was MOVED by Jane Watson, SECONDED, and CARRIED

THAT the application be approved, subject to condition.

The Committee considered the requested variance(s) to:

1. Meet the intent and purpose of the Official Plan.
2. Meet the intent and purpose of the Zoning By-law.
3. Be desirable for the appropriate use of the land, building or structure.
4. Be minor in nature.

**c) Minor Variance D13VAR23.003H – Mander**

**Location:** 25 Maple Avenue, Town of Halton Hills (Georgetown), Regional Municipality of Halton

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

1. To reduce the front yard setback from the minimum 6 m to permit a front yard setback of 5.99 m.
2. To permit the encroachment into the front yard setback for a porch having a maximum elevation of 6.94 m (from the floor to the underside of rafters), whereas the By-law only permits encroachment into the front yard for a porch having a maximum elevation of 4 m (from the floor to the underside of the rafters).

**To accommodate a proposed detached dwelling.**

**Owner(s):** Harjeet Mander, **Agent:** Peter Vozikas

The Town Planner referenced public objections received from 19 Edwin Lane, 24 Maple Avenue, 28 Maple Avenue, and 32 Maple Avenue, noting issues that included the building size, location, and wildlife. The Town Planner responded that the size of the house does not require a variance, the house could proceed with a Building Permit, and that Credit Valley Conservation has no concerns. The Town Planner noted no staff objections to approval. The owner and agent were present to speak to the application. The agent noted that the relevant agencies had signed off on the application.

It was MOVED by Keith Medenblik, SECONDED, and CARRIED

THAT the application be approved.

The Committee considered the requested variance(s) to:



1. Meet the intent and purpose of the Official Plan.
2. Meet the intent and purpose of the Zoning By-law.
3. Be desirable for the appropriate use of the land, building or structure.
4. Be minor in nature.

**d) Minor Variance D13VAR23.004H – McNutt**

**Location:** 86 Poplar Avenue, Town of Halton Hills (Acton), Regional Municipality of Halton

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

1. To reduce the front yard setback from the minimum 6 m to permit a front yard setback of 4.65 m.
2. To reduce the rear yard setback from the minimum 7.5 m to permit a rear yard setback of 4.62 m.
3. To reduce the side yard setback (for a deck with a height of less than 0.6 m above grade) from the minimum 1.2 m to permit a side yard setback of 0.35 m.
4. To reduce the rear yard setback (for a deck with a height of less than 0.6 m above grade) from the minimum 1 m to permit a rear yard setback of 0.32 m.

**To accommodate a proposed addition and deck for an accessory dwelling unit.**

**Owner(s):** Wayne McNutt & Julie McNutt, **Agent:** Matthews Design & Drafting, Doug Matthews / Bethany VanRavens

The Town Planner noted no objections to approval of variances 1 and 2, subject to conditions, and noted objections to approval of variances 3 & 4. The agent was present to speak to the application, discussed the proposal, and noted neighbour support. The Secretary-Treasurer responded that no letters of support had been received.

Committee deliberations included intent of the Zoning By-law as it relates to the deck variances, landscape and fence maintenance, and impact on neighbours.

It was MOVED by Keith Medenblik, SECONDED, and CARRIED

THAT the application be approved and refused as follows: variances 1, 2 and 3 be approved, subject to conditions, and variance 4 be refused.

The Committee considered the variances that were approved to:

1. Meet the intent and purpose of the Official Plan.
2. Meet the intent and purpose of the Zoning By-law.
3. Be desirable for the appropriate use of the land, building or structure.

4. Be minor in nature.

The Committee considered the variance that was refused to:

1. Not meet the intent and purpose of the Official Plan,
2. Not meet the intent and purpose of the Zoning By-law,
3. Not be desirable for the appropriate use of the land, building or structure, and
4. Not be minor in nature.

**e) Minor Variance D13VAR23.005H – Foster**

**Location:** 7 Edith Street, Town of Halton Hills (Georgetown), Regional Municipality of Halton

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

1. To reduce the side yard setback to the second storey from the minimum 1.8 m to permit a side yard setback to the second storey of 1.4 m.
2. To reduce the side yard setback from the minimum 1 m to permit a side yard setback of 0.61 m (existing cabana)

**To accommodate a proposed addition to the dwelling, and an existing cabana.**

**Owner(s):** Kerri Foster, **Agent:** Andrew Miskiv

The Town Planner referenced public support received from 4 Edith Street, and noted no staff objections to approval, subject to condition. The owner and agent were present to speak to the application.

It was MOVED by Todd Jenney, SECONDED, and CARRIED

THAT the application be approved, subject to condition.

The Committee considered the requested variance(s) to:

1. Meet the intent and purpose of the Official Plan.
2. Meet the intent and purpose of the Zoning By-law.
3. Be desirable for the appropriate use of the land, building or structure.
4. Be minor in nature.

**f) Minor Variance D13VAR23.006H – Young**

**Location:** 17 Brock Street, Town of Halton Hills (Acton), Regional Municipality of Halton

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

1. To increase the driveway width from the maximum 7 m to permit a driveway width of 11.04 m.
2. To increase the height of a detached garage from the maximum 4.5 m to permit a height of 6 m.
3. To increase the floor area of a detached garage from the maximum 40 sq m to permit a floor area of 99 sq m.

**To accommodate a proposed detached garage, and existing driveway.**

**Owner(s):** Rachel Dudley and Josh Young

The Town Planner referenced public objections received from 22 Brock Street, 23 Brock Street, and 27 Brock Street, noting issues that included: size and use of the garage as Air BNB, privacy, property values, and windows. The Town Planner responded that the proposal is consistent with previous approvals; Air BNB would be prohibited; structure will not be visible from street; property values cannot be considered; and suggested frosted windows. The Town Planner noted no staff objections to approval, subject to conditions. The owner was present to speak to the application, discussed the proposal, and noted he would be fine with removing windows facing east and south.

Taylor LeBlanc (27 Brock Street) and Linda MacLean (23 Brock Street) spoke against the application (spoke throughout the hearing, however, as they had already submitted objections, their concerns are captured in the summary provided by the Planner).

Committee deliberations included: the second storey windows (discussed possible opaque windows, elimination of some or all windows), the intent of accessory buildings, and whether the proposed structure is incidental to the principal use.

It was MOVED by Jason Smith, SECONDED, and CARRIED

THAT the application be approved, subject to conditions (an additional condition was added at the hearing to ensure that the proposed garage would not contain any windows on the second floor).

The Committee considered the requested variance(s) to:

1. Meet the intent and purpose of the Official Plan.
2. Meet the intent and purpose of the Zoning By-law.
3. Be desirable for the appropriate use of the land, building or structure.
4. Be minor in nature.

#### **4. ADJOURNMENT**

Adjourned at approximately 7:35 p.m.

**To Attend:** Erin Burke, Suzanne Clarke(Secretary), Sandy Mackenzie, Cindy Robinson(Treasurer), Derek Smith(Chair), Mary Beth Trendos, Connie Ward,

Regrets: Councillor Norris, Jasmine Gaudet, Jamie Watt

**Staff:** Nikki Jackson (BIA Manager) and Bethany Hanman(Events Manager)

1. Call to Order: The meeting was called to order at 9:05am, by Derek Smith, Chair.
2. Declaration of Quorum: Quorum was declared.
3. Approval of Agenda: The Agenda was approved as presented.

**Motion to approve Agenda as presented:**

Moved by Suzanne Clarke  
Seconded by Connie Ward  
Motion passed.

4. Declaration of Interest – none declared
5. Approval of Previous Meeting Minutes
  - a) December 20, 2022
  - b) January 17, 2023

**Motion to approve minutes of December 20, 2022**

Moved by Suzanne Clarke  
Seconded by Connie Ward  
Motion passed.

**Motion to approve minutes of January 17, 2023**

Moved by Suzanne Clarke  
Seconded by Derek Smith  
Motion passed.

6. Correspondence
  - a) Bike Month Scavenger Hunt Event (ToHH)
    - The Town is running an activation event during the month of June and has asked for a sponsorship for a contest prize. After the discussion re: the DG BIA gift card program, it was decided that Staff will purchase gift cards from Silvercreek Cafe and Heather's Bakery (\$25 each) and donate to this event. This expense will be allocated to the Marketing line in the 2023 budget.

b) Tourism signs – location

- The Town had tourism signs created. The Town is asking to place a sign in the parking lot beside Yong's. The Town is asking that we move the port-a-potty.
- The Board would like to ask the Town to suggest 3 or 4 locations in the Downtown area where the sign could be placed. Nikki to email the Board once locations have been selected by the Town and then the Board will make a decision.

c) ToHH By-law no. 2023-0002

- Nikki stated that all board members are to read the included documents.

d) Code of Conduct documents (ToHH)

- Nikki stated that board members are to read and sign the documents included in the board package. The Town is no longer providing training around Code of Conduct.

e) BIA insurance coverage (ToHH)

- Nikki stated that she had researched the Town insurance coverage for the Downtown Georgetown BIA and BIA Board Members and staff.
- The board directed the staff to find out the following:
  - What other BIA's are doing via OBBIA
  - Find out exactly from the THofH, in writing, what the BIA is paying for in the \$1000 insurance payment, withdrawn from the first levy payment. Specifically what it covers, who pays the deductible, and does the BIA have the option to opt out and find their own insurance coverage.

7. Financial Report – Cindy Robinson, Treasurer

- a) Audit - Expecting draft audit statements to review shortly.

**Motion to accept the January 2023 financial statements as presented.**

Moved by Cindy Robinson

Seconded by Derek Smith

Motion passed.

8. Manager's Report – Nikki Jackson, Manager

- a) MoU - next step is to hear back from the Town
- b) 2024 50th year anniversary - contacted by Ward 2 Councillor. To work with Councillor Norris and obtain more information.
- c) Strat Plan funding - Nikki to find out how other BIA's have funded their strategic plan, and follow up with the Town re: potential support. Nikki reported that she has a meeting with Allison on Thursday, March 2 and will follow up.
- d) The meeting with Constable De Dieu went well. He offered to do an event for our members to describe the CPTED(Crime prevention through Environmental Design) program on how to make their business and homes safe. Next steps to plan this event for BIA members.
- e) Cancellation of Holiday Market event: Majority of vendors chose to reschedule another date vs refund.
- f) BIA members walkabout: many comments on rent renewals, looking for funding for equipment, events in May and June vs summer.

9. Business Arising

a) Patio Programs

- Met with the Peterborough BIA re: Patio Program. Peterborough has successfully implemented a patio program over the past few years.

- With the ending of the THofH Al Fresco patio program, members had requested assistance with obtaining a permanent patio permit.
- Nikki highlighted the benefits of a patio program.
- The Town provided Nikki with information to provide BIA members who inquire about permanent patios.
- How does this fit in with the BIA strategic plan?
- What would be the next steps?
- After a Board discussion it was determined that this program would be beneficial to the Downtown. It was determined that staff would work on a small pilot patio project, involving a few restaurants. The Chair and Marketing and Event Committee will work with staff to develop a pilot project plan for this year.

10. Council Update – Councillor Norris  
There was none.

11. Committee updates

a) Marketing and Events Committee – Suzanne Clarke, Committee Chair

- The committee had not met since the last board meeting. The next Marketing and Events Committee Meeting is March 22, 2023.

b) Farmers Market – Nikki Jackson, Manager

- Bethany stated that the committee has worked on the Farmer’s Market guidelines. Bethany highlighted some of the updates and additions
- The cancellation policy has been updated and detailed.
- Developed a full rental policy for vendors who are attending once or twice.
- Developed a non-refund of fee policy.
- Outlined the vendor selection criteria.
- Updated 2023 Fee Schedule. Fees have slightly increased to be more inline with market pricing. Insurance through FMO, are covered in fees. Alcohol vendors and vendors with brick and mortar are required to show proof of insurance and name DG BIA on the insurance certificate.

**Motion: To accept the Farmer’s Market 2023 application as presented.**

Moved by: Connie Ward

Seconded by: Suzanne Clarke

Motion passed.

c) Beautification Committee – Jamie Watt, Committee Chair

- The Beautification Committee meeting scheduled for February 27, 2023, was cancelled and will be rescheduled.

12. New Business

a) BIA Gift Card Program

- Nikki provided the Board with a report on the gift program, outlining the minimal use of the program and issues brought forward by BIA members (i.e full amount not been used by cardholder and timeliness of reimbursement).
- The board discussed the pros and cons of this program.

**Motion: To cease the Downtown Georgetown BIA Gift Cards Program, by ceasing the promotion and selling of DG BIA gift cards. The BIA will continue to recognize gift cards that are redeemed and will reimburse BIA members in a timely manner.**

Moved by Derek Smith  
Seconded by Cindy Robinson  
Motion passed.

13. Next Meeting:  
Tuesday, March 21, 2023

14. Adjournment

**Motion: To adjourn the meeting at 11:00am.**

Moved by Suzanne Clarke  
Seconded by Derek Smith  
Motion passed.

**Halton Hills Public Library Board**  
Wednesday, December 14, 2022  
Georgetown Branch, Cultural Centre, Studio Room  
7:00 p.m.  
**Minutes**

**Present:** Ted Brown, Betsy Cospers, Matt Kindbom, Ann Lawlor, Keith Medenblik (Chair), James Schumacker, Tamara Smith,

**Staff Present:** Jennifer Corrin, Beverley King, Jodie Mandarino, Lori Mazza Brenton (recorder) Mary Querques

**Regrets:** Lisa Caissie, Joanna Meler, Marilyn Willis

**1. Declaration of Quorum**

K. Medenblik declared a quorum was present and called the meeting to order at 7:01 p.m.

**2. Land Acknowledgement**

K. Medenblik read an Indigenous Land Acknowledgement.

**3. Approval of Agenda**

Moved by A. Lawlor  
Seconded by B. Cospers  
**12/14/22-1**

That the agenda be approved as presented.

**CARRIED**

**4. Declaration of pecuniary interest**

None.

**5. Minutes**

**5.1. Minutes of November 9, 2022**

Moved by J. Schumacker  
Seconded by B. Cospers  
**12/14/22-2**

That the minutes of November 9, 2022 be approved as presented.

**CARRIED**

**6. Consent Agenda**

None.

**7. Correspondence**

None.

**8. Delegations/Presentations**

None.



**9. Business Arising**

**9.1. Website Renewal Presentation**

J. Corrin presented the updated HHPL website:

- The new website launched on December 8, 2022, along with the implementation of the new domain name: [www.hhpl.ca](http://www.hhpl.ca).
- Board packages will be shared through a secure pages module that is replacing Dropbox.

**9.2. Report No. LBD-2022-044 re: Board Policy Review: Emergency and Security Policy; Lockdown Policy; Occupational Health and Safety Policy; Shelter in Place Policy; Staff Development, Association Memberships, Conferences Policy (Second Review)**

J. Mandarino presented the policies for final approval.

Moved by T. Smith

That Report No. LBD-2022-044 re: Board Policy Review: Emergency and Security Policy; Lockdown Policy; Occupational Health and Safety Policy; Shelter in Place Policy; and Staff Development, Association Memberships, Conferences Policy (Second Review) be received and approved as amended

AND THAT the Halton Hills Public Library Board approved the elimination of the Lockdown Policy and Shelter in Place Policy.

Seconded by M. Kindbom  
**12/14/22-3**

**CARRIED**

**10. Updates (including sub-committees)**

**10.1. Advocacy Committee**

- None.

**10.2. Friends of the Library**

- The Friends met on November 17.
- They hosted a book sale as part of Winter Wonder on December 3 and 10.
- Members of the Executive attended the Ontario Library Services Library Friends Group to share ideas on fundraising, events, and sales.
- The Executive plans to attend the Ontario Library Association's Friends of the Library virtual chat in January.
- Their next meeting is January 19.

**10.3. Council**

Mayor Lawlor reported that:

- The first meeting of the new Town Council was held on December 12.
- The new Library Board councillors will be Bob Inglis and Alex Hilson.
- Over 50 people applied to be on the Library Board. Community members will be interviewed in early January. A matrix is in development to help with rating the applicants.

- The current Board will meet in January and the new Board, once confirmed by Town Council, will take effect in February.
- It was suggested that since there was so much interest in the Library Board, perhaps some of the applicants who are not appointed can be engaged in other ways and through subcommittees.

#### 10.4. Community Connections

- B. King reported that at the Mayor's State of the Town Address, staff were able to connect with local businesses who are interested in promoting and supporting the library. Staff will touch base with these businesses in 2023 to discuss partnership opportunities related to the library's advocacy plans.

### 11. Financial Report

#### 11.1. Month End Report (October)

#### 11.2. Month End Report (November)

- Based on the August financial report, the operating budget variance was anticipated to be approximately 1% based on the premise that vacant positions would be filled. The projected year-end variance is now expected to be closer to 7% due to recruitment challenges. It was noted that these challenges are consistent with other libraries and across sectors.
- Discussion was held regarding the status of recruitment and the associated challenges.
- Customer service has not been significantly impacted at this time. Gapping has mainly impacted administrative functions.
- The Board requested staff prepare a report regarding staff complement for spring 2023.

