

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

### **COUNCIL MEETING – May 8, 2023**

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

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9-12	Site Alteration	April 13, 2023

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28-30	AMO – WatchFile (April 20, 2023)
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#### **PASSED RESOLUTIONS**

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## **HERITAGE HALTON HILLS COMMITTEE MINUTES**

**Minutes of the Heritage Halton Hills Committee meeting held on Wednesday April 19, 2023 in the Esquering Room at Town Hall, 1 Halton Hills Drive, Halton Hills, ON.**

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

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

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

Councillor C. Somerville, Chair called the meeting to order at 4:30 p.m.

### **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 March 15, 2023.**

Recommendation No. HHH-2023-0008

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

**CARRIED**

#### **4. SCHEDULED ITEMS FOR DISCUSSION**

##### **4.a Request for Removal from the Heritage Register - 152 Confederation Street**

Laura provided an overview of the history of the request to remove the property at 152 Confederation Street from the Heritage Register. The owner has been unsuccessful trying to sell the property as all prospective buyers would like to demolish the existing building. The owner has provided a Heritage Impact Assessment from WSP to support his request. The HIA shows that the building has been modified over time, and although it appears Neoclassical it is an Ontario Cottage that has been modified since the 1980s. Staff agree with WSP's findings and recommend that the property be removed from the register. The committee supported staff's recommendations.

##### Recommendation No. HHH-2023-0009

THAT Heritage Halton Hills recommend Council remove the property at 152 Confederation Street from the Heritage Register.

**CARRIED**

##### **4.b Research and Evaluation Report - 20 Queen Street (Georgetown)**

Staff provided an overview of the property's significance and recommended designation of the subject property.

##### Recommendation No. HHH-2023-0010

THAT Heritage Halton Hills recommend Council designate the property at 20 Queen Street (Georgetown) under Part IV of the *Ontario Heritage Act*.

**CARRIED**

**4.c Research and Evaluation Report - 68 Bower Street (Acton)**

Staff provided an overview of the property's significance and recommended designation of the subject property.

Recommendation No. HHH-2023-0011

THAT Heritage Halton Hills recommend Council designate the property at 68 Bower Street (Acton) under Part IV of the *Ontario Heritage Act*.

**CARRIED**

**4.d Research and Evaluation Report - 548 Main Street (Glen Williams)**

Staff provided an overview of the property's significance and recommended designation of the subject property. Mark Rowe also provided an overview of the property's history and significance.

Recommendation No. HHH-2023-0012

THAT Heritage Halton Hills recommend Council designate the property at 548 Main Street (Glen Williams) under Part IV of the *Ontario Heritage Act*.

**CARRIED**

**4.e Heritage Halton Hills Terms of Reference Update - Draft for Review**

Staff provided an overview of the reasons for the Terms of Reference update. No concerns were identified by the Heritage Halton Hills committee.

Recommendation No. HHH-2023-0013

THAT the Heritage Halton Hills Committee recommend Council approve the updated Heritage Halton Hills Committee Terms of Reference.

**CARRIED**

#### **4.f Town of Halton Hills 50th Anniversary**

Councillor Racinsky explained that the Town will be celebrating 50 years anniversary next year. He met with Mayor Lawlor and CAO to discuss options. A framework and ideas are requested of the committee to adopt and provide council for approval.

##### **Suggestions**

1. First week of January 2024 "Mayor Levy" opening ceremony invite the 4 living mayors
2. Community Partnership Grant including Santa Claus parade, to expand and have a 50<sup>th</sup> anniversary fund. Town staff would create a working group to decide how to allocate funds/resources
3. Communications staff to develop a 50th anniversary logo
4. Draft a logo theme for the 50 years of Halton Hills history, ensuring that distinct histories of the hamlets, rivalries and pride of these histories are reflected and include a focus Halton Hills coat of arms.
5. Example, theme statement values of today and yesterday
6. Doors Open - Ontario Heritage Trust program. The town could cover the fee of \$1,600.00, choosing the homes for Doors Open around Culture Days

Heritage Halton Hills discussed the proposed tasklist. Staff are looking for direction before moving forward, details of a theme. A working group for the theme and actions is needed. A working group will be formed at the next meeting.

##### **Recommendation No. HHH-2023-0014**

THAT Heritage Halton Hills adopts the framework for the 50th anniversary as recommended, and that the matter be raised at the next meeting to start a working group.

**CARRIED**

#### **4.g Heritage Property Tax Refund Application Review**

Laura presented a list of the applications staff have approved. Finance will process this summer. Laura asked the committee to advise if there is anything to know about the properties and if there are any issues. Draft recommendation to be approved and sent to Finance for processing.

##### Recommendation No. HHH-2023-0015

THAT Heritage Halton Hills recommend approval of the 2023 Heritage Property Tax Refund Applications and that the applications be sent to Finance for processing.

**CARRIED**

#### **4.h Heritage Conservation District Discussion**

Staff reintroduced the item identified at the workshop on March 15<sup>th</sup>, to provide a fulsome discussion on the Heritage Conservation District in the municipality as related to resources and timing. Staff provided an overview of the restrictions and potential strategies regarding Heritage Conservation Districts in the context of the draft Cultural Heritage Master Plan. Limitations and financial and time restrictions were identified, however staff noted that if directed by Council a Heritage Conservation District could be pursued.

#### **4.i Ontario Heritage Conference**

The Ontario Heritage Conference this year is June 15-17 in London, Ontario, Museum of London, \$275.00 HST if booked before May 15, 2023 (budget of \$2,300.00 for the committee). Rowe, Walker, Quinlan and Brown identified interest in attending the conference.

<https://ontarioheritageconference.ca/registration>

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

50<sup>th</sup> Anniversary

BBQ at Ted Browns: May or June meeting

**6. ADJOURNMENT**

The meeting adjourned at 5:36 p.m.





## **SITE ALTERATION COMMITTEE MEETING**

Minutes of the Site Alteration Committee held on Thursday April 13, 2023, at 3:30 p.m., via Zoom meeting.

**MEMBERS PRESENT:** Councillor Clark Somerville (Chair)  
Councillor Joseph Racinsky  
Ralph Padillo  
Bill Allison

**REGRETS:** David McKeown  
Steven Maltar

**STAFF PRESENT:** Jeff Jelsma, Director of Development Engineering  
Maureen Van Ravens, Director of Transportation  
Susie Spry, Manager of Enforcement Services  
Adam Madonik, Municipal Law Enforcement Officer  
Steve Burt, Development Construction Coordinator  
Reece D'souza, Development Engineering Coordinator  
Nova Bonaldo (Recording Secretary)

**OTHERS PRESENT:** Glenn Wellings, Wellings Planning Consultants Inc.  
Brian Verspagen, WalterFedy  
Brian Beech, Conestoga Cold Storage Limited  
Gavin Sargeant, Conestoga Cold Storage Limited

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

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

Nil.

### **3. VOTE FOR VICE CHAIR**

The Site Alteration Committee Members voted Councillor Joseph Racinsky as Vice-Chair of the Committee for the 2023-2026 term. Moved by Ralph Padillo, seconded by Bill Allison.

**CARRIED**

#### **4. DELEGATIONS**

- a. SA-23023, Delegations: Glenn Wellings, Brian Verspagen, Brian Beech, Gavin Sargeant, representing Conestoga Cold Storage Limited, 2773559 Ontario Inc., 2793524 Ontario Inc., 1000027861 Ontario Inc. & 1000098567 Ontario Inc., Property Owners - Part of Lot 15 Concession 10 & 11 NS, Halton Hills - 16408 Steeles Avenue and 7876 Tenth Line

The Applicant has applied for a Large Scale/Commercial Site Alteration Permit for the purpose of commencing earthworks as they proceed through their planning application process. The movement of approximately 67,000 cubic metres of material is required to grade the site for a building pad, no material will be exported from the site. Approximately 14,500 cubic metres of granular material will be imported to the site and placed for future building material storage and parking areas.

**NOTE:** Agenda was amended to reflect the paragraph above.

#### **Facts**

The Applicant is currently going through the Site Plan Application process for the development and construction of a cold storage facility. This development includes the construction of an office and warehousing facility, the widening and reconstruction of Tenth Line South from Steeles Avenue to the end of the street, and the construction of a storm water management facility that will be municipally owned.

Town Staff are awaiting the 3<sup>rd</sup> submission of the Site Plan Application and Sub-watershed Impact Study for Phase 1 & 2 of Conestoga Cold Storage development. This application is also being reviewed by Conservation Halton, Credit Valley Conservation, and the Ministry of Transportation (407ETR).

In order to grade the site for a building pad, achieve proper drainage, and excavate for a temporary sediment basin, the movement of approximately 67,000 cubic metres of material is required but there will be no material exported from the site. Twelve thousand (12,000) cubic metres of topsoil will be stripped and stockpiled for future use, 28,000 cubic metres of fill will be used for grading purposes, and 27,000 cubic metres of fill will be stockpiled for future use. There will be approximately 14,500 cubic metres of granular material imported and placed for future building material storage and parking areas.