### 12. New Business

#### 12.1. Report No. LBD-2022-045 re: 2022 Personnel Policy Manual (PPM) Revisions

B. King reported on the annual review of the library's Personnel Policy Manual:

- The amendments reflect changes in legislation, current best practices in human resources, and housekeeping fixes.
- The most significant change was the addition of the *Disconnect From Work* policy to comply with Bill 27, Working for Workers Act.

Moved by T. Brown

That Report No: LBD-2022-045 re: Personnel Policy Manual (PPM) Revisions be approved.

Seconded by B. Cospers

12/14/22-4

**CARRIED**

#### 12.2. Report No. LBD-2022-046: Board Policy Review: Fundraising Policy, Gift Acceptance Policy, Naming and Recognition Signage Policy, and Sponsorship Policy

- B. King reported that the policies review will be delayed until a fundraising strategy can be developed in 2023 in accordance with the new strategic plan.
- The Town is also updating its sponsorship, fundraising, naming, and recognition policies in 2023 and the library will work to align with these policies.

Moved by M. Kindbom

That Report No: LBD-2022-046 re: Fundraising Policy, Gift Acceptance Policy, Naming and Recognition Signage Policy, and Sponsorship Policy be received for information.

Seconded by T. Smith  
12/14/22-5

**CARRIED**

### **12.3. Report No. LBD-2022-047: Children’s Literacy Approach**

J. Mandarino reported that:

- The Children’s Librarian, D. Austin, performed a literature review on literacy development in children up to 13 years old, the findings of which are summarized in the report, along with how the library will act on this information in the form of a Children’s Literacy Approach.

### **12.4. 2022 Belonging and Racial Identity in Halton**

B. King presented this report to the Board for information:

- It was compiled by the Mississaugas of the Credit First Nation, the Canadian Caribbean Association of Halton, Mending the Chasm, the Oakville Community Foundation, and Sheridan College.
- The library’s new strategic plan offers an opportunity to review HHPL’s practices and make a conscious effort to ensure the library offers welcoming and safe spaces.

### **12.5. HHPL Brand Guide**

B. King presented the draft of HHPL’s new brand guide and highlighted the following:

- There are three variations of the logo with one primary version.
- The colour complement has been added to provide more breadth for marketing purposes.
- HHPL’s new tagline is “grow together.” It is simple and concise and summarizes the library’s mission, vision, and values.

### **12.6. Report No. LBD-2022-048 re: Chief Librarian’s Report – December 2022**

Highlights noted from the Chief Librarian’s Report – December 2022:

- Book lockers are installed and branded. Setup is underway to have them ready in the new year.
- The Letters to Santa program was very successful, with more than 1,000 letter kits picked up between the second week of November and the second week of December.
- Winter Wonder, held on December 3 and 10, was well attended by the public.
- The Astronomy in Action: Discover the Stars Planetarium program will take place on December 28. It will coincide with the launch of the book lockers at the Gellert Community Centre.
- The library is close to completing the endowment agreement with the Community Foundation of Halton North (CFHN).
- B. King received the cheque from CFHN for \$2,500 from this year’s webathon.
- The library did not receive the L.E.A.F. grant for the book bike despite receiving a lot of community support. Alternate funding is being investigated.

**13. Health and Safety Report**

- B. King reported that there have been no health and safety incidents since the November Board meeting.

**14. Next Meeting**

Wednesday, January 18, 2023  
7:00 p.m.  
Georgetown Branch, Boardroom

**15. Adjournment**

Moved by M. Kindbom  
Seconded by T. Brown  
**12/14/22-6**

That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:01 p.m.

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

**Signed:** \_\_\_\_\_  
Beverley King, Acting Chief Librarian & CEO  
Halton Hills Public Library

APPROVED: March 22, 2023  
DATED: March 22, 2023



March 30, 2023

### **In This Issue**

- AMO member resolution campaign on homelessness.
- AMO responds to Minister's reporting regulation on planning matters.
- Call for nominations for 2023 OSUM Executive Committee.
- Submit your entry for the 2023 PJ Marshal Awards.
- Amendments proposed for floating accommodations regulations.
- Applications now open for 2023-24 Inclusive Community Grants.
- NG9-1-1 Transfer Payment Program.
- Proposed updates to Normal Farm Practices Protection Board due April 3.
- Housing Accelerator Fund (HAF) announced.
- Drainage advocacy to Minister of Transport and CN.
- Register for Regional Energy Planning webinar - April 17.
- OSUM Conference: Registration and accommodations are open.
- OSUM Conference: Exhibitor information.
- Register for AMO's Ending Homelessness Symposium May 2-3.
- Register for the AMO 2023 Annual General Meeting and Conference.
- AMO 2023: Opening keynote announcement.
- AMO Conference 2023: Exhibitor and sponsorship information.
- AMO's Land Use Planning training: fall dates.
- Strengthen your leadership: AMO's New Councillor Training.
- Navigating Conflict for Elected Officials and Human Rights & Equity - new dates.
- AMO LAS 2023 Municipal Energy Symposium: Call for proposals.
- Canoe vendor spotlight: Eppendorf.
- Waterloo Innovation Summit returns to Toronto.
- Ontario Bike Summit returns April 30.
- Careers: Lakeshore, Orillia, Central Elgin, and Ministry of Labour.

### **AMO Matters**

AMO encourages municipalities and DSSABs to consider passing a resolution ahead of the provincial budget (anticipated late March), calling on the province to end homelessness. A [resolution template](#) is available.

AMO has made a [submission](#) to MMAH's consultation on municipal reporting on planning matters. The submission makes 5 recommendations based on consultation with municipalities requested to submit a housing pledge.

The [Call for Nominations for the 2023 Ontario Small Urban Municipalities \(OSUM\) Executive Committee](#) is now open. Those interested in running for the Committee election are required to fill out the [nomination form](#) by 4 pm April 14.

The [PJ Marshall Award](#) recognizes municipal governments demonstrating excellence in the use of innovative approaches in the areas of capital, service delivery show casing examples where Ontario municipalities have implemented and can point to

tangible outcomes from new, more cost-effective ways of providing public services and facilities.

### **Provincial Matters**

The MNR updated an [ERO proposal to a regulation](#) under the *Public Lands Act* on the use of floating accommodations. Comments due by April 11.

Applications for the [2023-24 Inclusive Community Grants](#) are open until April 20. Municipalities and other organizations can apply for up to \$60,000 for projects that help older residents and people with disabilities participate in community life.

Public Safety Answering Points (PSAPs) will be notified on applications for NG-911 transition funding for 2022-2023. The funding program has been implemented to help support the transition CRTC deadline of March 4, 2025. For information contact [ESTD.NG9-1-1@ontario.ca](mailto:ESTD.NG9-1-1@ontario.ca).

The Normal Farm Practices Protection Board is proposing updates to its Rules of Practice and Procedure. See the [ERO posting](#) for details.

### **Federal Matters**

Local governments are eligible to apply to the Housing Accelerator Fund. [Register for webinars](#) happening April 6 and 13 for information on program and funding details, expected outcomes, and resources for applying.

The Drainage Superintendents Association of Ontario and AMO have prepared a [template letter](#) for Councils to send to the Minister of Transport. Councils are also encouraged to support [Warwick's resolution](#).

### **Eye on Events**

Municipal elected officials and staff are [invited to AMO's webinar](#), April 17, on regional energy planning, featuring the Ontario Energy Board and utilities.

*Springtime in Paris* is hosted by the County of Brant, April 26 - 28, inviting municipal leaders from small urban municipalities to this important event. [Register](#) for the Ontario Small Urban Municipalities Conference and view the program [here](#).

Information on how vendors can participate in the Ontario Small Urban Municipalities Conference (OSUM) is [here](#).

AMO understands action is required and is holding an [Ending Homelessness Symposium](#) May 3-4. This important event will offer perspectives on the root causes of homelessness including income insecurity, insufficient supply of deeply affordable housing, insufficient responses to mental health and addictions challenges and the policy responses required. The one and a half-day event is open to elected officials; municipal staff; social, health, and economic partners; and all interested sector associations. [Register today](#) - space is limited.

AMO is excited about this year's Conference hosted by the City of London at RBC Place London and DoubleTree by Hilton, August 20 - 23. [Register](#) now for this important event.

AMO 2023 is pleased to welcome the Hon. Catherine McKenna, Former Minister of the Environment and Climate Change as the Opening Keynote speaker. Get more details and registration information [here](#).

Don't miss out on the opportunity to exhibit or sponsor at the 2023 AMO Conference - the largest municipal conference in Ontario. Full details on how your organization can participate is located here [here](#).

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The 2023 Municipal Energy Forum is again providing an opportunity to municipalities to showcase their innovations on strategies and programs to address energy generation, demand and consumption. Submit your proposal by April 14 [here](#). Registration opening soon!

## **LAS**

We're pleased to welcome Eppendorf to the [Canoe Procurement Group](#), a leading supplier of Laboratory and Medical Supplies including instruments, consumables, lab equipment, and more. Contact [Simon](#) to learn more.

## **Municipal Wire\***

The University of Waterloo and MaRS take on the future of local and global transportation on April 21. [Learn what's changing in sustainable travel](#) and why it matters.

Canada's premier [Cycling Planning and Policy](#) conference will run April 30 to May 2 in [Hamilton](#), Ontario. Early [registration](#) ends March 31.

## **Careers**

[Division Leader - Community Planning \(Manager\) - Municipality of Lakeshore](#). Responsible for managing the land-use planning unit, including long range planning and development approvals. [Apply online](#) by April 20, at 4:00 pm.

[Senior Financial Planning Analyst - City of Orillia](#). Develops and maintains long-range financial plans providing a 10-year fiscal and economic outlook, including trends. Applications will only be accepted by [applying online](#) by April 11, at noon.

[Chief Administrative Officer/Clerk - Municipality of Central Elgin](#). Reports directly to Council and is the senior administrator for the Municipality. [Apply online](#) by April 28.

[Inquiry Officer, Bilingual \(English/French\) - Ministry of Labour, Immigration, Training and Skills Development](#). Provides detailed information on the program requirements of the Ontario Immigrant Nominee Program. [Apply online](#) by April 13.

**About AMO**

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[LAS Local Authority Services](#)

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

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March 23, 2023

### **In This Issue**

- Enbridge Gas' Integrated Resource Planning activities underway.
- AMO member resolution campaign on homelessness.
- AMO responds to Minister's reporting regulation on planning matters.
- Call for nominations for 2023 OSUM Executive Committee.
- Amendments proposed for floating accommodations regulations.
- Applications now open for 2023-24 Inclusive Community Grants.
- NG9-1-1 Transfer Payment Program.
- Proposed updates to Normal Farm Practices Protection Board due April 3.
- Community Transit Technology Guide available.
- Drainage advocacy to Minister of Transport and CN.
- OSUM Conference: Registration and accommodations are open.
- OSUM Conference: Exhibitor information.
- Register for AMO's Ending Homelessness Symposium May 2-3.
- Register for the AMO 2023 Annual General Meeting and Conference.
- AMO Conference 2023: Exhibitor and sponsorship information.
- New dates available for AMO's Land Use Planning training.
- Strengthen your leadership: AMO's New Councillor Training.
- Navigating Conflict for Elected Officials and Human Rights & Equity - new dates.
- AMO LAS 2023 Municipal Energy Symposium: Call for Proposals.
- 4S Webinar: WSIB double rebates for Municipal Health & Safety Programs.
- Building municipal capacity to analyze energy trends.
- Canoe vendor spotlight: Johnson Controls.
- Get a free quote for your 2023 road and sidewalk assessment.
- Ontario Bike Summit returns April 30.
- Careers: Town of Caledon and City of Toronto.

### **Guest Column\***

[Register here](#) to receive updates and invitations to regional webinars. Webinars provide an opportunity to learn more about natural gas planning and activities in your area.

### **AMO Matters**

AMO encourages municipalities and DSSABs to consider passing a resolution ahead of the provincial budget (anticipated late March), calling on the province to end homelessness. A [resolution template](#) is available.

AMO has made a [submission](#) to MMAH's consultation on municipal reporting on planning matters. The submission makes 5 recommendations based on consultation with municipalities requested to submit a housing pledge.

The [Call for Nominations for the 2023 Ontario Small Urban Municipalities \(OSUM\) Executive Committee](#) is now open. Those interested in running for the Committee

election are required to fill out the [nomination form](#) and return by 4 pm April 14.

### **Provincial Matters**

The MNR has updated an [ERO proposal to a regulation](#) under the *Public Lands Act* on the use of floating accommodations. Comments due by April 11.

Applications for the [2023-24 Inclusive Community Grants](#) are open until April 20. Municipalities and other organizations can apply for up to \$60,000 for projects that help older residents and people with disabilities participate in community life.

Public Safety Answering Points (PSAPs) will be notified shortly on applications for NG-911 transition funding for 2022-2023. The funding program has been implemented to help support the transition CRTC deadline of March 4, 2025. For more information contact [ESTD.NG9-1-1@ontario.ca](mailto:ESTD.NG9-1-1@ontario.ca).

The Normal Farm Practices Protection Board is proposing updates to its Rules of Practice and Procedure. See the [ERO posting](#) for details.

The Ministry of Transportation has published a [Transit Technology Toolkit](#) for small and medium sized municipalities, indigenous communities, and transit systems. The kit helps communities to navigate new transit technologies. For more information, contact: [mto.smart.mobility@ontario.ca](mailto:mto.smart.mobility@ontario.ca).

### **Federal Matters**

The Drainage Superintendents Association of Ontario and AMO have prepared a [template letter](#) for Councils to send to the Minister of Transport. Councils are also encouraged to support [Warwick's resolution](#).

### **Eye on Events**

*Springtime in Paris* is hosted by the County of Brant, April 26 - 28, inviting municipal leaders from small urban municipalities to this important event. [Register](#) for the Ontario Small Urban Municipalities Conference and book your [accommodations](#) by March 25 to take advantage of conference rates.

Information on how vendors can participate in the Ontario Small Urban Municipalities Conference (OSUM) is now available. Please [click here](#) for the full package and application form.

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The 2023 Municipal Energy Forum is again providing an opportunity to municipalities to showcase their innovations on strategies and programs to address energy generation, demand and consumption. Submit your proposal by April 14 [here](#). Registration opening soon!

AMO's Health and Safety Program Management partner, [4S Consulting](#), is hosting a [webinar on March 29](#) at 8:30am EST on the double rebate offering from WSIB for municipal health and safety programs. Learn more on how to create sustainable health and safety programs.

## **LAS**

LAS is working with Save on Energy to help municipalities analyze their building's energy data and report on their performance. Watch for more information in the coming weeks. To give you a glimpse into what is coming, [register here](#) for their free webinar March 30.

We're pleased to expand access to Johnson Controls through the [Canoe Procurement Group](#). They were recently awarded a contract in the HVAC systems category, offering a wide range of solutions to keep buildings heated and cooled efficiently. Contact [Simon](#) to learn more.

LAS' [Road & Sidewalk Assessment](#) service provides high-quality, objective data and the tools to make use of it. StreetScan's custom-built software helps you make the right decisions for your community, both for today and many years to come. Contact [Tanner](#) to get a free no-obligation quote.

## **Municipal Wire\***

Canada's premier [Cycling Planning and Policy](#) conference will run April 30 to May 2 in [Hamilton](#), Ontario. Early [registration](#) ends March 31.

## **Careers**

[Advisor, Asset Management - Town of Caledon](#). Responsible for leading the management of effective departmental asset management plans for various operating departments. [Apply online](#) by April 7.

[Lobbyist Registrar - City of Toronto](#). Responsible for managing the Office within a framework that promotes independence, confidentiality and public trust, with full

accountability for human and financial resources. Apply to [chris.sawyer@lhhknightsbridge.com](mailto:chris.sawyer@lhhknightsbridge.com) by March 31.

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VIA EMAIL

March 27, 2023

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, March 22, 2023, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-07-23 - Automated Collection Demonstration Project for the Collection of Recyclable Material and Garbage**

1. THAT Regional Council approve the Automated Collection Demonstration Project for the collection of recyclable material and garbage to determine the effectiveness of an Automated Wheeled Cart Collection program as outlined in Report No. PW-07-23 re: "Automated Collection Demonstration Project for the Collection of Recyclable Material and Garbage".
2. THAT the Regional Clerk forward a copy of Report No. PW-07-23 to the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville.

Included please find a copy of Report No. PW-07-23 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:	Andrew Farr, Commissioner, Public Works
Date:	March 22, 2023
Report No:	PW-07-23
Re:	Automated Collection Demonstration Project for the Collection of Recyclable Material and Garbage

**RECOMMENDATION**

1. THAT Regional Council approve the Automated Collection Demonstration Project for the collection of recyclable material and garbage to determine the effectiveness of an Automated Wheeled Cart Collection program as outlined in Report No. PW-07-23 re: "Automated Collection Demonstration Project for the Collection of Recyclable Material and Garbage".
2. THAT the Regional Clerk forward a copy of Report No. PW-07-23 to the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville.

**REPORT**

**Executive Summary**

- As Halton Region begins to prepare for the next solid waste collection contracts, an Automated Collection Demonstration Project is recommended to determine the level of support for the services, identify the impact various cart sizes have on waste generation and waste diversion, and to monitor the impact on reducing litter as a result of high winds.
- The Automated Collection Demonstration Project will include approximately 1,800 single-family residential households in the urban and rural areas of Halton, households with small lots, and households in recently built subdivisions.
- In June 2023, selected households will be informed of their participation in the Automated Collection Demonstration Project. Households will be provided with information about the project and contact information where they may direct questions to staff. A dedicated web page will provide more information, an on-line survey and updates on the Automated Collection Demonstration Project.

- Selected households will be asked to complete an on-line survey to determine their initial level of support for an automated collection service as well as to identify any concerns they may have with this proposed service. All inquiries, comments and survey responses will assist staff in developing information that will be helpful to share at in-person Public Information Centres in September 2023.
- A pre-determined size of two wheeled carts (one for Blue Box material and one for garbage) based on average household waste set-outs and household lot sizes, will be delivered to selected households between late September and early October 2023 with collection to commence in October.
- A consultant will assist Halton Region in monitoring the Automated Collection Demonstration Project including audits of set-outs, time and motion studies, composition of waste material and further surveys of residents to determine their level of support for an Automated Collection program and share their experiences.
- Staff will report the findings of the Automated Collection Demonstration Project to Regional Council and recommended next steps.

## **Background**

In the summer of 2021, Halton Region undertook a study conducted by Dillon Consulting Limited to scan municipalities across Canada that had implemented or were in the process of implementing an automated wheeled cart collection program.

The municipal scan noted that a majority of municipalities that implemented automated collection services first conducted a pilot study. The municipal pilot studies were deemed helpful in determining recommended levels of service as well as providing necessary tools and resources to address resident concerns and their continued participation and confidence in waste collection services when the wheeled cart program was implemented in their communities. An electronic copy of the Dillon Consulting Limited – Automated Collection Municipal Scan Study is available upon request through Halton Regional Clerk’s office.

Municipalities that implemented a wheeled cart collection service also noted that solid waste collection service providers are supportive of transitioning from manual waste collection services to automated waste collection. Waste collection service providers have stated that an Automated Wheeled Cart Collection program is safer and less costly than manual collection of residential solid waste. This is largely due to collection vehicles only requiring one operator, and a decrease in WSIB claims due to injury when collecting solid waste material.

Where an Automated Wheeled Cart Collection program has been implemented, costs are also reduced by providing every other week collection of recyclable material and every other week collection of garbage to maximize efficiencies and reduce the cost to purchase additional collection vehicles. An automated wheeled cart collection vehicle is also able

to service approximately 35 per cent to 40 per cent more households on a daily basis than a collection vehicle performing manual collection of waste material. The rate of collection employee turnover is also less frequent ensuring consistent levels of service by experienced and knowledgeable collection crews.

During public engagement on the Solid Waste Management Strategy in the Fall of 2021 as outlined in Report No. PW-10-22: “Halton Region Solid Waste Management Strategy 2023-2030”, there was a near even split among households in favour of an Automated Wheeled Collection program and households opposed to such a program. Residents in favour of a wheeled cart program identified reduction of litter and ease of use as their main reasons. Residents opposed to carts expressed concerns regarding the size and storage requirements for wheeled carts, concerns about handling carts and the amount of sidewalk space they take-up on the scheduled collection day.

## Discussion

### ***Demonstration Project Area and Cart Sizes***

Staff recommend an Automated Collection Demonstration Project for the collection of wheeled carts from approximately 1,800 households for a minimum period of one-year.

The Automated Collection Demonstration Project will include a representative sample of single-family households in both the urban and rural areas of Halton Region, with an emphasis on households with small lots, long driveways, and potential curb space and storage limitations (i.e. townhouse complexes or new builds).

The Automated Collection Demonstration Project also includes neighbourhoods where complaints of windy day litter are more common. Selected households will receive a blue cart for the placement and collection of Blue Box material and a black cart for the collection of garbage. The table below identifies the local municipality, waste collection area and size of wheeled carts to be provided

Table 1: Recommended Demonstration Project Areas and Cart Sizes

Collection Areas	Blue Carts		Black Carts	
	240 L	360 L	120 L	240 L
Milton Area A Monday	X		X	
Burlington Area B Monday		X		X
Oakville Tuesday Area B	X		X	
Halton Hills Wednesday Area A		X		X
Milton Thursday Area F		X		X
Burlington Thursday Area D	X		X	
Oakville Friday Area D	X			X
Oakville Friday Area D		X		X

The recommended collection areas for the Automated Collection Demonstration Project are identified in Attachment #1.



All carts will be equipped with radio frequency identification tags, which can document the frequency of when carts are being placed and the amount of recyclable material and garbage being generated per household. Halton Region's curbside collection contractor will utilize one fully automated waste collection vehicle for the duration of the Automated Collection Demonstration Project to collect from the 1,800 households on their regular collection day Monday through Friday.

For households participating in the Automated Collection Demonstration Project there will be no change to the current collection day, however recyclable material will be collected every other week, in lieu of the current weekly collection. As a result, recyclable material placed in a blue wheeled cart will be collected one week and garbage placed in a black wheeled cart collected the following week. Green Carts will continue to be collected once a week and bulk waste will continue to be collected every other week on the same day as garbage and using the existing fleet of collection vehicles.

### ***Communication and Public Engagement***

Commencing in June 2023, selected households will receive a letter to inform them of the purpose of the Automated Collection Demonstration Project, and how they can assist Halton Region in assessing the benefits and challenges associated with a curbside wheeled cart program. The letter will inform households of the size of carts to be provided and how they compare in size to a standard Blue Box and garbage container. The letter will also explain how collection services will be performed, when wheeled carts will be delivered and how participating households can receive additional information by attending Public Information Centres to be held in September 2023.

Participating households will also be informed of an on-line survey to complete to determine their initial level of support for automated wheeled cart collection as well as to identify any concerns they have with the program and service. Households will also be provided with contact information where they can direct questions directly to staff.

Information gathered from completed surveys and questions directed to staff will be helpful in preparing additional information to be shared with participating households in September 2023 at in-person Public Information Centres.

### ***Delivery of Wheeled Carts***

Due to significant supply chain issues with wheeled cart manufacturing, the number of wheeled carts and size of wheeled carts have been pre-determined per recommended selected households in the Demonstration Project area. In November and December of 2022, staff monitored the selected neighbourhoods to gain an understanding of how much Blue Box and garbage material was placed curbside for collection. Based on those observations and lot sizes, staff have assigned various wheeled cart sizes appropriate to contain the amount of waste generated (Attachment #2). Staff believe employing a different size of cart for the collection of garbage and recyclable material in specified neighbourhoods will also provide a better understanding of household preference,

potential changes and differences in the amount of waste collected, and impacts on waste diversion.

Wheeled carts will be delivered between late September and early October 2023. On the scheduled last day of manual Blue Box collection prior to the start of automated collection, selected households will receive a blue wheeled cart for the placement and collection of recyclable material. On the last scheduled day for the collection of garbage, selected households will receive a black wheeled cart for garbage material.

Households will also receive an information kit that contains the following:

- collection calendar;
- list of acceptable material;
- how wheeled carts are to be placed for collection;
- complimentary clear plastic bags for recyclable material;
- compostable bags for Green Cart material; and,
- complimentary Garbage Bag Tags.

### ***Cart Exchanges***

Between November 20, 2023 and December 15, 2023, participating households may request a change in size of wheeled cart for the collection of recyclable material. As staff want to monitor the impact a different size of cart for the collection of garbage has on waste generation and waste minimization, households are to continue to use the size of wheeled cart provided for the collection of garbage during the Automated Collection Demonstration Project. Instructions on how and when to request a change in cart size will be provided with the information kits that participating households will receive as part of Halton Region's wheeled cart deliveries.

### ***Demonstration Project Monitoring and Reporting***

A consultant will assist Halton Region staff in monitoring set-out rates to document how carts are placed before and following collection, audits of waste material to determine composition of material and impact of the Automated Collection Demonstration Project on waste diversion, and possible impact on contamination of recyclable material and the frequency of when Green Carts are placed for collection. The consultant will also assist Halton Region staff in conducting a survey of selected households prior to the commencement of automated collection services and approximately three months after the commencement of automated collection services.

The survey will assist Halton Region in gaining a better understanding of participating household opinions before the commencement of collection services and future surveys will gather information following commencement of collection services to determine if there is any change in opinion regarding a cart program.

The consultant will prepare a progress report based on the results of the first four months of the Automated Collection Demonstration Project, and this report will be shared with the Halton Waste Management Advisory Committee for their information.

### ***Customer Service***

Staff will be readily available to promptly address and answer any inquiries or concerns raised by households during the Automated Collection Demonstration Project. Staff will also work individually with households to resolve any challenges they are experiencing and provide additional tips, tools and resources where required to encourage their participation and use of the wheeled carts provided. All waste will be collected, with the exception of when unacceptable materials are placed curbside (e.g. hazardous waste, electronics and tires).

Staff will monitor items placed curbside to determine if the size of wheeled cart provided is sufficient for the storage of waste being generated. If staff observe additional bags of garbage beside the wheeled carts on a regular basis, staff will support these households by ensuring a sufficient number of garbage bag tags are available. Staff will also provide information on how a household can reduce the amount of garbage being placed by using their Green Cart (which will be provided if required) and the proper placement of recyclable material.

### ***Automated Collection and Transition of Municipal Blue Box Programs to Producer Responsibility***

Halton Region is in the initial stages of preparing for the transition of the Blue Box program to producer responsibility. As summarized in Report No: PW-06-22 “Blue Box Transition and Negotiation with Producer Responsibility Organizations”, Halton Region and Ontario municipalities have been participating in regular meetings with Circular Materials Ontario and following the transition process of those municipalities transitioning their respective Blue Box programs in 2023 and in 2024. Staff will provide an update to Regional Council in the Fall of 2023 related to the transition of Halton’s Blue Box program which commences on April 1, 2025.

As municipalities transition their respective Blue Box programs to producer responsibility, producers are working cooperatively with municipalities and seeking their assistance and support through the transition period and beyond where feasible. Producers are supportive of continuing automated collection programs for the collection of Blue Box material where such programs and services are currently provided.

Producers are also indicating their interest in the addition of an automated collection program when new collection agreements commence post transition. Therefore, staff believe there is value in conducting the proposed Automated Collection Demonstration Project and will share the results with the producers as Halton Region transitions the Blue Box program to full producer responsibility.

The following key milestone dates identify the timeline for the recommended Automated Collection Demonstration Project.

Description	Date
Inform Selected Households of Automated Collection Demonstration Project	June 2023
Public Information Centres	September 2023
Delivery of Wheeled Carts and Information Kits	September/October 2023
Commencement of Automated Collection Services	October 2023
Report to Regional Council on Automated Collection Demonstration Project Results and Recommended Next Steps	Q3 2024

### ***Next Steps***

In mid 2024, staff will report back to Regional Council on the results and next steps, which may include continuation of the Automated Collection Demonstration Project for an extended period of time. Furthermore, staff may recommend more households be added to the Automated Collection Demonstration Project in the Fall of 2024.

The Automated Collection Demonstration Project will assist Halton Region in determining the potential benefits and risks associated with implementing a Region-wide automated wheeled cart collection program.

The Automated Collection Demonstration Project will also inform recommended levels of service for the collection of solid waste material when the next waste collection agreements commence.

FINANCIAL/PROGRAM IMPLICATIONS

The estimated cost for the Automated Collection Demonstration Project pilot study is approximately \$1.1 million and can be accommodated in capital project G3435A – Automated Wheeled Cart Pilot Study.

Respectfully submitted,



Rob Rivers CET  
Director, Waste Management and Road  
Operations



Andrew Farr  
Commissioner, Public Works

Approved by



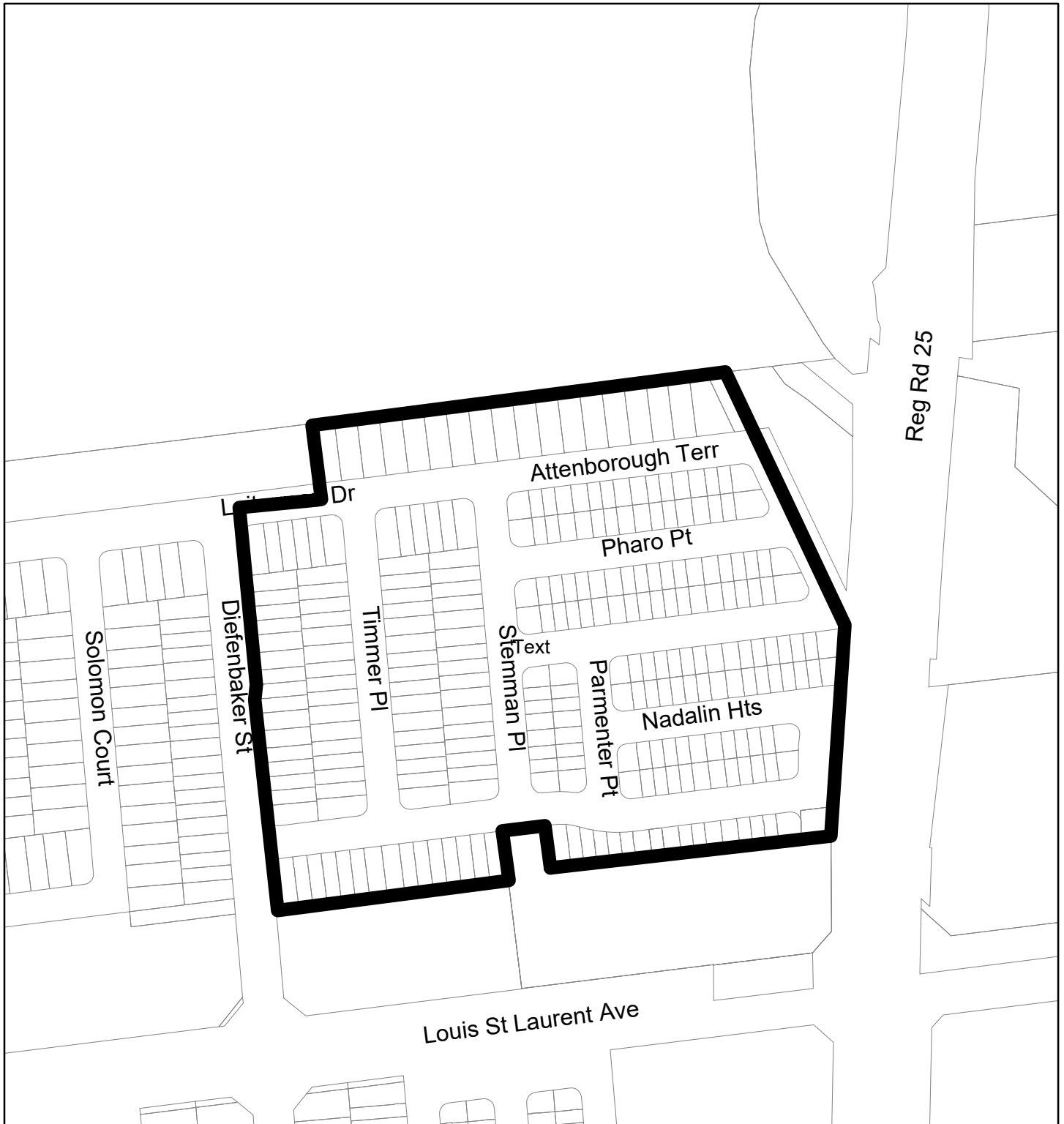
Jane MacCaskill  
Chief Administrative Officer

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

Rob Rivers

Tel. # 8289

Attachments: Attachment #1 - Recommended Automated Collection Demonstration Areas  
Attachment #2 – Graphic Depiction of Wheeled Cart Sizes and Amount of Waste  
Generated