#### **Analysis and Discussion**

The Applicant indicated the adjacent properties will not be affected as the proposed grading will accommodate existing drainage from the adjacent properties. The overall drainage pattern will remain the same and will flow naturally easterly to the existing outlet. The Applicant would like to commence earthworks in early spring.

Of the three homes located near the property, one home is currently occupied as residential and two as businesses. The Applicant held a public information centre and no concerns were brought forward from the residents in regard to the proposed works

but presented concern regarding the trucks parking in the area. The area is zoned for Prestige Industrial and is within the Premier Gateway 401 Corridor.

Staff are awaiting Halton Region's approval clearance letter and completion of the Sub-watershed Impact Study review.

Transit is now available along Steeles Avenue to assist future employees commuting to and from the proposed cold storage facility.

## **Conclusion**

The Site Alteration Committee supports the application as this development will provide numerous employment opportunities to residents living within the area and will have a positive impact on local businesses and the Region as a whole.

### **Recommendation No. SA-2023-0001**

THAT the Site Alteration Committee supports the Application for a Large Scale/Commercial Site Alteration Permit at Part of Lot 15 Concession 10 & 11 NS, TRAF, Halton Hills - 16408 Steeles Avenue and 7876 Tenth Line, subject to the following conditions;

1. The applicant satisfies the "Terms and Conditions of All Permits" listed in Schedules B and C of Site Alteration By-law No. 2017-0040 as applicable;
2. The applicant provides the administration fee in the amount of \$5,229.40;
3. The applicant provides refundable securities in the amount of \$50,000.00;
4. The applicant provides clearance from Halton Region for proposed earthwork; and
5. The applicant provides clearance from the Conservation Authority for the proposed earthworks.

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

CARRIED

## **5. LOCAL BOARDS AND COMMITTEE MEMBER ACKNOWLEDGMENT FORMS**

Friendly reminder to Site Alteration Committee Members to review the Town's Code of Conduct and Accessible Customer Service Policy and to complete and submit the Acknowledgment Forms to Melissa Lawr, Deputy Clerk, at [melissal@haltonhills.ca](mailto:melissal@haltonhills.ca).

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

1. Staff indicated there is a possible delegation for the Site Alteration Committee meeting scheduled in May.

2. Committee Members requested staff provide an update on:
  - a. Dumping on Kirkpatrick Lane near Fifth Line, and
  - b. Status of the pit located on Trafalgar Road, near Pineview Public School, south of 5 Side Road.

## **7. ADJOURNMENT**

The meeting adjourned at 4:05 p.m.

**Notice of Statutory Public Meeting**  
**Proposed Amendment to the Halton Region Official Plan**  
**Applicant: Dufferin Aggregates**  
**File No: RQ66A**

In accordance with the provisions of the *Planning Act*, as amended, this letter is to advise that a Statutory Public Meeting will be held by the Council of the Regional Municipality of Halton, to provide the public an opportunity to comment on a proposed Amendment to the Halton Region Official Plan.

The meeting is being held on a zoom platform where members of the public can participate or view the meeting. The event is also being livestreamed on YouTube where viewers can watch the event.

Meeting Date: Wednesday, May 17, 2023

Meeting Time: 9:30 a.m.

Meeting Place: **Zoom** (facilitated by Regional Municipality of Halton)

Zoom Meeting ID: 985 3434 9056 & Passcode: 347589 (if requested)

Please note: the Meeting ID and Passcode is subject to change and the forthcoming agenda will have the definitive meeting information.

To join:

- Online: On the date of the event, you can access the meeting by searching the Mineral Aggregates section on visit halton.ca
- By phone: Call 1-855-703-8985 (Toll Free) or 1-647-374-4685 and use the Meeting ID and Passcode above.

Website: [www.halton.ca](http://www.halton.ca)

**Livestream Link (YouTube):** [https://www.halton.ca/The-Region/Regional-Council-and-Committees/Council-Committee-Documents-\(Agendas,-Minutes-and](https://www.halton.ca/The-Region/Regional-Council-and-Committees/Council-Committee-Documents-(Agendas,-Minutes-and)

**Purpose and Effect of Application**

The purpose of the application is to amend the Maps of the Halton Regional Official Plan in the manner described below to re-designate or designate 30.6 hectares of land legally described as Part of Lots 11 – 13, Concession 1 (former Geographic Township of Esquesing) Town of Halton Hills, Regional Municipality of Halton to permit the extraction of mineral aggregates:

- Map 1: Re-designate from “Agricultural Area”, “Regional Natural Heritage System” to “Mineral Resource Extraction Area”;
- Map 1A: Re-designate from “Escarpment Rural Area” to “Escarpment Mineral Resource Extraction Area”;
- Map 1D: Identify the subject lands as “Mineral Resource Extraction Area”;
- Map 1E: Re-designate from “Agricultural System Outside of Prime Agricultural Areas” or otherwise to “Mineral Resource Extraction Area”;
- Map 1F: Re-designate from “Identified Mineral Resource Extraction Area” to “Mineral Resource Extraction Area”; and
- Map 1G: Re-designate from “Key Features” and “Enhancement Areas, Linkages and Buffers” or otherwise to “Mineral Resource Extraction Area”.

The effect of this application is to permit the expansion of the existing quarry.

### **Other Applications**

In addition to the proposed Regional Official Plan Amendment filed at the Regional Municipality of Halton under the Planning Act, the lands are also subject to:

- A Local Official Plan Amendment filed at the Town of Halton Hills under the Planning Act (file number: D09OPA21.005);
- A Niagara Escarpment Plan Amendment and a Niagara Escarpment Development Permit filed at the Niagara Escarpment Commission under the Niagara Escarpment Planning and Development Act (amendment file number: PH 224 21); and
- An Aggregate Resources Act Licence filed at the Ministry of Natural Resources and Forestry under the Aggregate Resources Act (file number: 9061DJ).

### **Additional Information**

The Regional offices are currently closed to the public as a result of COVID-19.

All documents submitted as part of this application are available digitally upon request.

Information on the proposed Regional Official Plan Amendment including staff contact information has been made available at [www.halton.ca](http://www.halton.ca). Those wishing to address the Committee should contact the Regional Clerk's office at 905-825-6000, ext. 7110, prior May 16, 2023 at noon in order to be listed as a delegation in the agenda, or may register with the Regional Clerk prior to the public meeting.

If you wish to be notified of the adoption of the proposed Regional Official Plan Amendment, or of the refusal of a request to amend the Halton Region Official Plan, you must make a written request to the Regional Clerk, Halton Regional Centre, 1151 Bronte Road, Oakville, Ontario, L6M 3L1. Please refer to the above noted file number in all correspondence.

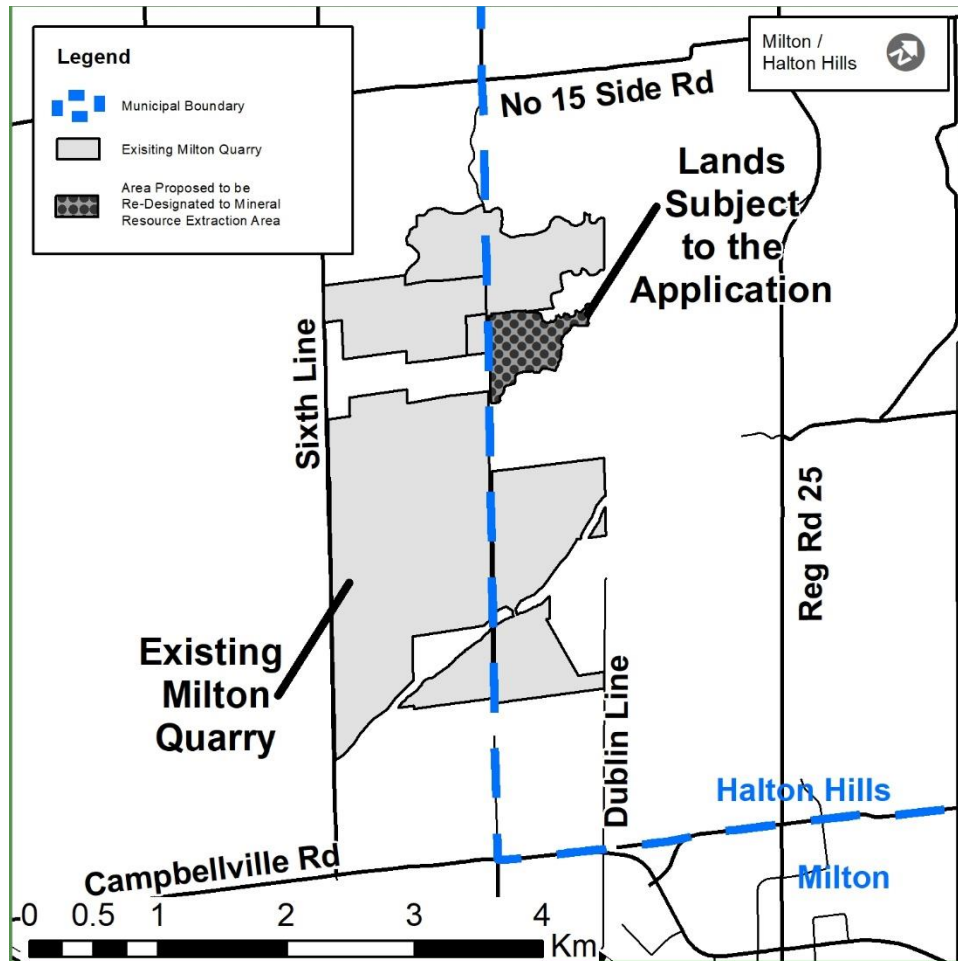
### **The Right to File an Appeal**

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Regional Municipality of Halton to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Regional Municipality of Halton before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Regional Municipality of Halton before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

For further information or to submit comments, please quote the above noted file number and contact: The Regional Municipality of Halton, Planning Services, Community Planning Division at 905-825-6000 ext. 2921 or dial 311.