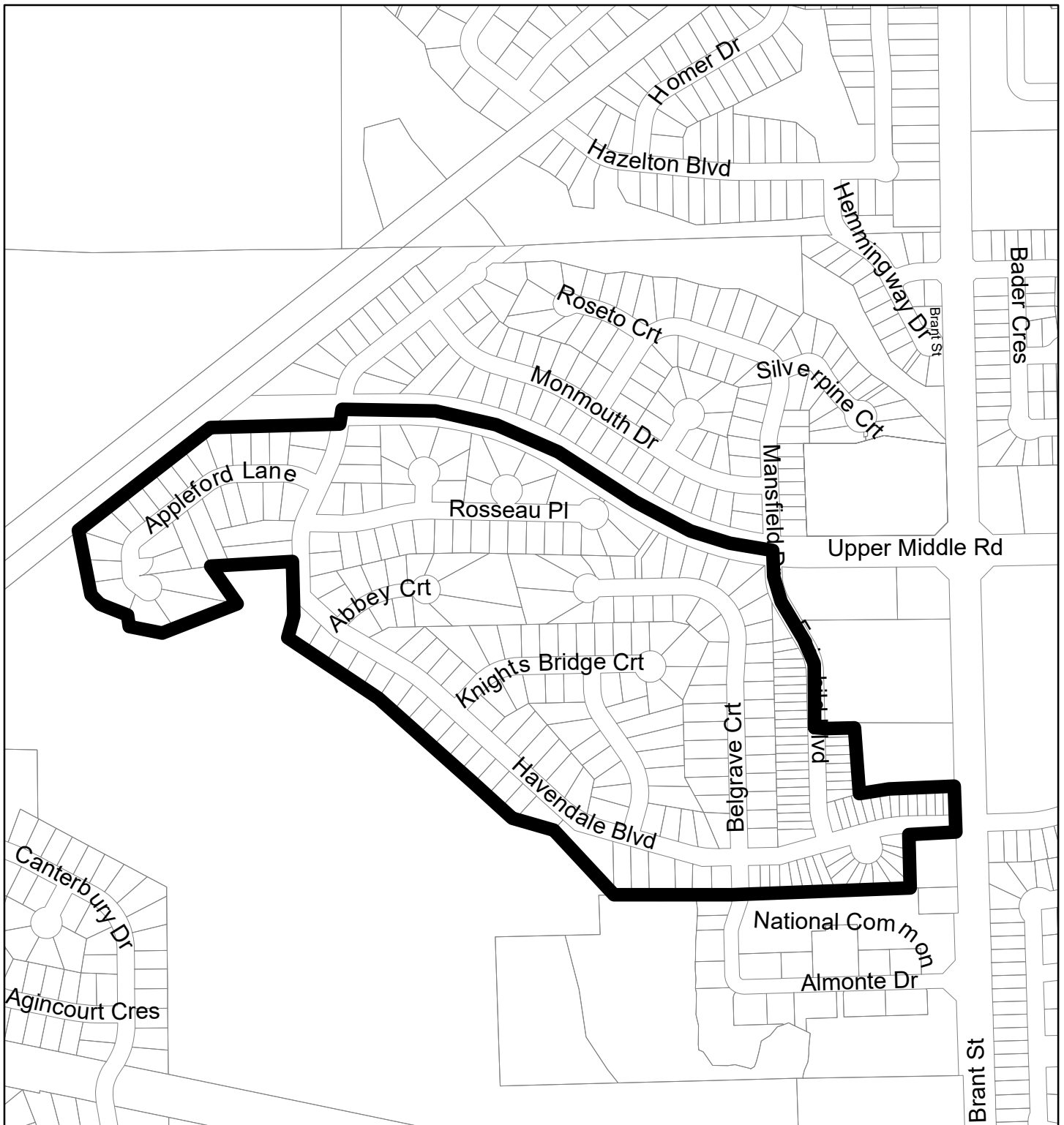


**Demonstration Area: 1**  
**Municipality: Milton**  
**Ward: 4**  
**Collection Area: Monday Area A**  
**Number of Households: 260**

### Legend

 Demonstration Area



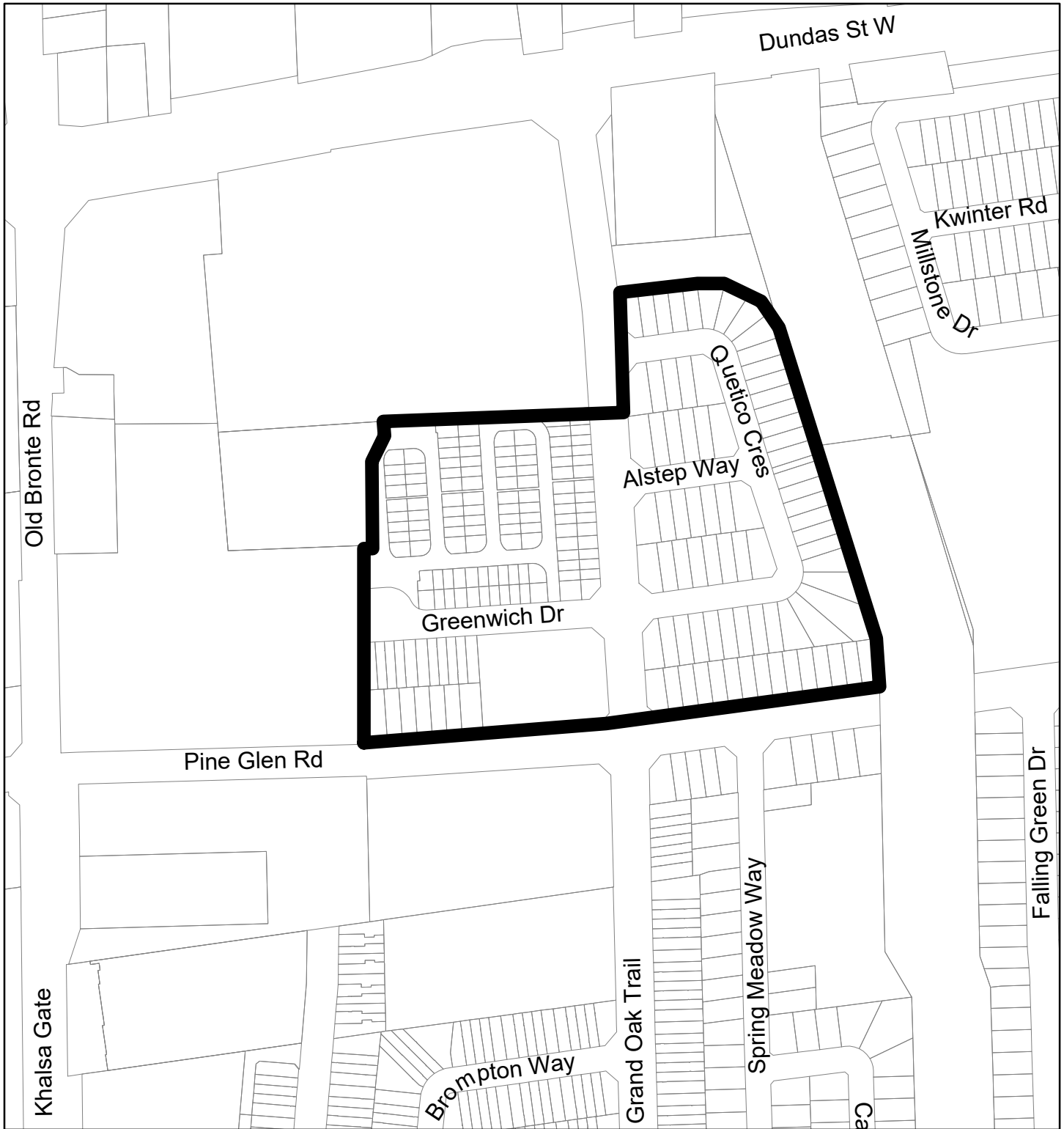


**Demonstration Area: 2**  
**Municipality: Burlington**  
**Ward: 1**  
**Collection Area: Monday Area B**  
**Number of Households: 261**

**Legend**

 Demonstration Area





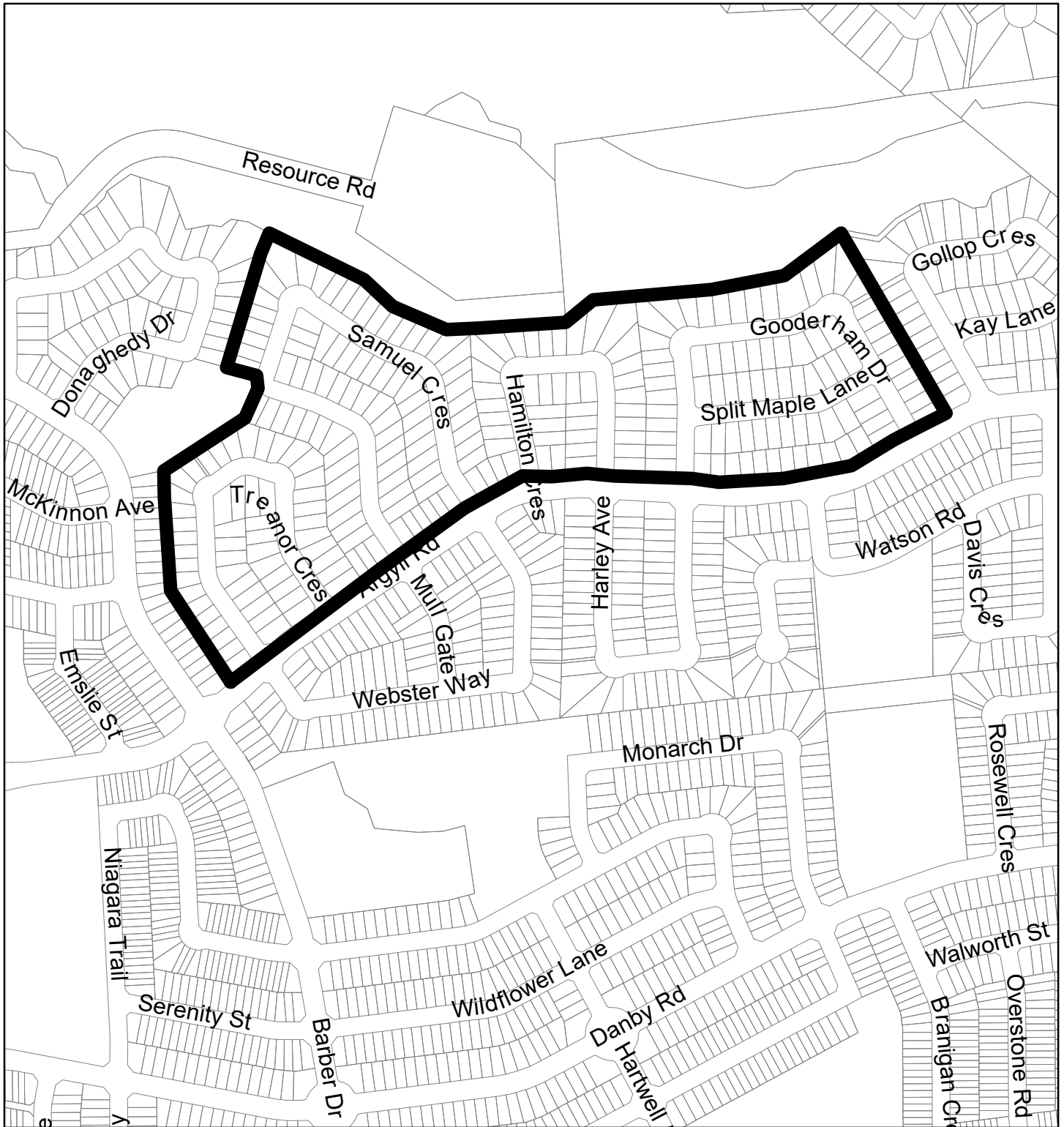
**Demonstration Area: 3**  
**Municipality: Oakville**  
**Ward: 4**  
**Collection Area: Tuesday Area B**  
**Number of Households: 200**

**Legend**

 Demonstration Area





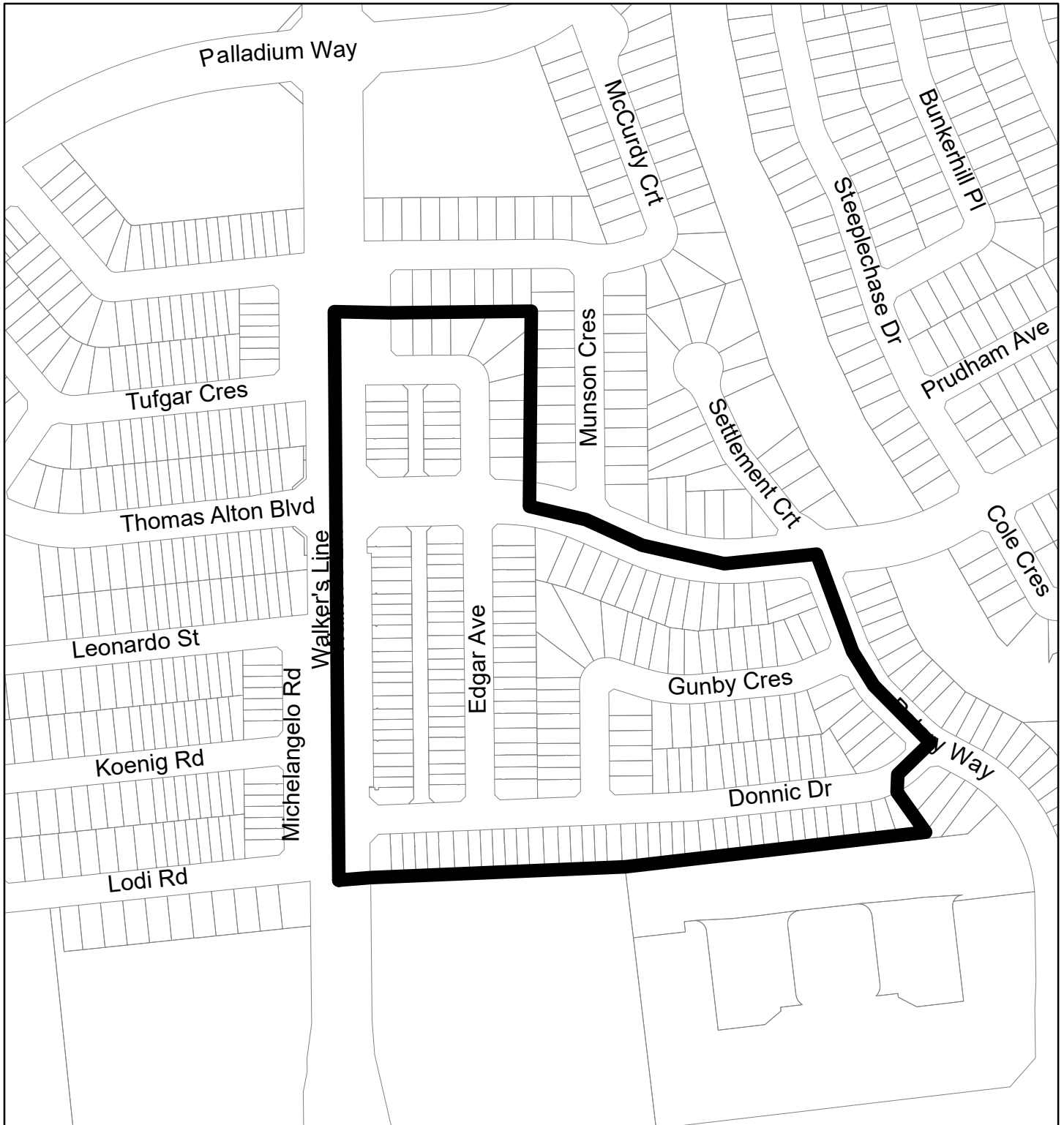


**Demonstration Area: 4**  
**Municipality: Georgetown**  
**Ward: 4**  
**Collection Area: Wednesday Area A**  
**Number of Households: 260**

### Legend

 Demonstration Area



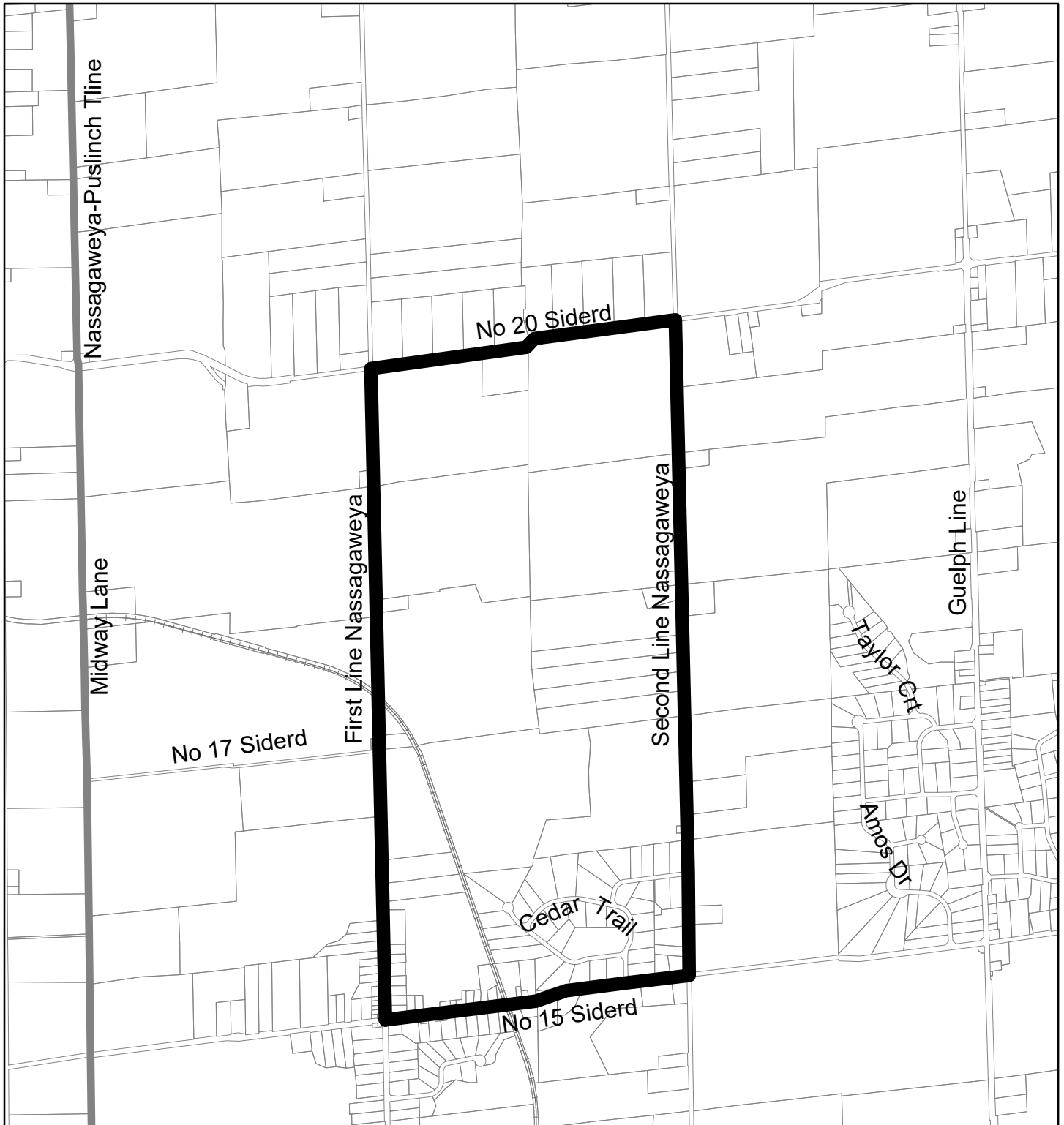


**Demonstration Area: 5**  
**Municipality: Burlington**  
**Ward: 6**  
**Collection Area: Thursday Area D**  
**Number of Households: 211**

**Legend**

 Demonstration Area



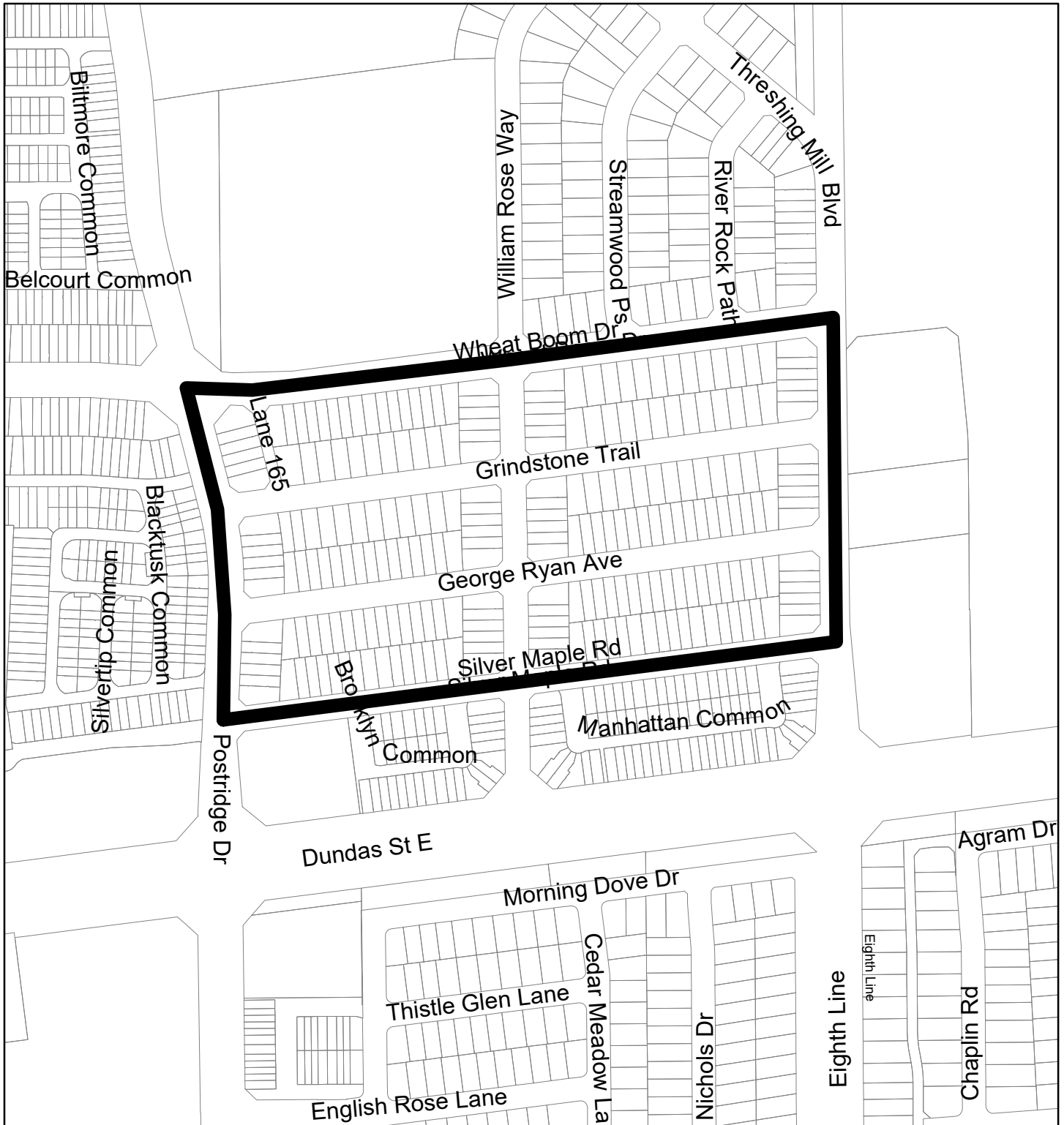


**Demonstration Area: 6**  
**Municipality: Milton**  
**Ward: 1**  
**Collection Area: Thursday Area F**  
**Number of Households: 125**

### Legend


 Demonstration Area



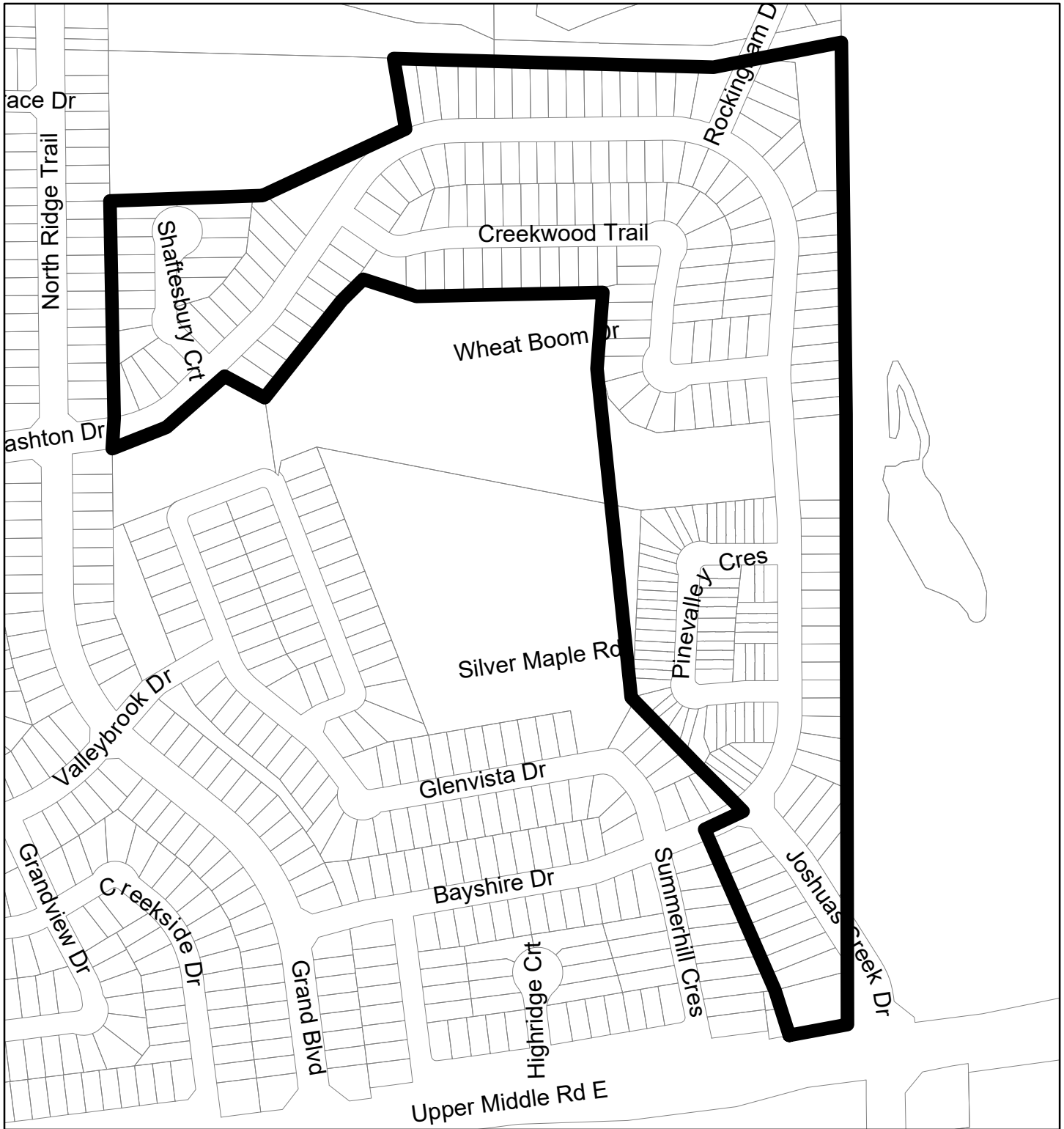


**Demonstration Area: 7**  
**Municipality: Oakville**  
**Ward: 7**  
**Collection Area: Friday Area F**  
**Number of Households: 250**

**Legend**

 Demonstration Area





**Demonstration Area: 8**  
**Municipality: Oakville**  
**Ward: 6**  
**Collection Area: Friday Area D**  
**Number of Households: 270**

**Legend**

 Demonstration Area



### Depiction of Wheeled Cart Sizes and Amount of Waste Generated

Blue Box (83L)	Small Recycling Cart (120L)	Medium Recycling Cart (240L)	Large Recycling Cart (360L)
	<p>Equivalent to 2 Blue Boxes</p>	<p>Equivalent to 3 Blue Boxes</p>	<p>Equivalent to 4 Blue Boxes</p>

Garbage Can (120L)	Small Garbage Cart (120L)	Medium Garbage Cart (240L)
<p>Equivalent to 1-2 Garbage Bags</p>	<p>Equivalent to 1-2 Garbage Bags</p>	<p>Equivalent to 3-4 Garbage Bags</p>



**VIA EMAIL**

March 27, 2023

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

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Please be advised that at its meeting held Wednesday, March 22, 2023, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION:        LPS14-23/PW-13-23/FN-20-23 - Allocation Programs Update**

1. THAT Regional Council direct staff to explore servicing allocation options and take the necessary steps to engage the local municipalities and development community regarding anticipated or potential development and infrastructure demands and report back to Council no later than July 2023.
2. THAT Regional Council approve the financing of \$3.1 million in water and wastewater projects as set out in Attachment #2 of Report No. LPS14-23/PW-13-23/FN-20-23.
3. THAT Regional Council approve the reallocation of the remaining Single Detached Equivalents (SDEs) within the 2020 Allocation Program from the “Affordable Housing Pool” to the “Public Interest Pool”.
4. THAT a copy of Report No. LPS14-23/PW-13-23/FN-20-23 be forwarded to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for information.

**Regional Municipality of Halton**

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

Included please find a copy of Report No. LPS14-23/PW-13-23/FN-20-23 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)





**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 Andrew Farr, Commissioner, Public Works Cyndy Winslow, Commissioner, Finance and Regional Treasurer
Date:	March 22, 2023
Report No:	LPS14-23/PW-13-23/FN-20-23
Re:	Allocation Programs Update

**RECOMMENDATION**

1. THAT Regional Council direct staff to explore servicing allocation options and take the necessary steps to engage the local municipalities and development community regarding anticipated or potential development and infrastructure demands and report back to Council no later than July 2023.
2. THAT Regional Council approve the financing of \$3.1 million in water and wastewater projects as set out in Attachment #2 of Report No. LPS14-23/PW-13-23/FN-20-23.
3. THAT Regional Council approve the reallocation of the remaining Single Detached Equivalent (SDEs) within the 2020 Allocation Program from the "Affordable Housing Pool" to the "Public Interest Pool".
4. THAT a copy of Report No. LPS14-23/PW-13-23/FN-20-23 be forwarded to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for information.

**REPORT**

**Executive Summary**

- The Region's Allocation Program is a planning and financing tool designed to ensure adequate funding is available to support growth-related infrastructure in order to increase housing supply in the creation of complete communities.

- The Region has two Allocation Programs that are actively being implemented: 2012 Allocation Program and 2020 Allocation Program, as well as its historical Allocation Programs, which are for the most part retired: 1999, 2005 and 2008/2009.
- Halton Region has a shared objective with the Province to advance housing supply and will need to play a role in accelerating growth in support of local municipal housing pledges by proactively planning for, financing and delivering infrastructure.
- The purpose of this report is to provide an update on the following:
  - The status of the 2012 and 2020 Allocation Programs, including the amount of Single Dwelling Equivalents (SDEs) taken up;
  - An update on anticipated growth as approved through Regional Official Plan Amendment 49 (ROPA 49) and the Provincial Housing Pledges for Halton's municipalities and options for advancing infrastructure to support growth; and
  - Possible implications associated with accelerating housing supply and the enhanced financial support that may be required to advance infrastructure projects that unlock key growth areas.
- In order to proactively unlock new housing supply identified in Strategic Growth Areas, staff are recommending that \$3.1 million of funding be advanced to accelerate five (5) water and wastewater infrastructure projects.

## **Background**

Halton Region continues to be one of the fastest growing regions in Ontario. The Halton municipalities have long supported planning for housing supply to accommodate the Region's vision for growth based on the Provincial Growth Plan, and the Province's recent efforts to advance housing supply. The Allocation Program is Halton's tool to finance and deliver infrastructure to support new housing growth.

In accordance with the Halton Region Official Plan, an acceptable financing plan for growth related infrastructure must be in place prior to new stages of growth proceeding. This is accomplished through the delivery of Allocation Programs which ensure Halton maintains the principle that "growth pays for growth" to the extent possible. The Allocation program is the tool the Region uses to ensure that the residential greenfield developers pay their water, wastewater and roads Development Charges (DCs) up-front and provide front-ending if required to address any funding gaps. The Region has historically provided interim funding for non-residential development in recognition of the fact that the timing of the infrastructure is being driven by the residential developers and is delivered well in advance of non-residential requirements. This financing is a strategic investment for the Region as the infrastructure is required to support economic growth in the Region.

A workshop for Regional Council profiling Halton's Allocation Program as well as potential implications associated with Bill 23 was held on March 8, 2023. In addition, a Council e-

learn on the Allocation Program will be provided later this spring and will provide a more detailed overview of the program and its objectives.

## **Discussion**

Halton Region and its Local Municipalities have long-term infrastructure plans to ensure that municipal infrastructure is available to support planned growth and grow the economy in a responsible way. The Region's Allocation Program is a unique planning and financing tool designed to ensure adequate funding is available to support growth-related infrastructure in order to increase housing supply in the creation of complete communities, over a predetermined period and geography. This program allows the Region to support development by advancing Regional infrastructure in a way that is financially responsible.