## Key Map



# **Recommended Region of Halton Official Plan Amendment No. XX**

## **Introductory Statement**

All of this part of the document constitutes Amendment No. XX to the Halton Region Official Plan (1995).

The proposed mapping changes relate to 30.6 hectares of land, comprising of 30.2 hectares in Part of Lots 11 and 12, Concession 1 (former geographic Township of Esquesing), Town of Halton Hills, Regional Municipality of Halton for the Milton Quarry East Extension and 0.4 hectares of land in Part of Lot 13, Concession 1 (former geographic Township of Esquesing), Town of Halton Hills, Regional Municipality of Halton for the previously approved Milton Quarry Extension. The portion of within the Milton Quarry Extension is to redesignate the 15 metre setback that is already located within the Milton Quarry Extension Licence area, but not currently designated to permit extraction.

## **DETAILS OF THE AMENDMENT**

- Item 1. That Region of Halton Official Plan Map 1 – Regional Structure, is hereby amended by redesignating 30.6 hectares of land legally described as Part of Lots 11 and 12 and 13, Concession 1 (former geographic Township of Esquesing), Town of Halton Hills, Regional Municipality of Halton from “Agricultural Area” and “Regional Natural Heritage System” to “Mineral Resource Extraction Area” as shown in Schedule “A” attached hereto and forming Part of this Amendment;
- Item 2. That Region of Halton Official Plan Map 1A – Provincial Plan Areas & Land Use Designations, is hereby amended by redesignating 30.6 hectares of land legally described as Part of Lots 11, 12 and 13, Concession 1 (former geographic Township of Esquesing), Town of Halton Hills, Regional Municipality of Halton from “Escarpment Rural Area” to “Escarpment Mineral Resource Extraction Area” as shown in Schedule “B” attached hereto and forming Part of this Amendment;
- Item 3. That Region of Halton Official Plan Map 1D – Municipal Wellhead Protection Zones, is hereby amended by designating 30.6 hectares of land legally described as Part of Lots 11, 12 and 13, Concession 1 (former geographic Township of Esquesing), Town of Halton Hills, Regional Municipality of Halton as “Mineral Resource Extraction Area” as shown in Schedule “C” attached hereto and forming Part of this Amendment;
- Item 4. That Region of Halton Official Plan Map 1E – Agricultural System and Settlement Areas, is hereby amended by redesignating 30.6 hectares of land legally described as Part of Lots 11, 12 and 13, Concession 1 (former geographic Township of Esquesing), Town of Halton Hills, Regional Municipality of Halton currently designated to “Agricultural System outside Prime Agricultural Areas” or



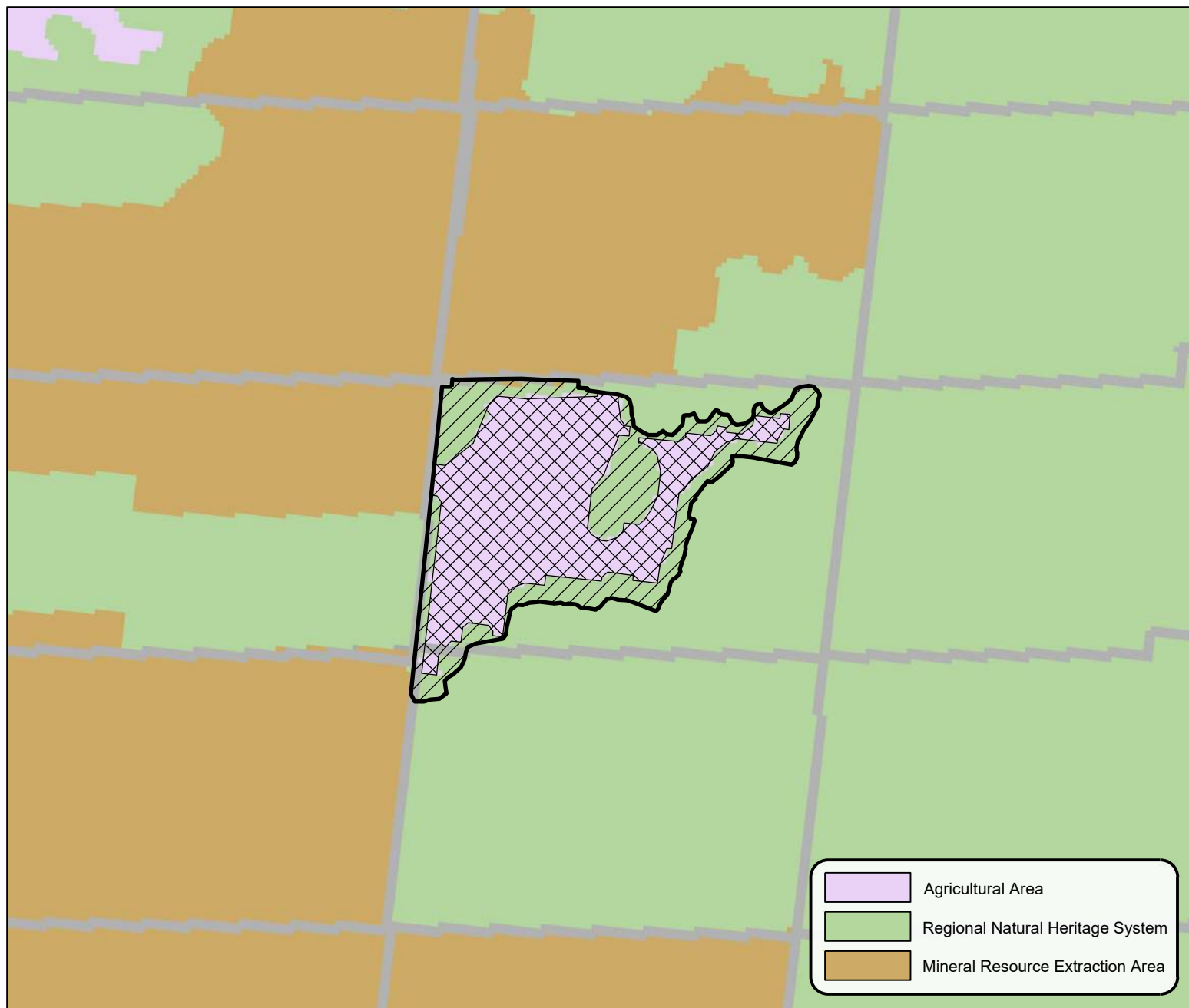
otherwise not designated to “Mineral Resource Extraction Area” as shown in Schedule “D” attached hereto and forming Part of this Amendment;

- Item 5. That Region of Halton Official Plan Map 1F – Identified Mineral Resource Areas, is hereby amended by redesignating 30.6 hectares of land legally described as Part of Lots 11, 12 and 13, Concession 1 (former geographic Township of Esquesing), Town of Halton Hills, Regional Municipality of Halton to currently designated “Identified Mineral Extraction Area” to “Mineral Resource Extraction Area” as shown in Schedule “E” attached hereto and forming Part of this Amendment; and
- Item 6. That Region of Halton Official Plan Map 1G – Key Features within the Greenbelt and Regional Natural Heritage Systems, is hereby amended by redesignating 30.6 hectares of land legally described as Part of Lots 11, 12 and 13, Concession 1 (former geographic Township of Esquesing), Town of Halton Hills, Regional Municipality of Halton from “Key Features” and “Enhancement Areas, Linkages and Buffers” or otherwise not designated to “Mineral Resource Extraction Area” as shown in Schedule “F” attached hereto and forming Part of this Amendment.