Halton Region is already taking steps in support of accelerating growth. For example, this Report provides an overview of the status of the 2012 and 2020 Allocation Programs that identifies a significant amount of allocation reserved by developers in the Designated Greenfield Area (DGA) which serves to fund infrastructure to support housing growth and development in all urban communities. In addition, this report outlines important steps necessary to explore future Allocation Program options to continue to enhance housing supply in support of local municipal housing pledges. These steps are recommended as more information and analysis can address the current uncertainty with financing, operations, regulations or other impacts that will result from Bill 23 and the enhanced financial support that may be required to advance infrastructure projects that unlock key growth areas.

### Update on the 2012 Allocation Program:

As set out in Report No. LPS95-13/FN-29-13/PW-56-13, re: "2012 Allocation Program", the 2012 Allocation Program provided for the staged release of approximately 14,000 SDEs in Milton and Oakville, at a total cost of \$1.4 billion for water, wastewater and transportation infrastructure.

A summary of the 2012 Allocation Program shows that 80 per cent of the SDEs have advanced through to subdivision registration or building permits. The remaining SDEs in the 2012 Allocation Program are expected to advance by supplementing more comprehensive plans that rely on SDEs from the 2020 Allocation Program. This "layering effect" is demonstrated in Attachment #1 which illustrates where allocation is located in the Region. For an overview of how allocation is moving through the process, please refer to Table 1 "Allocation Summary - 2012 Program" in Attachment #1.

**Table 1 – Allocation Summary – 2012 Program (as of January 2023)**

Local Municipality	# SDEs Reserved	# SDEs Without Development Application	# SDEs With Development Application	# SDEs Registered/ Building Permit
Milton	8,618	1,858	352	6,408
Oakville	5,893	534	197	5,162
<b>TOTAL</b>	<b>14,511*</b>	<b>2,392</b>	<b>549</b>	<b>11,570</b>
<b>Per cent of Total</b>		<b>16%</b>	<b>4%</b>	<b>80%</b>

\*Note that while the Program initially contained 14,000 SDEs, provisions in the Allocation agreement allowed participating landowners to “top-up” additional SDEs to support their development. 511 SDEs were added through “top-ups”.

Update on the 2020 Allocation Program:

Through Report No. FN-46-19/PW-50-19/LPS112-19 re: “2020 Allocation Program Options”, Regional Council endorsed the framework for the 2020 Allocation Program which required participating land owners to pre-pay Development Charges. This program represents a total of 20,644 SDEs, secured by landowners to contribute to financing plans which provide roughly \$1.5 billion worth of water, wastewater and transportation infrastructure to support growth, development and new housing supply across the Region for approximately 6-10 years.

A summary of the 2020 program shows that approximately 37 per cent of the 2020 Allocation is either approved or underway with a development application. The progression of the Region’s Allocation Program is primarily dependant on the status of secondary plan approvals, commissioned Regional infrastructure and the initiation of an application by a landowner/developer. For an overview of how allocation is moving through the process, please refer to Table 2. Further explanation around the table is provided in Attachment #1 “Allocation Summary” of this report.

**Table 2 – Allocation Summary – 2020 Program (as of January 2023)**

Local Municipality	# SDEs Reserved	# SDEs Without Development Application	# SDEs With Development Application	# SDEs Registered/ Building Permit
Burlington	495	495	0*	0
Halton Hills	3,000	3,000	0*	0
Milton	8,339	5,984	2,023	332
Oakville	8,810	3,475	3,529	1806
<b>TOTAL</b>	<b>20,644*</b>	<b>12,954</b>	<b>5,552</b>	<b>2,138</b>
<b>Per cent of Total</b>		<b>63%</b>	<b>10%</b>	<b>27%</b>

\*Note that while the Program initially contained 18,230 SDEs, provisions in the Allocation agreement allowed participating landowners to “top-up” additional SDEs to support their development. 2,414 SDEs were added through “top-ups”.

The Allocation Program numbers give an overview of the planned development for DGA areas, however do not provide the full picture of the residential development pipeline across Halton. To provide a better description of the development pipeline, Halton Region staff will be working with the local municipalities to confirm the number of housing units that currently have a planning application and are under review, or approved but not yet built. In addition, the number of potential units that have been subject to a pre-consultation meeting with our local municipalities will be confirmed as these units are logical candidates to advance to a planning application and represent initial stages of the housing development pipeline.

Based on initial data collection conducted by Regional staff, as of the end of January 2023:

- There are 42,000 housing units that are advancing with planning applications currently under review,
- There are 7,600 housing units that have been approved but not yet completed and/or occupied, and
- There are 11,600 potential housing units that are contained in proposals that were identified through initial pre-consultation meetings with the local municipalities and public agencies.

The figures above represent initial figures that will be confirmed with Halton's local municipalities. Approximately 50,000 unbuilt housing units (applications being reviewed by the local municipalities or approved but not yet built/completed), as well as 11,600 potential housing units (in the pre-consultation stage). Note that this number will change over time as new applications are filed, current applications are updated or otherwise completed, and construction commences and is completed on approved units. Staff continue to validate and update potential housing unit figures during the application review stage. Statistics presented in this section are current as of January 27, 2023. Again, these numbers represent an overview of planning pipeline across Halton, which are in addition to the units (SDEs) identified in the 2020 and 2012 Allocation Programs that do not have a planning application (approximately 15,346 SDEs between the two Programs) as well as the 2,500 SDEs from the pools of SDEs associated with the 2020 Allocation Program.

As noted above, a feature of the 2020 Allocation Program included the creation of additional pools of 3,000 SDEs, where 1,500 would be allocated to advancing future developments that unlock schools and other important infrastructure or services that have a broader community benefit. This pool is known as the "Public Interest Pool." A total of 499 SDEs has been assigned from this pool to support long-term care homes. The other pool of 1,500 SDEs is set aside to support the advancement of purpose built affordable rental housing. This Pool is known as the "Affordable Housing Pool" and to-date there has not been take-up of these SDEs.

Bill 23, *More Homes Built Faster Act, 2022*, included DC exemptions for affordable housing. Although the bulletin which will provide the affordable housing thresholds has

not yet been released, it is anticipated that the Allocation Agreements for Affordable Housing will not be required in the future, as they represent a 20 year DC deferral. The revenue from this pool is required to make the 2020 Allocation Program whole and therefore it is important for these SDEs to remain in the program. Staff are recommending that the “Affordable Housing Pool” be reallocated to the “Public Interest Pool” and be used to support key opportunities such as mixed use long-term care developments. Any affordable housing SDEs that come in will be reviewed on a case by case basis to ensure sufficient capacity exists.

## **Allocation Programs and Regional Housing Supply**

On October 25, 2022, the Province introduced Bill 23, “More Homes, Built Faster”, which received Royal Assent on November 28, 2022. The need for strong actions to increase housing supply and affordability in Ontario is an objective Halton shares with the Province. The Allocation Program is one aspect of how the Region supports growth. There are several implications for the Region and its approach for planning for and supporting growth. While a full report to Council on these implications will be provided in the coming months, it is important that the Region is acting expeditiously to ensure infrastructure is responsive to local plans and priorities. For example, in order to facilitate growth and support local municipal housing pledges, financing is required to advance infrastructure projects that will unlock key growth areas.

Based on this, staff have commenced a review of infrastructure capacity that will identify key projects that are necessary to unlock housing supply in accordance with local municipal plans and priorities. Upon completing the analysis, Regional staff will develop an Infrastructure Staging Plan and Development Financing Plan in consultation with the local municipalities, to be brought forward to Regional Council for approval. These plans will form the basis of a new Allocation Program to address key priorities for growth.

Working with Halton’s local municipal partners and developers, Regional staff will confirm candidate lands for releasing additional SDEs, and seek interest from the development community for securing additional SDEs given development readiness. These actions are necessary to ensure allocation options are assessed with the best data capturing developer’s near-term plans and to further enhance the Region’s ability to support the Province’s objective of advancing more housing, faster. Pending Council’s support of the Report’s first recommendation, an expression of interest will be released to developers to gauge interest in securing allocation in key Designated Greenfield Areas and gather necessary information to determine how and where growth can be supported by the Region, and assist the Region in better understanding the financial impacts of Bill 23.

Once the development community’s interest and readiness is understood, Regional staff will work closely with local municipalities, to align potential growth scenarios with approved local plans and priorities for growth. This work will capture and expand upon the joint Best Planning Estimate (BPE) work that is currently underway. The process will require staff to come back to Regional Council as next steps are determined and future

programming options are defined. This will also inform further work in prioritizing housing in Strategic Growth Areas as they relate to the higher growth scenarios.

### **Infrastructure to Support Strategic Growth Areas**

As required by ROPA 49, an infrastructure Master Plan has been initiated that would identify a long-term integrated servicing strategy for Regional infrastructure to accommodate future growth in support of the Regional Official Plan Review. The Master Plan is well underway and completion is anticipated in 2024. In the meantime, however, staff have reviewed existing infrastructure plans within Strategic Growth Areas to identify opportunities within the built boundary that would facilitate growth and intensification in the short-term.

The 2011 Sustainable Halton Water and Wastewater Master Plan identified several water and wastewater projects needed to support high density development within the built boundary. Many of these projects were planned to commence construction in the 2025 – 2031 timeframe, in accordance with previously identified growth priorities; however, to provide flexibility to help meet local needs and priorities, staff are recommending that funding is advanced to immediately commence the planning and detailed design work for a series of capital projects within the built boundary that meet the following criteria:

- The project provides opportunities to unlock growth within the built boundary in the short term.
- The project is part of the current capital program to 2031 and has DC eligible status (no new projects).
- The project facilitates the completion of key planning work (i.e., Municipal Class Environmental Assessment Studies) such that design and construction can advance quickly when needed.
- The advancement of the project does not impact or inhibit key decision making as part of the on-going Infrastructure Master Plan.

The timing of implementation of the construction phase of these projects and subsequent funding approval requests will be established pending the identification of priorities for growth with each of the local municipalities.

Five (5) capital projects have been identified as follows (by municipality):

#### **Burlington:**

- A Schedule B Municipal Class Environmental Assessment Study for the Skyway Wastewater Treatment Plant inlet sewer. This sewer requires upsizing to provide capacity for intensification growth in Burlington. (ID7532)

**Oakville:**

- Detailed design for the replacement and upsize of two (2) trunk sewers along Trafalgar Road (south of the QEW), required to support intensification in Midtown Oakville. (ID6537 and ID6535).

**Milton:**

- Detailed design for the replacement and upsize of a sewer on Oak Street between Ontario Street South and Fulton Street, required to support intensification in the Milton MTSA. (ID6517)

**Halton Hills:**

- Detailed design for the replacement and upsize of a watermain on Cross Street from Guelph Street to Main Street, required to support intensification in the Downtown Georgetown Growth Area. (ID6733)

As part of the infrastructure review, implementation requirements for the projects listed above have been further evaluated and updated to adjust original planning-level costs to reflect the specific project needs, construction methodology and the complexity of constructing within the built boundary.

**Next Steps**

Upon receipt of Council approval of the proposed approach, staff will proceed with the steps required to seek interest from the development community, including consultation with the local municipalities, to gauge interest in securing additional SDEs. It is anticipated that the expression of interest will be issued by April of 2023, and the results and subsequent engagement with the local municipalities to align growth priorities is expected to be completed by June of 2023. At that time, staff will report back to Council as next steps are determined and future programming options are defined.

Staff will also complete the required scoping exercises to initiate the identified capital projects.



## FINANCIAL/PROGRAM IMPLICATIONS

Staff have identified five (5) capital projects required to commence the infrastructure planning needs to facilitate growth within Strategic Growth Areas (Attachment #2). These projects have been included in the 2023 Budget and Forecast however have not been approved to proceed through the current financing plan for the 2020 Allocation Program.

As noted above, the 5 (five) capital projects have been updated to reflect current costing and below is the financing required.

	<b>Development Water &amp; Wastewater</b>
<b>Residential</b>	<b>\$ 2,315,000</b>
<b>Regional</b>	
Interim Financing	476,000
Non-Growth	279,000
<b>Subtotal</b>	<b>\$ 755,000</b>
<b>Total</b>	<b>\$ 3,070,000</b>

The funding required is 95% growth-related and totals \$3.1 million. Of the \$3.1 million, \$2.3 million will be financed from residential development charges and will be included in the project list for the 2020 Allocation Program. The regional responsibility of \$0.8 million is comprised of \$0.5 million from the Capital Investment Revolving Fund for interim financing and \$0.3 million for non-growth using the Rate Capital Holding Account (W4999A).

The amount being interim financed by Halton Region represents the non-residential development charge share of the project cost, which Halton Region will recover, including carrying cost, from future non-residential development charges as approved by Regional Council through the Financing Plan Framework.

Respectfully submitted,



Curt Benson  
Director, Planning Services and Chief  
Planning Official



Bob Gray  
Commissioner, Legislative and Planning  
Services and Corporate Counsel



Lee Anne Jones  
Director, Infrastructure Planning and Policy



Andrew Farr  
Commissioner, Public Works



Matthew Buist  
Director, Capital and Development  
Financing



Cyndy Winslow  
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:

Curt Benson

Tel. # 7181

Attachments: Attachment #1 – Allocation Program Summary  
Attachment #2 – Financial Schedule for Infrastructure Planning Needs

## Allocation Program Summary

**Table 1 – Allocation Summary – 2012 Program (January 2023)**

Local Municipality	# SDEs Reserved	# SDEs Without Development Application	# SDEs With Development Application	# SDEs Registered/ Building Permit
Milton	8,618	1,858	352	6,408
Oakville	5,893	534	197	5,162
<b>TOTAL</b>	<b>14,511</b>	<b>2,392</b>	<b>549</b>	<b>11,570</b>
<b>Per cent of Total</b>		<b>16%</b>	<b>4%</b>	<b>80%</b>

The outstanding matters for the Boyne Secondary Plan have since been resolved, with the exception of some servicing constraints related to a single non-participating landowner. It is expected that by the end of 2023, the majority of the remaining SDEs (2,392) will be used to supplement or layered with units from the 2020 Allocation Program to create larger comprehensive housing developments in accordance with approved secondary plan policies.

In the Town of Oakville, there were no discernable delays in the North Oakville Secondary Plan Area. This resulted in a significant number of housing units being developed in North Oakville and in particular within the high density blocks along the Trafalgar Road and Dundas Street corridors that support the approved urban structure.

**Table 2 – Allocation Summary – 2020 Program (January 2023)**

Local Municipality	# SDEs Reserved	# SDEs Without Development Application	# SDEs With Development Application	# SDEs Registered/ Building Permit
Burlington	495	495	0*	0
Halton Hills	3,000	3,000	0*	0
Milton	8,339	5,984	2,023	332
Oakville	8,810	3,475	3,529	1806
<b>TOTAL</b>	<b>20,644</b>	<b>12,954</b>	<b>5,552</b>	<b>2,138</b>
<b>Per cent of Total</b>		<b>63%</b>	<b>27%</b>	<b>10%</b>

\*Burlington and Halton Hills participating landowners cannot advance site specific applications until there is a determination on the appealed Secondary Plans (Evergreen and Vision Georgetown) by the Ontario Land Tribunal. More information is provided below.

There are three secondary plans that must be approved prior to applications being entertained and units from the 2020 Allocation Program being advanced – the Evergreen Secondary Plan in Burlington, Vision Georgetown in Halton Hills and the Trafalgar Secondary Plan in Milton.

Allocation secured in Burlington and Halton Hills from the 2020 Program will advance once a determination has been made by the Ontario Land Tribunal (OLT) related to the landowner appeals to the Evergreen and Vision Georgetown Secondary Plans. While the developers have submitted development applications, due to the ongoing appeal matters these applications cannot be reasonably advanced without confirming key policies through the necessary planning approval processes and resolving the appeals. It is noted that appeals related to Evergreen have recently been adjourned, at Evergreen's request, in an effort to work with approval authorities and resolve matters associated with the development of these lands. As such, the timing of when development applications can be submitted remains uncertain for both Secondary Plan Areas.

The Trafalgar Secondary Plan, located in the Town of Milton, is a new area where landowners have secured allocation. The Secondary Plan was approved by the Region and a notice of decision was issued September 23, 2022. The Secondary Plan has been appealed by a number of land owners to the OLT. To date an OLT hearing has not been scheduled. It is uncertain whether these appeals will be resolved in 2023 which will therefore impact the advancement of development applications in this area.

As indicated in Report No. LPS74-20 re: "2020 Allocation Program Update" and in line with Halton's approach to financing growth related infrastructure, the Allocation Program contains flexibility to enable adjustments that respond to evolving development, infrastructure and community needs over time. For example, developers are permitted to request allocation transfers or top-ups to enable developments in accordance with the terms of the Allocation Agreements. As a result of top-up requests since the execution of the 2020 Program in July 2020, an additional 2,414 SDEs has been added to the Program resulting in a total of 20,644 SDEs in the 2020 Allocation Program (up from 18,230 SDEs).

Halton Region  
Water & Wastewater  
**Infrastructure Planning Needs (\$000s)**

ID No.	Description	Allocation Budget / Financing			
		Res DC	Region Share		Total
			Capital Investment Revolving Fund (Non-Residential)*	Holding Account (Non-Growth)	
<b>Wastewater Development</b>					
6517	450 mm WWM on Oak St between Ontario St South and Fulton St (MIL)	\$ 340	\$ 70	\$ -	\$ 410
6535	450 mm WWM on Trafalgar Rd from 10 m north of Inglehart Street North to Cross Ave (OAK)	415	85	-	500
6537	675 mm WWM on Trafalgar Rd, through GO lot and on Argus St from Spruce St to 60 m north of Cross Ave (OAK)	1,245	255	-	1,500
7532	New 2400 mm WWM inlet to Skyway WWTP parallel to QEW (BUR)	16	5	279	300
<b>Sub-total Wastewater Development</b>		<b>\$ 2,016</b>	<b>\$ 415</b>	<b>\$ 279</b>	<b>\$ 2,710</b>
<b>Water Development</b>					
6733	300 mm WM Replacement on Cross St from Guelph St to Main St (HHGEO)	\$ 299	\$ 61	\$ -	\$ 360
<b>Sub-total Water Development</b>		<b>\$ 299</b>	<b>\$ 61</b>	<b>\$ -</b>	<b>\$ 360</b>
<b>Total W/WW</b>		<b>\$ 2,315</b>	<b>\$ 476</b>	<b>\$ 279</b>	<b>\$ 3,070</b>

\* Non-Residential Interim Financing

**Date:** March 10, 2023  
**Resolution No.** 28/23

---

Moved By: Fred Nix  
Seconded By: Ann Lawlor

#28/23

**WHEREAS** the CVC Board of Directors endorsed the 2023 budget under Resolution #75/22 on November 11, 2022; and

**WHEREAS** the budget has been shared with all of the funding municipalities in the watershed;

**THEREFORE BE IT RESOLVED THAT** the report entitled, "Credit Valley Conservation Budget 2023" be received and appended to the minutes of this meeting as Schedule 'C'; and

**THAT** the general levy be approved in the amount of \$10,736,258 as apportioned by municipality shown on Schedule 'C', Table 1; and

**THAT** the special shared levy of \$2,567,378 as apportioned by municipality shown on Schedule 'C', Table 1 be approved; and

**THAT** special benefitting levy of \$14,488,884 to Peel Region be approved; and

**THAT** the CVC pay grid for salaried and contract employees be increased by 2% effective April 1, 2023; and

**THAT** Board of Director per diems be increased by 2.0% in 2023 with an effective date of April 1, 2023; and

**THAT** the CVC Chair and Vice-Chair position's annual honorarium increase by 2.0% in 2023 with an effective date of April 1, 2023; and

**THAT** the 2023 per-kilometre allowance for staff and Board of Director use of their personal vehicles for CVC business purposes is 68¢ per kilometre for the first 5,000 kilometres driven and 62¢ per kilometre driven after that, in accordance with the rate set by the Government of Canada, with an effective date of April 1, 2023; and

**THAT** the Director of Corporate Services be authorized to make any technical budget adjustments as required; and further

**THAT** each watershed municipality subject to the CVC Levy be advised of this resolution to provide notice that the 2023 CVC Budget has been approved.

**Original signed T. Adams**  
**CARRIED**

**TO:** The Chair and Members  
of the Board of Directors,  
Credit Valley Conservation

**SUBJECT:** CREDIT VALLEY CONSERVATION BUDGET 2023

**PURPOSE:** To seek final approval by the Board of Directors of the 2023  
Credit Valley Conservation Authority budget.

**BACKGROUND:**

Credit Valley Conservation Authority's (CVC) budget is comprised of several key sources of funding. The majority of CVC's budget is attained through municipal levies for both mandatory programs and programs completed in collaboration with our funding partners. In determining the annual municipal levies, CVC staff undertake a comprehensive process, involving staff at our funding municipalities to confirm budget pressures and priorities. Through this, financial staff at our funding municipalities often provide us with recommendations on targets for inflationary changes to our budget to align with the municipality's financial planning for that budget year. The 2023 budget process for the CVC commenced in April of 2022. Halton Region provided a target of 4.7% while Peel Region did not provide a specific 2023 target. The guideline set by Halton includes an inflationary adjustment and a growth factor.

CVC staff undertook a detailed process to prepare the 2023 budget that included critically reviewing program plans and expenses. The draft budget was presented on November 11, 2022 to the CVC Board of Directors and endorsed under Resolution #75/22 as follows:

***RESOLVED THAT*** the report entitled, "2023 Budget Endorsement" be received and appended to the minutes of this meeting as Schedule 'B'; and

***THAT*** the preliminary 2023 budget outlined in the report be endorsed by the CVC Board of Directors for presentation to funding partners and to seek their approval; and

***THAT*** staff discuss with key funding partners the need for sustainable capital to support infrastructure needs resulting from continued growth in the CVC Watershed; and further

***THAT*** staff continue to seek alternative funding sources to address capital needs.

Following endorsement from the CVC Board of Directors, CVC staff met with senior staff at both Peel and Halton Regions to review the proposed 2023 budget. These meetings occurred prior to presenting the CVC budget to the respective Councils. The CVC budget

was presented to Peel Council on February 2, 2023. Halton Region received the CVC budget at their January 11, 2023, Council meeting.

Detailed budget presentations have been made to all other funding municipalities and all funding municipalities have been provided with budget information packages.

Notice of the intent to consider and pass the 2023 CVC budget has been provided to all CVC watershed municipal funders, CVC's web site and to municipal clerks. Further information regarding the voting procedure on the 2023 budget by the CVC Board of Directors is provided in the companion report titled "Voting Procedure for 2023 Non-Matching Levy", Schedule 'B'.

**ANALYSIS:**

In the 2022 CVC budget, staff included a projection of budget changes over the next several years, based upon parameters anticipated at that time. The 2022 budget included a 2023 forecast with an average increase of 3.5%. The final budget outlined in this report identifies an average increase of 3.4%, representing a decrease of 0.1% from initial projections.

**1) Budget 2023**

**Current Value Assessment (CVA)**

Table 1 shows the change in percentage by funder of the levy apportionment based on the Current Value Assessment (CVA) data provided annually by Ministry of Environment Conservation and Parks (MECP) as generated by the Municipal Property Assessment Corporation (MPAC).

**Table 1: Change in CVA from 2022 to 2023 as a percentage**

Municipality	Apportionment of 2022 CVA	Apportionment of 2023 CVA	Change	% Change
Peel Region	91.6492	91.6555	0.0063	0.01%
Halton Region	5.1757	5.1726	-0.0031	-0.06%
Town of Orangeville	2.3773	2.3718	-0.0055	-0.23%
Town of Erin	0.6141	0.6153	0.0012	0.20%
Town of Mono	0.1129	0.1136	0.0007	0.58%
Township of East Garafraxa	0.0595	0.0598	0.0003	0.57%
Township of Amaranth	0.0113	0.0114	0.0001	1.06%
<b>TOTAL</b>	<b>100%</b>	<b>100.00</b>	<b>-</b>	<b>-</b>

**General Levy:**

Table 2 outlines the General Levy as apportioned by watershed municipality using the CVA formula provided by the province. The total general levy for 2023 is \$10,736,258 or



an average 4.69% or a total of \$481,378 increase over 2022, including CVA apportionment.

**Table 2: Municipal Apportionment of 2023 CVC General Levy based on CVA**

Municipality	2022 General Levy	2023 General Levy	\$ Change	% Change
Region of Peel	\$9,398,515	\$9,840,377	\$441,862	4.70%
Region of Halton	\$530,762	\$555,340	\$24,578	4.63%
Town of Orangeville	\$243,789	\$254,636	\$10,847	4.45%
Town of Erin	\$62,975	\$66,062	\$3,087	4.90%
Town of Mono	\$11,578	\$12,194	\$616	5.32%
Township of East Garafraxa	\$6,102	\$6,423	\$321	5.27%
Township of Amaranth	\$1,159	\$1,226	\$67	5.80%
<b>TOTAL</b>	<b>\$10,254,880</b>	<b>\$10,736,258</b>	<b>\$481,378</b>	<b>4.69%</b>

*\*Note: CVA is only applied to General Levy and Shared Special Levy portions and not to Peel Special Benefiting Levy*

Total Levy:

Table 3 provides CVC 2023 total levy amounts by municipality. The 2023 general levy, special shared and special benefiting levy funding totals \$27,792,520 which is up \$900,361 or an average of 3.35% over 2022 funding of \$26,892,159.

**Table 3: 2023 Proposed Total Levy by Municipality**

Total Levy Requirement by Municipality	2022 Total Levy	2023 Total Levy	\$ Change	% Change
Region of Peel*	\$25,829,506	\$26,682,407	\$852,901	3.30%
Region of Halton*	\$658,617	\$688,139	\$29,522	4.48%
Town of Orangeville	\$302,515	\$315,528	\$13,013	4.30%
Town of Erin	\$78,145	\$81,859	\$3,714	4.75%
Town of Mono	\$14,367	\$15,110	\$743	5.17%
Township of East Garafraxa	\$7,571	\$7,959	\$388	5.12%
Township of Amaranth	\$1,438	\$1,518	\$80	5.57%
<b>TOTAL*</b>	<b>\$26,892,159</b>	<b>\$27,792,520</b>	<b>\$900,361</b>	<b>3.35%</b>

*\* Excludes emerald ash borer (EAB) response\**

The Halton Region guideline (target based on overall gross budget) was 4.7%. (CVC is at 3.35%, 1.25% lower than the target.

Peel Region did not provide a guideline during the development of the 2023 budget. CVC staff nonetheless undertook a detailed process to prepare the draft budget and continued to identify and implement cost saving measures on an ongoing basis.

Gross Budget:

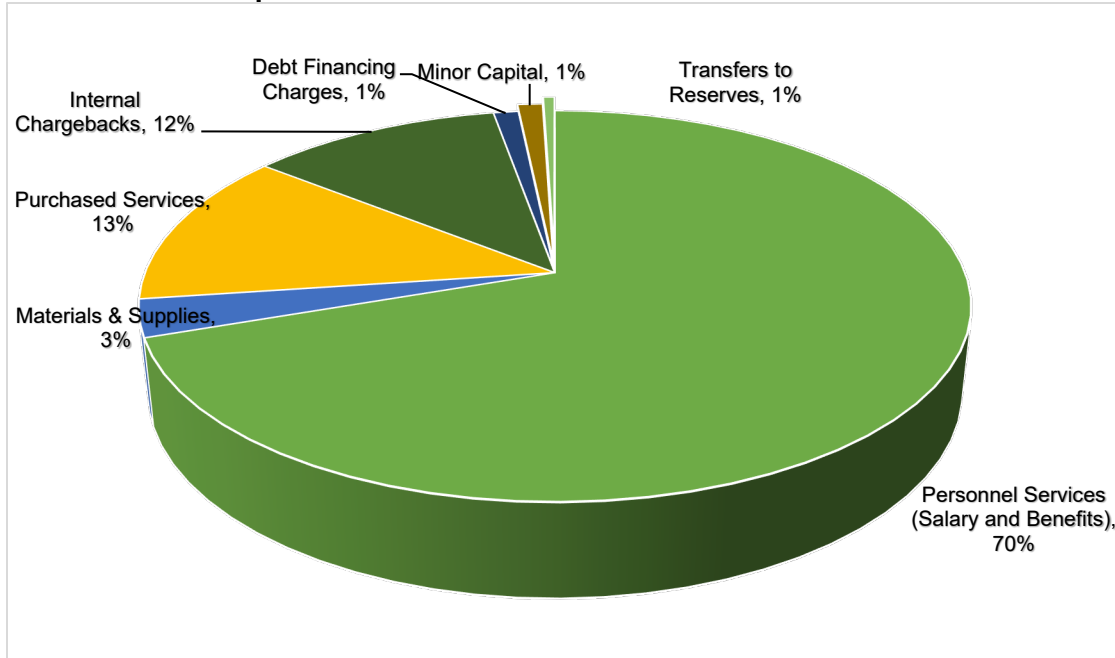
In 2023 CVC is planning for funding of \$33 million (less internal program chargebacks of \$5.8 million) for a total gross budget of \$39 million of which \$27.8 million is to be provided by the municipalities in the form of general and special levy. Table 8 provides a detailed breakdown of the gross budget. It shows the areas of increase and decrease by various line items. The 2023 budget generally reflects a post-pandemic return to normal staffing levels and activities. While there continues to be some additional staff across the CA system to meet the ongoing increasing trends in visitation, these contract/casual staff positions are offset by revenue.

**Table 4: CVC Total Gross Budget (all sources)**

CVC Gross Expenditures	2022 Budget \$000's	2023 Budget \$000's	\$ Change \$000's	% Change
Personnel Services (Salary and Benefits)	26,515	27,625	1,110	4.2%
Materials & Supplies	1,180	1,156	-24	-2.0%
Purchased Services	4,878	4,982	104	2.1%
Internal Chargebacks	4,382	4,236	-147	-3.3%
Debt Financing Charges	434	434	0	0.0%
Minor Capital	437	405	-33	-7.5%
Transfers to Reserves	196	193	-3	-1.3%
<b>Total CVC Operating Expenditures</b>	<b>38,022</b>	<b>39,030</b>	<b>1,009</b>	<b>2.7%</b>
Gross Funding Sources (all sources)				
User Fees (Planning, Gate)	4,380	4,631	251	5.7%
Municipal Funding (Levy)	26,892	27,793	899	3.3%
Base Funding (Provincial)	96	96	0	0.0%
Source Water Protection (Provincial)	577	660	83	14.4%
Other Grants & Program Funding	43	48	5	11.4%
Internal Chargebacks	6,034	5,804	-229	-3.8%
<b>Total CVC Funding for Operations</b>	<b>38,022</b>	<b>39,030</b>	<b>1,009</b>	<b>2.7%</b>

Estimated gross revenue for CVC in 2023 totals \$39 million of which 28% is funded from the general levy, 7% is funded from the special levy (based on current value assessment) and 37% is funded from the special benefiting levy. Self-generated revenue such as user fees, tree planting fees, regulation fees, plan review fees, government grants and other revenue including interest income and donations account for 14%. The remaining 15% comes from internal chargebacks.

**Chart 1: Gross Expenses**



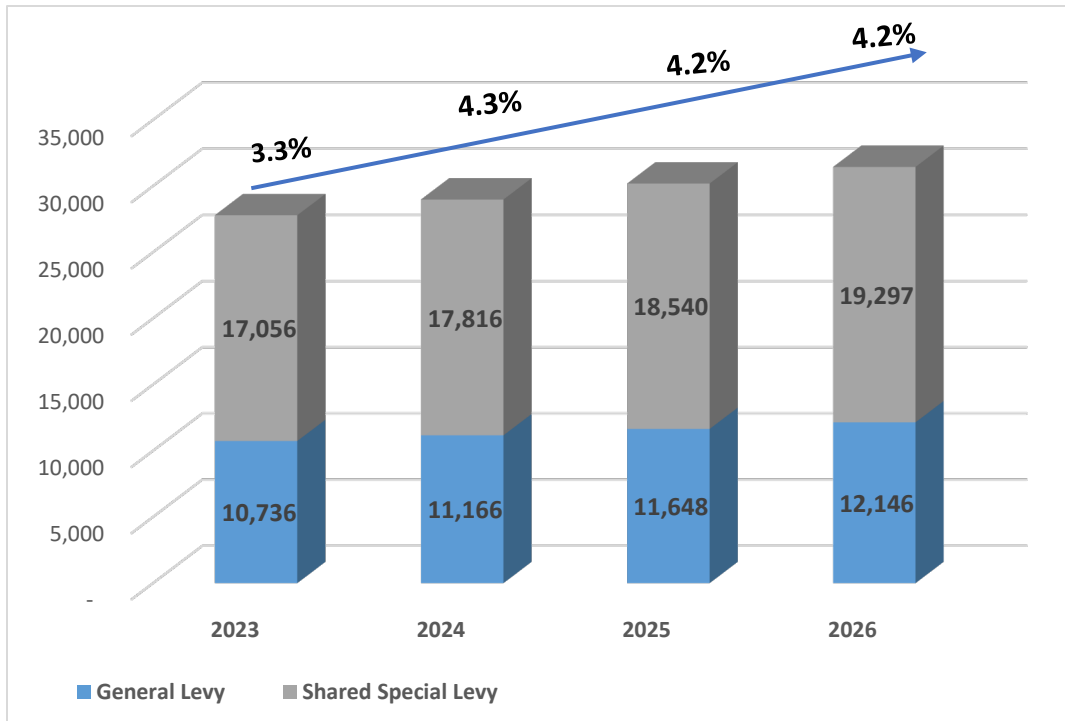
Three Year Forecast (2024 to 2026)

Through the budgeting process CVC also undertakes forecasts for future budget years. The current 2023 budget increase as shown on Table 5 is forecast at 4.3%. Considering the current and future rate of inflation (6.9%). A 2.5% COLA increase and 3.2% inflation have been factored into our forecast. However, we will review the future budgets with the targets provided by the municipalities. The 2024 budget year will also reflect any changes to programs and services occurring as a result of changes to the *Conservation Authorities Act*. Consequently, the forecasted budget as shown in Table 5 is expected to change, and changes in 2024 (in particular) in which our budget is being realigned to meet the new provincial requirements are likely to exceed the 2024 changes forecast and conceptually identified below. Also note that the forecast does not include all alternative sources of funding noted above, and the budget is refined as those funding sources are secured through the annual budget process.