# Schedule 'A'

Part of Lots 11-13, Concession 1  
Geographic Township of Esquesing  
Town of Halton Hills  
Regional Municipality of Halton



Land to be re-designated from Agricultural Area to Mineral Resource Extraction Area



Land to be re-designated from Regional Natural Heritage System to Mineral Resource Extraction Area



This is Schedule 'A' to

Official Plan Amendment \_\_\_\_\_

Passed this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

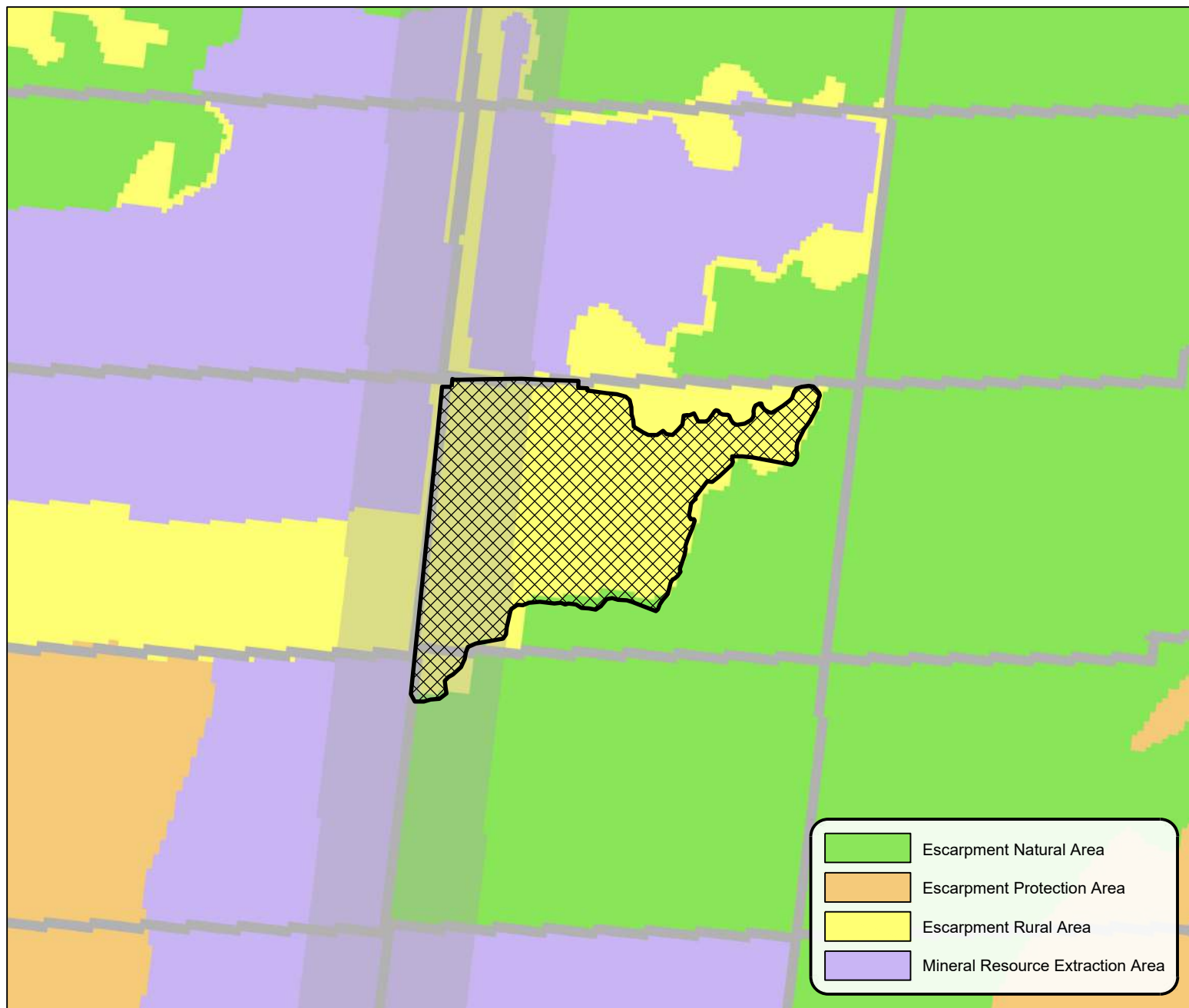
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The Regional Natural Heritage System mapping is based on a PDF and therefore does not accurately depict the site conditions as confirmed in the field.

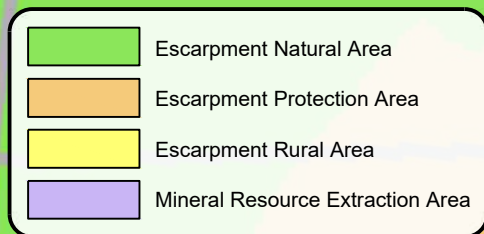


# Schedule 'B'

Part of Lots 11-13, Concession 1  
Geographic Township of Esquesing  
Town of Halton Hills  
Regional Municipality of Halton



Land to be re-designated from Escarpment Rural Area to Mineral Resource Extraction Area



This is Schedule 'B' to

Official Plan Amendment \_\_\_\_\_

Passed this \_\_\_\_ day of \_\_\_\_\_, 2021

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Mayor

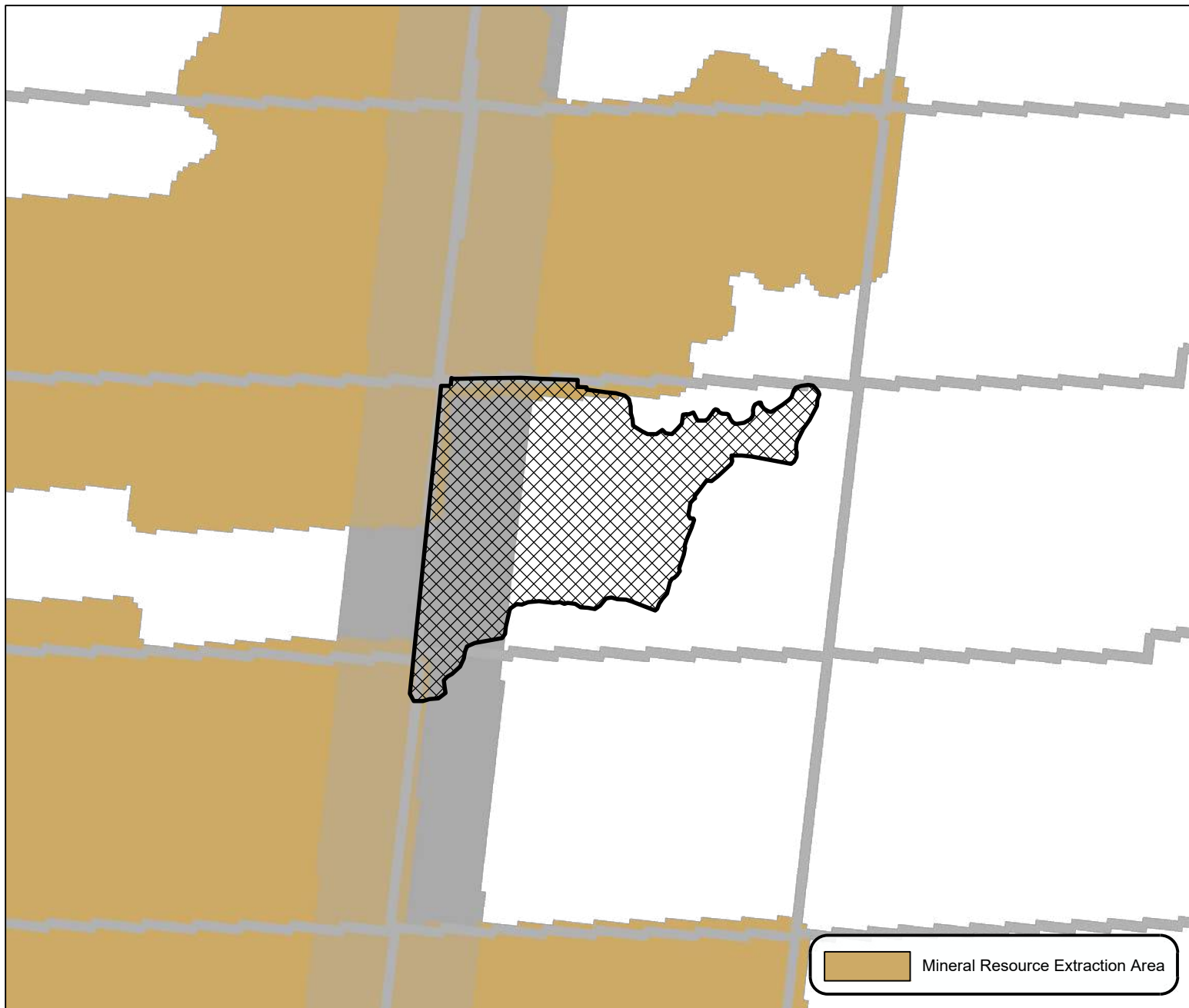
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The Region of Halton Schedule is based on a PDF and therefore does not accurately depict the Escarpment Natural Area mapping. The NEP identifies this area as Escarpment Rural Area.