**Table 5: CVC Three Year Forecast**

Levy Type	2024 Forecast		2025 Forecast		2026 Forecast	
	Amount	% Change	Amount	% Change	Amount	% Change
General Levy	11,165,707	4.0%	11,648,350	4.3%	12,145,886	4.3%
Shared & Special Levy	17,816,316	4.5%	18,540,087	4.1%	19,297,118	4.1%
<b>Total</b>	<b>28,982,024</b>	<b>4.3%</b>	<b>30,188,436</b>	<b>4.2%</b>	<b>31,443,004</b>	<b>4.2%</b>

**Chart 2: CVC Three Year Forecast**



**Budget Summary by Municipal Funding Source:**

Table 6 provides a summary of the budget broken down by general levy, special shared levy and special benefitting levy.

General Levy is the source of core funding for the operations of CVC as identified under the *Conservation Authorities Act*. The proposed 2023 general levy amount is \$10,736,258 which is an average increase of 4.69% or \$481,378 over 2022.

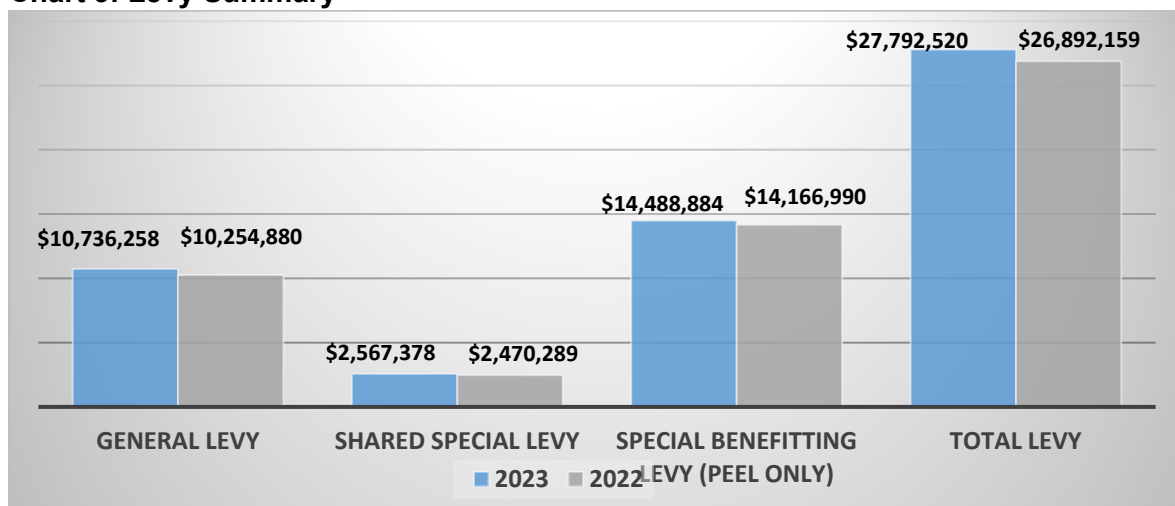
Shared Special Levy, also referred to as capital funding, supports important work by CVC that provides necessary services for the benefit of all watershed municipalities. The 2023 shared special levy amount is \$2,567,378 which is an average increase of 3.93% or \$97,089 over 2022.

Special Benefitting Levy provides funding that supports a municipal priority and is paid for by the benefitting municipality or municipalities. The special benefitting levy amount is \$14,488,884 which is an increase of 2.27% or \$321,894 over 2022. This amount is fully funded by the Region of Peel, of which \$10,974,222 is supported by the Peel Climate Change Fund focused on programs to foster resilience to the impacts of climate change.

**Table 6: Levy Summary**

Funding Source	2023 Amounts	2022 Amount	\$ Change	Avg. % Change
General Levy	10,736,258	10,254,880	481,378	4.69%
Special Levy Commonly Shared	2,567,378	2,470,289	97,089	3.93%
Special Benefitting Levy (Peel only)	14,488,884	14,166,990	321,894	2.27%
<b>Levy Total</b>	<b>\$27,792,520</b>	<b>\$26,892,159</b>	<b>\$900,361</b>	<b>3.35%</b>

**Chart 3: Levy Summary**



Levy by Municipality All Sources:

Table 7 provides the 2023 representative share for each levy type by municipality.

**Table 7: Total Levy Requirement by Municipality**

Total Levy Requirement by Municipality	2023 General Levy \$	2023 Commonly Shared Special Levy \$	2023 Special Benefitting Levy \$	2023 Total Levy \$
Region of Peel	\$9,840,377	2,353,146	*\$14,488,884	\$26,682,407
Region of Halton	\$555,340	132,799	-	\$688,139
Town of Orangeville	\$254,636	60,892	-	\$315,528
Town of Erin	\$66,062	15,797	-	\$81,859
Town of Mono	\$12,194	2,916	-	\$15,110
Township of East Garafraxa	\$6,423	1,536	-	\$7,959
Township of Amaranth	\$1,226	292	-	\$1,518
<b>TOTAL</b>	<b>\$10,736,258</b>	<b>2,567,378</b>	<b>14,488,884</b>	<b>\$27,792,520</b>

\* The Peel Special Benefitting Levy total includes \$10,974,222 for Climate Change

## **2) Salary and Expense Adjustments**

The CVC salary administration process provides for an annual review. The following items are examined in the annual salary review process:

- Polling our pay-line comparable agencies each year regarding their cost-of-living adjustment (COLA) or pay band adjustments.
- The Chair and Vice Chair honorarium amounts and Board members per diem allowances are adjusted in accordance with the percentage adjustment approved for the salary administration program.
- Reimbursement rates for employees and Board members using their personal vehicles to travel for CVC business in line with those set out by the Canada Revenue Agency.

The 2023 budget has included a 2% adjustment to the CVC salary bands for salaried, and contract staff effective April 1, 2023.

The 2023 per diem allowance for CVC Board members and the honorarium for the Chair and Vice Chair are recommended to be adjusted by 2% in line with the adjustment for CVC salaried and contract staff.

The 2023 per-kilometre allowance for use of a personal vehicle for business purposes set by the Government of Canada is 68¢ per kilometre for the first 5,000 kilometres driven and 62¢ per kilometre driven after that.

In addition to the adjustments noted above, at the December 9, 2022 meeting the Board of Directors received a report on the 2023 comprehensive pay equity and compensation review, currently in progress. This review supports CVC's ability to attract and retain talent in a competitive labour market. In-year impacts of the pay equity and compensation review on the 2023 budget are not entirely known at this time, but additional pressure related to implementation of the review is expected. The results of the review and implementation plan, once finalized, will be presented to the CVC Board of Directors with the changes recommended by CVC staff.

## **3) Reserve Status**

In June of 2018, the Board supported the creation of several capital reserves and a revenue offset reserve for the conservation areas under "Reserve Management 2018" (Resolution #53/18). The 2023 budget includes ongoing contributions to these reserves as CVC continues to implement more robust measures to support asset management through funding to support the state of good repair, capital life cycle replacement and risk reduction measures related to conservation area revenues. In addition, through the annual external audit process, the state of the reserves will be confirmed as at year-end (December 31, 2022) in the Audited Financial Statements.

**4) Significant Budget Drivers:**

a) Staffing and Benefits

A key driver of the CVC 2023 annual budget, like other municipalities and government organizations, is related to staff. Salary adjustments in 2023 reflect a cost-of-living adjustment (COLA) at 2.0% (2022 was 2% and 2021 was 1.0%). The total salary adjustment impact will be approximately \$1.1 million in 2023, including COLA and performance management. The proposed 2% COLA is consistent with municipalities and other GTA conservation authorities and is reasonable given the extremely high core rate of inflation that has been experienced over much of 2022 and that continues into 2023.

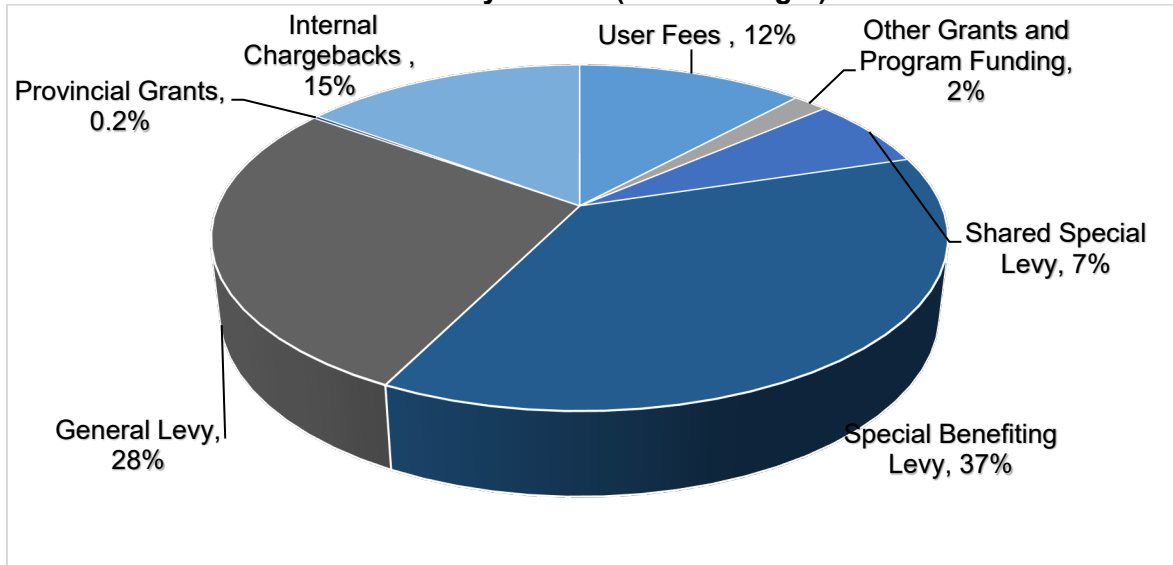
b) External Factors

Factors impacting the development of the budget process included consideration of the rate of inflation, the consumer price index, changes to Current Value Assessment (CVA), growth in the watershed, the value of the Canadian dollar, insurance rates, fuel prices and utilities. These factors were all considered during the development of the 2023 budget.

c) Self-generated Revenue

CVC self-generated revenue and funding from external sources have become a significant source of funding amounting to approximately \$4.6 million budgeted for 2023 (see Chart 1). The 2023 amount represents an increase of the budgeted revenues from \$4.4 million in 2022 (or a difference of \$0.2 million).

**Chart 4: Distribution of Revenue by Source (Gross Budget)**



In Chart 4 above the provincial grants (0.2%) refers to the annual Section 39 transfer payment from the province of \$95,606. Other grants and program funding (2.0%) is primarily Source Water Protection funding (SWP).

d) Pressures and Risks

There are several further unfunded pressures and/or future risks that are not included in the 2023 budget that this report will briefly touch upon:

i. Compensation Review (pressure)

CVC is currently in the process of an organization-wide compensation review. This review is necessary for CVC to attract and retain talent and remain competitive with other regional employers. Results of the review are anticipated in Q2 and will not have been integrated into the 2023 budget. Based on the results of the review, staff will consider alternatives for implementation including phasing in the costs over multiple budget years.

ii. Asset Management (pressure)

Work continues to advance regarding overall asset management for CVC. State of good repair assessments have been completed for all major structures and infrastructure. Work is underway developing a comprehensive asset management plan that supports future funding across all asset classes to maintain and replace assets as necessary. This plan will inform 2024 capital budgeting.

iii. Forest Management (pressure)

The impacts of aging plantations, a changing climate and invasive species are impacting the health of our forest lands. In addition, key woodlots have been identified for thinning and restoration work that are important to improving resiliency from pests, fire, and general decline in quality. Funding of this work is critical to ensure the health of vital tree cover in the watershed.

iv. Invasive Species (risk)

There are several invasive species that present a real concern for certain species of trees. The recent example of the Emerald Ash Borer (EAB) infestation demonstrates just how devastating and costly such invasive species can be. Continued funding to address new invasive species will very likely be required over the coming years meaning that the one-time funding to address EAB could again be required in the future.

We will continue to work with our funders to help refine and adjust the identified pressures and to seek opportunities to mitigate costs wherever possible, including applications for infrastructure funding, eligible programs, and alternative funding sources.

**COMMUNICATIONS PLAN:**

All budget materials presented to the CVC Board of Directors are posted to the CVC website. In addition, the materials presented to each of the watershed municipalities are made available on the municipal websites through the publication of the agenda, recording of the presentations and related materials. All meetings where budget presentations have occurred were open to the public both at CVC and during presentations to watershed municipalities. Notice of the intent to pass and approve the budget by the CVC Board of



Directors was posted on the CVC website, in accordance with the requirements prescribed under the *Conservation Authorities Act*. Once the budget is approved by the CVC Board, all watershed funding municipalities will be advised of the approved levy.

**FINANCIAL IMPLICATIONS:**

The 2023 CVC budget, as presented, will be funded through the collection of the CVC levy by watershed municipalities, external funding and revenues. This funding enables CVC to carry out programs and services for the calendar budget year 2023.

**CONCLUSION:**

The 2023 CVC budget is in accordance with the draft budget provided to the CVC Board of Directors on November 11, 2022 and endorsed under Resolution #75/22.

Detailed information on the 2023 budget has been provided to all funding municipalities. This is a 'business as usual' budget that supports and sustains our current program and service levels. CVC has and continues to work closely with our participating municipalities to align our work with municipal priorities. CVC is grateful to all funding municipalities for their ongoing support of *protecting, connecting and sustaining* the Credit River watershed.

**RECOMMENDED RESOLUTION:**

***WHEREAS*** the CVC Board of Directors endorsed the 2023 budget under Resolution #75/22 on November 11, 2022; and

***WHEREAS*** the budget has been shared with all of the funding municipalities in the watershed;

***THEREFORE BE IT RESOLVED THAT*** the report entitled, "Credit Valley Conservation Budget 2023" be received and appended to the minutes of this meeting as Schedule 'C'; and

***THAT*** the general levy be approved in the amount of \$10,736,258 as apportioned by municipality shown on Schedule 'C', Table 1; and

***THAT*** the special shared levy of \$2,567,378 as apportioned by municipality shown on Schedule 'C', Table 1 be approved; and

***THAT*** special benefitting levy of \$14,488,884 to Peel Region be approved; and

***THAT*** the CVC pay grid for salaried and contract employees be increased by 2% effective April 1, 2023; and

**THAT** Board of Director per diems be increased by 2.0% in 2023 with an effective date of April 1, 2023; and

**THAT** the CVC Chair and Vice-Chair position's annual honorarium increase by 2.0% in 2023 with an effective date of April 1, 2023; and

**THAT** the 2023 per-kilometre allowance for staff and Board of Director use of their personal vehicles for CVC business purposes is 68¢ per kilometre for the first 5,000 kilometres driven and 62¢ per kilometre driven after that, in accordance with the rate set by the Government of Canada, with an effective date of April 1, 2023; and

**THAT** the Director of Corporate Services be authorized to make any technical budget adjustments as required; and further

**THAT** each watershed municipality subject to the CVC Levy be advised of this resolution to provide notice that the 2023 CVC Budget has been approved.

**Submitted by:**



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Roger Tharakan  
Sr. Manager, Financial Services



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Andrew Kett  
Director, Corporate Services

**Recommended by:**



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Quentin Hanchard  
Chief Administrative Officer




**PROCLAMATION**  
**SIKH HERITAGE MONTH**  
**APRIL 2023**

**WHEREAS**, the month of April was proclaimed as Sikh Heritage Month by the legislature of Ontario in 2013 (Bill 52); and

**WHEREAS**, the Town of Halton Hills recognizes the important contributions that Sikh Canadians have made to Ontario's social, economic, political and cultural fabric; and

**WHEREAS**, Sikh Heritage Month is an opportunity to remember, celebrate and educate future generations about Sikh Canadians and the important role that they have played and continue to play in communities across Ontario.

**THEREFORE**, I, Ann Lawlor, Mayor, of the Town of Halton Hills do hereby proclaim April 2023 as **Sikh Heritage Month**.

  
\_\_\_\_\_  
Ann Lawlor  
Mayor, Town of Halton Hills