# Schedule 'C'

Part of Lots 11-13, Concession 1  
Geographic Township of Esquesing  
Town of Halton Hills  
Regional Municipality of Halton



Land to be designated Mineral Resource Extraction Area

This is Schedule 'C' to  
Official Plan Amendment \_\_\_\_\_  
Passed this \_\_\_\_ day of \_\_\_\_\_, 2021

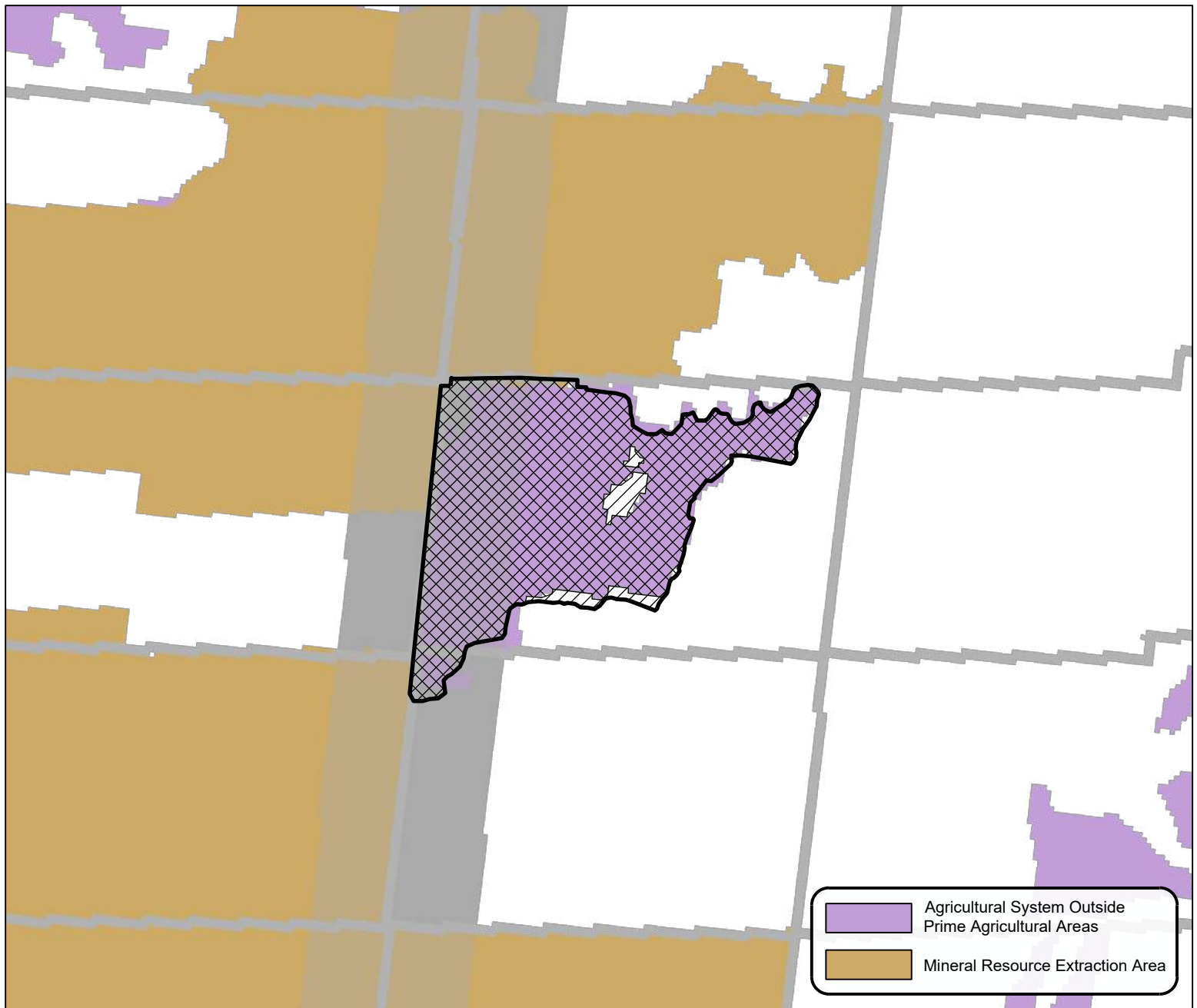
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Mayor

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Clerk



# Schedule 'D'

Part of Lots 11-13, Concession 1  
Geographic Township of Esquesing  
Town of Halton Hills  
Regional Municipality of Halton



Land to be re-designated from Agricultural System Outside Prime Agricultural Areas to Mineral Resource Extraction Area



Land to be designated Mineral Resource Extraction Area

This is Schedule 'D' to  
Official Plan Amendment \_\_\_\_\_  
Passed this \_\_\_\_ day of \_\_\_\_\_, 2021

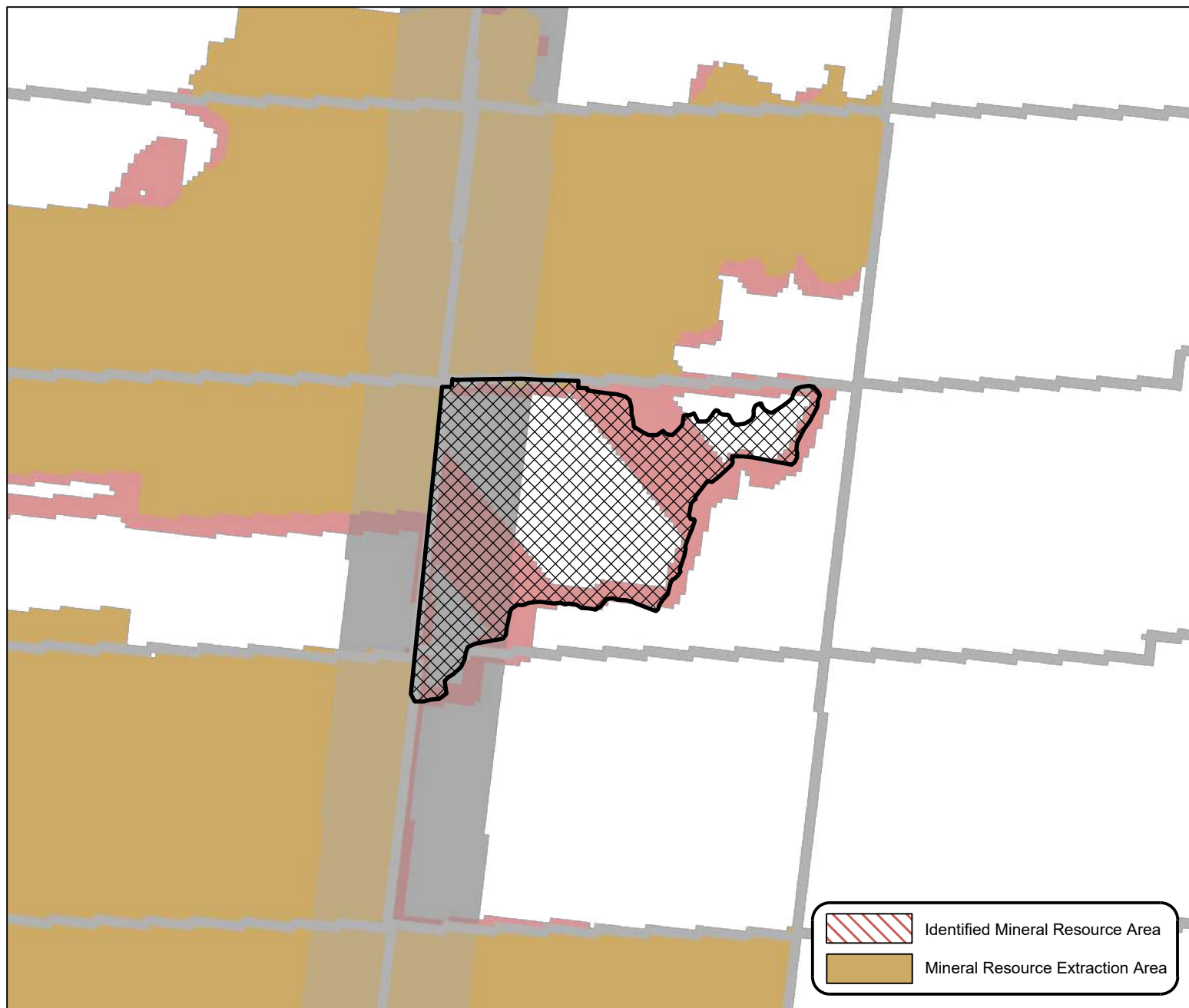
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Mayor

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Clerk



# Schedule 'E'

Part of Lots 11-13, Concession 1  
Geographic Township of Esquesing  
Town of Halton Hills  
Regional Municipality of Halton



Land to be re-designated from Identified Mineral Resource Area to Mineral Resource Extraction Area

This is Schedule 'E' to  
Official Plan Amendment \_\_\_\_\_  
Passed this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

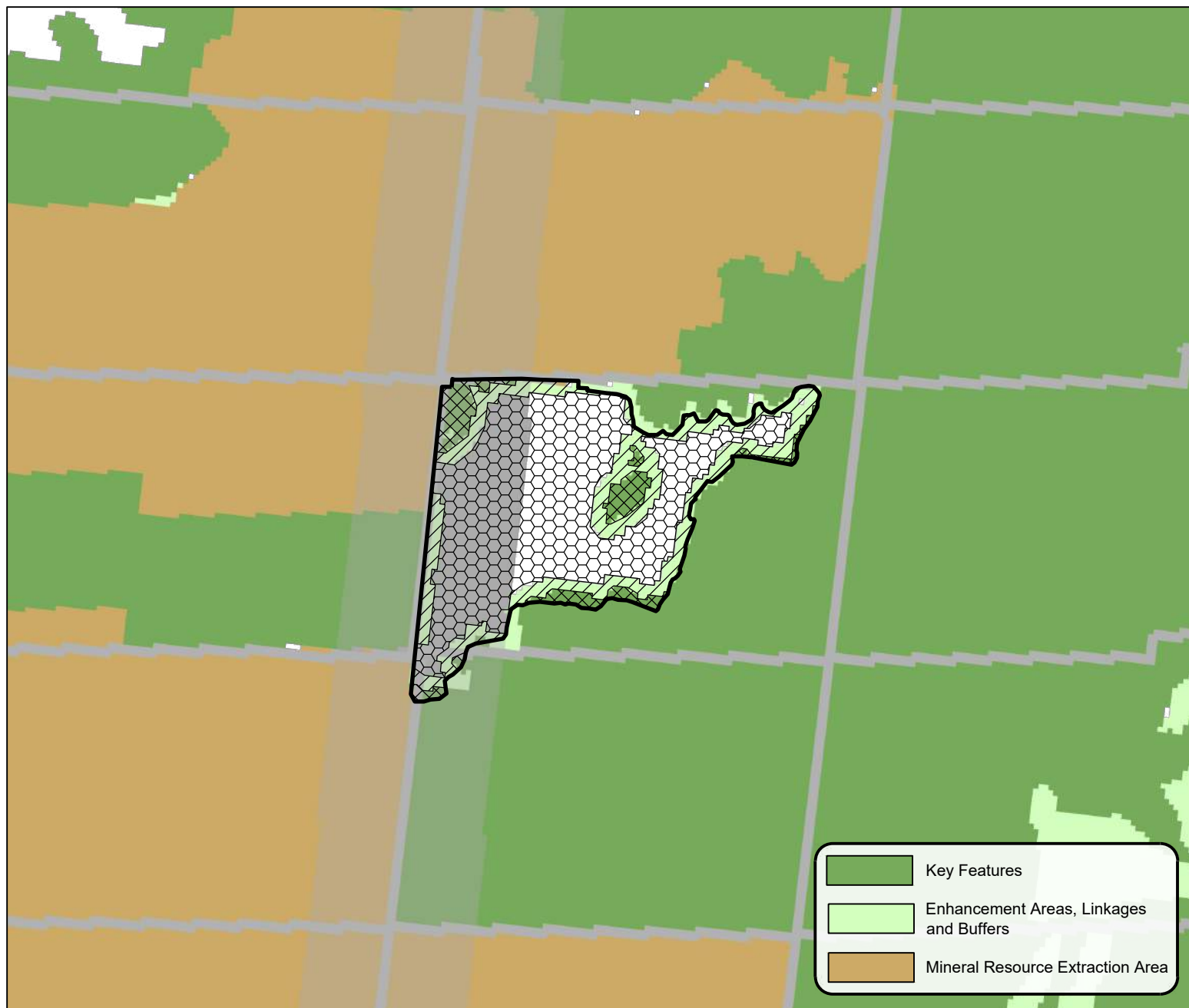
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# Schedule 'F'

Part of Lots 11-13, Concession 1  
Geographic Township of Esquesing  
Town of Halton Hills  
Regional Municipality of Halton



Land to be re-designated from Key Features to Mineral Resource Extraction Area



Land to be re-designated from Enhancement Areas, Linkages and Buffers to Mineral Resource Extraction Area



Land to be designated Mineral Resource Extraction Area

This is Schedule 'F' to

Official Plan Amendment \_\_\_\_\_

Passed this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Key Feature and Buffer mapping is based on a PDF and therefore does not accurately depict the site conditions as confirmed in the field.



April 27, 2023

### **In This Issue**

- AMO and Conservation Ontario's webinar materials and recording.
- AMO Regional Energy Planning webinar materials and recording.
- Submit your entry for the 2023 PJ Marshal Awards.
- Applications open for 2023 Ontario Community Environment Fund.
- NG9-1-1 Transfer Payment Program.
- Summer employment opportunities with Ontario Parks for students.
- Register for the AMO 2023 Annual General Meeting and Conference.
- AMO Conference 2023: Exhibitor and sponsorship information.
- Navigating Conflict for Elected Officials - new dates.
- Human Rights and Equity - new dates.
- Blog: New Cyber Incident Management Program.
- Blog: Getting Personal about Group Benefits.
- A new way to assess your gravel roads.
- Take advantage of energy analysis coaching through Save on Energy.
- Canoe vendor spotlight: Caterpillar, Inc.
- ORFA's Spring 2023 Professional Development Program, Mississauga.
- Ontario Bike Summit - April 30, Hamilton.
- Careers: Orillia, Muskoka, Sarnia, Hastings, and Simcoe.

### **AMO Matters**

The AMO and Conservation Ontario webinar is now available to watch on [YouTube](#). The webinar covers the topic of what's next for municipalities and conservation authorities in the context of land use planning.

AMO's Regional Energy Planning webinar is available to watch on [YouTube](#)! [Slides](#) from the presentations are also available. The webinar covers regional energy planning and the role of municipalities.

The [PJ Marshall Award](#) recognizes municipal governments demonstrating excellence in the use of innovative approaches in the areas of capital, service delivery showcasing examples where Ontario municipalities have implemented and can point to tangible outcomes from new, more cost-effective ways of providing public services and facilities. The deadline to submit is May 26.

### **Provincial Matters**

Please review the Ontario Community Environment Fund program [application guide](#) for guidance on applying to the program. The deadline to submit through [Transfer Payment Ontario](#) is May 30 at 5pm. Contact [OCEF@ontario.ca](mailto:OCEF@ontario.ca) for more details.

Public Safety Answering Points 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.



There are between 1500-2000 summer student positions at Ontario Parks across the province. Municipalities may share opportunities with students in their communities. Students can contact [ontarioparksjobs@ontario.ca](mailto:ontarioparksjobs@ontario.ca) with any questions.

### **Eye on Events**

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Join us May 16 for our Human Rights & Equity training offering insights, understanding and skills to support your role as an employer in these complex areas.

### **LAS**

LAS has a new program designed to help municipalities manage cyber incidents. Our latest blog outlines the details of this program and how your municipality can participate.

You know about the LAS Group Benefits Service, but do you know the person behind the scenes? We get up-close and personal with Mosey and Mosey's Account Executive in our blog.

Did you know you can now survey gravel roads through the LAS Road & Sidewalk Assessment Service? Our 360-camera based system evaluates distresses and conditions to create an objective rating for your roads. Contact Tanner for a free quote, and to get on the schedule for a Summer 2023 survey.

Save on Energy is offering three online workshops in May and June to help municipal facility and energy staff save energy in their buildings. Learn how to benchmark and analyze your energy use. Space is limited. Email [trainingandsupport@ieso.ca](mailto:trainingandsupport@ieso.ca) for more info or to participate.

Now renting Caterpillar, Inc. equipment through the Rental Equipment & Sales category of the Canoe Procurement Group. Access the equipment you need with more options and greater flexibility. Contact Sarah to learn more.

### **Municipal Wire\***

Registration open for ORFA's Spring 2023 Professional Development Program, May 1-5. Take advantage of sessions on emerging issues, trends, and challenges, training courses, and a recreation industry focused tradeshow. Join in-person or connect virtually!

Canada's premier Cycling Planning and Policy conference will run April 30 to May 2 in Hamilton, Ontario.

## Careers

Director of Council Services/City Clerk - City of Orillia. Provides leadership, overall direction, management and administration of functions associated with Clerk Services and Real Estate. Apply online only by May 4 at noon.

Procurement and Insurance Specialist - City of Orillia. Develop and maintain standardized procedures, systems and tools which support risk management activities. Apply online only by May 4 at noon.

Director, Programs (Ontario Works) - District of Muskoka Responsible for leadership and management of programs and special projects that serve vulnerable persons. Closing date May 5, at 12:00 p.m.

Assistant City Solicitor - City of Sarnia. Responsible for ensuring appropriate insurance coverage for all assets; investigating, administering and managing insurance claims; and developing and implementing policies and procedures. Apply to [hr@sarnia.ca](mailto:hr@sarnia.ca) by May 16.

Purchasing Coordinator - County of Hastings. Assists with the co-ordination and facilitation of the procurement process. Apply to [careers@hastingscounty.com](mailto:careers@hastingscounty.com) by May 12.

Planner - County of Hastings. Responsible to process, review and report on various planning applications and planning related issues and policies. Apply to [careers@hastingscounty.com](mailto:careers@hastingscounty.com) by May 3.

Planner III - County of Simcoe. Co-ordinates the processing of all planning application and circulations, including assignment of responsibility for individual applications. Apply online by May 11.

Planning Program Supervisor, Innovation & Acceleration - County of Simcoe. Identifies and implements innovative approaches to address emerging issues and/or accelerate the successful delivery of priority projects. Apply online by May 11.

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April 20, 2023

### **In This Issue**

- AMO Regional Energy Planning webinar materials and recording.
- Submit your entry for the 2023 PJ Marshall Awards.
- NG9-1-1 Transfer Payment Program.
- Summer employment opportunities with Ontario Parks for students.
- Applications open for 2023-24 Inclusive Community Grants. Deadline April 20.
- Drainage advocacy to Minister of Transport and CN.
- Register for AMO's Ending Homelessness Symposium May 3-4.
- Register for the AMO 2023 Annual General Meeting and Conference.
- AMO Conference 2023: Exhibitor and sponsorship information.
- Navigating Conflict for Elected Officials - new dates.
- Human Rights and Equity - new dates
- Take advantage of Energy Analysis Coaching through Save on Energy.
- Canoe vendor spotlight: Coast Wholesale Appliances.
- Ontario Bike Summit returns April 30.
- Careers: Oshawa, Simcoe, Ottawa, and Parry Sound DSSAB.

### **AMO Matters**

AMO's Regional Energy Planning webinar is now available to watch on [YouTube](#)! [Slides](#) from the presentations are also available. The webinar covers regional energy planning and the role of municipalities.

The [PJ Marshall Award](#) recognizes municipal governments demonstrating excellence in the use of innovative approaches in the areas of capital, service delivery showcasing examples where Ontario municipalities have implemented and can point to tangible outcomes from new, more cost-effective ways of providing public services and facilities. The deadline to submit is May 26.

### **Provincial Matters**

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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.

### **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**

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.

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Save on Energy is offering three online workshops in May and June to help municipal facility and energy staff save energy in their buildings. Learn how to benchmark and analyze your energy use. Space is limited. Email [trainingandsupport@ieso.ca](mailto:trainingandsupport@ieso.ca) for more info or to participate.

We're pleased to welcome Coast Wholesale Appliances to the [Canoe Procurement Group](#). They supply, deliver and service many of the residential-type appliances used in municipal housing and other facilities. Save time and money with this new cooperative purchasing contract. Contact [Sarah](#) to learn more.

## **Municipal Wire\***

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

## **Careers**

[Regular Full-Time Grant Administrator - City of Oshawa](#). Co-ordinate an interdepartmental approach to well prepared, compelling and effective grant proposals resulting in securing grant funding. [Apply online](#) by April 21.

[Project Coordinator, Solid Waste Management - County of Simcoe](#). Co-ordinates the development, implementation and monitoring of various waste management projects. [Apply online](#) by April 26

[Site Supervisor - County of Simcoe](#). Directs and oversees the operation, remediation and development of multiple County waste management facilities. [Apply online](#) by

April 27.

General Manager, Community and Social Services - City of Ottawa. Accountable for providing vision, leadership and strategic direction to the CSS department. Apply online by May 15.

Financial Officer - District of Parry Sound Social Services Administration Board. Responsible for maintaining a variety of accounting, financial and administrative services. Apply to [jobs@psdssab.org](mailto:jobs@psdssab.org) by April 27.

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April 13, 2023

### **In This Issue**

- Next steps for Conservation Authorities and municipalities.
- Register for Regional Energy Planning webinar - April 17.
- Call for nominations for 2023 OSUM Executive Committee.
- Submit your entry for the 2023 PJ Marshal Awards.
- Justice of the Peace vacancies.
- NG9-1-1 Transfer Payment Program.
- Summer employment opportunities with Ontario Parks for students.
- Applications now open for 2023-24 Inclusive Community Grants.
- Drainage advocacy to Minister of Transport and CN.
- OSUM Conference: Registration and program.
- Register for AMO's Ending Homelessness Symposium May 3-4.
- Register for the AMO 2023 Annual General Meeting and Conference.
- AMO Conference 2023: Exhibitor and sponsorship information.
- AMO's Land Use Planning training: fall dates.
- Navigating Conflict for Elected Officials and Human Rights & Equity - new dates.
- Public procurement and ESGs - Do they matter?
- ORFA's Spring 2023 Professional Development Program, Mississauga.
- Ontario Bike Summit returns April 30.
- Careers: Wilmot, Durham, Brampton, and Windsor.

### **AMO Matters**

On April 19 at 1pm, Conservation Ontario and AMO are hosting a [joint webinar](#) that will provide information regarding implementation of the changes to the *Conservation Authorities Act*.

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

The [Call for Nominations for the 2023 Ontario Small Urban Municipalities \(OSUM\) Executive Committee](#) is open. Those interested in running for the OSUM 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 showing examples where Ontario municipalities have implemented and can point to tangible outcomes from new, more cost-effective ways of providing public services and facilities. The deadline to submit is May 26.

### **Provincial Matters**

At the request of the [Attorney General](#) and in accordance with the [Justices of the Peace Act](#), the Justices of the Peace Appointments Advisory Committee invites applications for [vacant Justice of the Peace positions](#) in the Province of Ontario. The

Committee is accepting applications for vacancies until May 31.

Public Safety Answering Points 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.

There are between 1500-2000 summer student positions at Ontario Parks across the province. Municipalities may share opportunities with students in their communities. Students can contact [ontarioparksjobs@ontario.ca](mailto:ontarioparksjobs@ontario.ca) with any questions.

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### **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 view the program 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.

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### **LAS**

Environmental, Social, and Governance (ESG) goals have become common when talking about sustainable organizations. Canoe and CivicInfoBC are hosting a webinar



on April 27 at 1PM EST focused on ESG goals and how they relate to local governments. [Register here](#) for this informative discussion.

### **Municipal Wire\***

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

### **Careers**

[Manager of Communications and Strategic Initiatives - Township of Wilmot](#).

Responsible for public relations, engagement, and communications support for the township and Council strategic initiatives, programs, and services. [Apply online](#) by April 23.

[Project Engineer, Rapid Transit - Regional Municipality of Durham](#). Support the coordination and delivery of Regional road and/or rapid transit projects in a manner that achieves a safe and efficient Regional Road system that balances mobility requirements with the needs of the Regional community. [Apply online](#) by May 8.

[Program Leader, Zero Emission Mobility - City of Brampton](#). Responsible for overall planning, design, construction, operation and performance, warranty and maintenance considerations under the zero emission mobility program. [Apply online](#) by April 28.

[Chief Financial Officer/City Treasurer - City of Windsor](#). Responsible for all matters of financial significance, ensuring optimal fiscal and budgetary management of resources and assets, formulates the financial policies and practices of the municipality. [Apply online](#) by April 18.

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April 6, 2023

### **In This Issue**

- Next steps for Conservation Authorities and municipalities.
- Register for Regional Energy Planning webinar - April 17.
- Call for nominations for 2023 OSUM Executive Committee.
- Submit your entry for the 2023 PJ Marshal Awards.
- Amendments proposed for floating accommodations regulations.
- Applications open for 2023-24 Inclusive Community Grants.
- NG9-1-1 Transfer Payment Program.
- Summer employment opportunities with Ontario Parks for students.
- Housing Accelerator Fund announced.
- Drainage advocacy to Minister of Transport and CN.
- OSUM Conference: Registration and program.
- 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.
- AMO's Land Use Planning training: fall dates.
- Navigating Conflict for Elected Officials and Human Rights & Equity - new dates.
- LAS announces a new cyber incident management program.
- Public procurement and ESGs - Do they matter?
- Las Blog: Carbon tax - Reducing emissions and driving innovation.
- Improving roads in the Town of Essex.
- Belleville Seniors Apartment gets LED upgrade.
- Whitby discovers energy treasures in recent workshop.
- Registration now open: Road & Sidewalk Assessment webinar.
- Canoe vendor spotlight: Spatial Technologies.
- ORFA's Spring 2023 Professional Development Program, Mississauga.
- Ontario Bike Summit returns April 30.
- Careers: Township of Tiny and City of London.

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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. The deadline to submit is May 26.

### **Provincial Matters**

The MNRF 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 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).

There are between 1500-2000 summer student positions at Ontario Parks across the province. Municipalities may share [opportunities](#) with students in their communities. Students can contact [ontarioparksjobs@ontario.ca](mailto:ontarioparksjobs@ontario.ca) with any questions.

### **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](#).

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## **LAS**

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Environmental, Social, and Governance (ESG) goals have become common when talking about sustainable organizations. Canoe and CivicInfoBC are hosting a webinar on April 27 @ 1PM EST focused on ESG goals and how they relate to local governments. [Register here](#) for this informative discussion.

Putting a price on carbon pollution is widely recognized as the most efficient means to reduce greenhouse gas emissions while also driving innovation. Our [latest blog](#) helps to understand how carbon pricing is broken down.

Check out this [case study](#) featuring the Town of Essex who use the [LAS Road & Sidewalk program](#) to survey and manage their streets. Are you in need of a road needs study this year? [Contact Tanner](#) to learn how this program will work in your community.

Hastings County's Belleville Seniors Apartment recently took advantage of LAS' [Facility Lighting Service](#). The project was a huge success saving the County thousands of dollars in monthly energy bills and collecting IESO incentives close to 10% of project cost. Interested in finding out more? Contact [Christian Tham](#) for a free lighting proposal.

The Town of Whitby recently offered their staff an [LAS Energy Training workshop](#) with a focus on net zero emissions. Their energy treasure hunt revealed thousands of dollars in potential savings opportunities. Contact [Christian Tham](#) to find out how you can uncover hidden treasure in your buildings.

Join us on April 20 for an informative [webinar](#) featuring the [LAS Road and Sidewalk Assessment Service](#). Learn about NEW program features including gravel road assessments, streetview imagery, and updates to the Streetlogix software.

Canoe's Survey Equipment category now includes [Spatial Technologies \(2017\)](#), a provider of geospatial measurement and survey equipment. A great way to replenish your survey team's supplies. [Contact Simon](#) to learn more.

## **Municipal Wire\***

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## Careers

Director of Planning & Development - Township of Tiny. Responsible to plan, direct and lead the Planning & Development Department operation. Visit [www.tiny.ca](http://www.tiny.ca) for a detailed job description. Apply by 12 noon on April 11.

Manager, Rewards and Recognition - City of London. Leads programs, initiatives and projects including pensions, benefits, compensation, and recognition programs, job analysis, and organizational design. Apply on-line by April 24.

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**VIA EMAIL**

April 20, 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, April 19, 2023, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-12-23/FN-19-23 – Advanced Metering Infrastructure Project - Update**

1. THAT the implementation of a Manual Meter Read Fee as outlined in Report No. PW-12-23/FN-19-23 re: “Advanced Metering Infrastructure Project – Update” be approved.
2. THAT the project budget for the Advanced Metering Infrastructure implementation and accelerated Meter Replacement program be increased by \$10,749,155 as set out in Attachment #1 through Attachment #5 to Report No. PW-12-23/FN-19-23.
3. THAT the Regional Clerk forward a copy of Report No. PW-12-23/FN-19-23 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville for their information.

Included please find a copy of Report No. PW-12-23/FN-19-23 for your information.

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

Sincerely,

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

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

**Regional Municipality of Halton**

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



**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works Cyndy Winslow, Commissioner, Finance and Regional Treasurer
Date:	April 19, 2023
Report No:	PW-12-23/FN-19-23
Re:	Advanced Metering Infrastructure Project - Update

**RECOMMENDATION**

1. THAT the implementation of a Manual Meter Read Fee as outlined in Report No. PW-12-23/FN-19-23 re: "Advanced Metering Infrastructure Project – Update" be approved.
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**REPORT**

**Executive Summary**

- Through Report No. PW-18-18/FN-25-18, re: "Long-Term Water Meter Strategy", Regional Council approved the implementation of Advanced Metering Infrastructure, through Report No. PW-45-19/FN-35-19, re: "Long Term Water Meter Strategy Implementation Plan", Regional Council approved the Implementation Plan and through Report No. PW-28-21/FN-30-21, re: "Long Term Water Meter Strategy - Implementation Plan Update", Regional Council has previously received a project update.
- The implementation of Advanced Metering Infrastructure for Halton Water Meters was also approved by Regional Council as part of the 2019-2022 Strategic Business Plan.



- Halton Region is currently in the System Design, Integration and Testing stage of the project.
- The project schedule has been updated to reflect an extension required for the System Design, Integration and Testing stage of the project.
- Deployment of the Advanced Metering Infrastructure system network is underway and expected to be completed by late 2023, with residential and business Advanced Metering Infrastructure meter installations anticipated for late 2023 through 2026.
- Staff are seeking Regional Council approval to implement a fee for manual meter reading of non-adopter water meters. The fee will be calculated on a cost recovery basis, and included for Regional Council approval in the annual Water Rates and Charges By-Law update.
- Due to the extension of the overall project timeline and refinement of the scope of work, additional funds are required to support this project, in the amount of \$10,749,155 including three years of meter replacements that will be accelerated during the project. As a result, the nine-year capital budget forecast has been adjusted resulting in a reduction of \$1.0 million.

## **Background**

KTI Utility Services was awarded the Advanced Metering Infrastructure implementation and meter replacement contract in February 2021 and will be installing, operating and maintaining the Sensus FlexNet Advanced Metering Infrastructure system as well as replacing and retrofitting water meters throughout the Region of Halton.

The Sensus FlexNet Advanced Metering Infrastructure system is comprised of radio transmitters, data collectors and software. Advanced Metering Infrastructure technology replaces the existing touchpads on the exterior of the property with a battery operated radio transmitter that reads the water meter on an hourly basis and sends the information to Halton Region's Advanced Metering Infrastructure software via the wireless network four times per day.

As reported in Report No. PW-28-21/FN-30-21, re: "Long-Term Water Meter Strategy Implementation Plan", the project is comprised of three stages as follows:

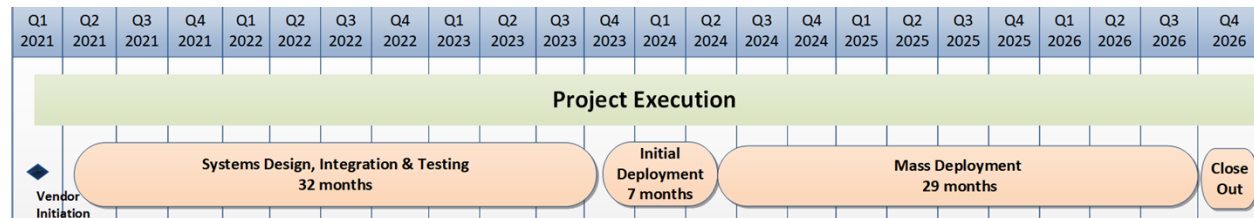
1. System Design, Integration and Testing;
2. Initial Deployment; and,
3. Mass Deployment.

This report will update Regional Council on the project timing, progress and seeks approval for a budget increase. The project is currently in the System Design, Integration and Testing stage of the project.

## Discussion

### *Project Schedule Update*

The current project schedule and approximate duration of each stage is as follows:



The Advanced Metering Infrastructure project is nearing the end of the System Design, Integration and Testing stage, which is crucial to ensure that all of Halton Region's water customers will receive uninterrupted meter reading and accurate billing once radio transmitters are installed on the meters.

The Advanced Metering Infrastructure system integration with the four Local Distribution Companies' billing system is integral to Halton Region's ability to continue with the outsourced billing and customer service process through the Local Distribution Companies and to minimize any impact to customers. This stage has been extended from 17 months to 32 months due to the unanticipated amount of time and effort required to complete the complex design, integration and testing work.

The workplan involves collaboration between Halton Region, the four Local Distribution Companies, the three Local Distribution Companies Customer Information System vendors and the Advanced Metering Infrastructure vendor in order to design and build an integrated system that facilitates the seamless flow of data between all parties. The design activities were carried out with the objectives of developing standardized integrations, in alignment with Halton Region's Digital Strategy and meeting the needs of all parties. The updated project schedule has been developed in collaboration with all involved parties with consideration of other ongoing and planned Local Distribution Companies' projects and vendor availability.

Installation of the communication network and software will also be completed during this stage. Halton Region has received all licenses required by Innovation, Science and Economic Development Canada to operate the network and Initial Deployment can begin once System Design, Integration and Testing is completed.

The Initial Deployment stage will verify that the Advanced Metering Infrastructure system is fully tested for functionality across Halton Region. This will be achieved by installing a subset of water meters with radio transmitters in the homes and businesses of water customers throughout Halton Region. The subset will include approximately 50 premises per ward. This stage will be completed over several months beginning with the City of Burlington in late 2023 and the Town of Halton Hills, the Town of Oakville and the Town

of Milton will follow. Councillors will be notified of the schedule for their respective ward in advance of initial deployment activities.

The Mass Deployment stage will commence in 2024 and involve the installation of radio transmitters and, if necessary, water meter replacements across the Region of Halton.

In order to mitigate the potential risk of supply chain issues that could result in deployment delays, staff are continually reviewing manufacturing schedules to ensure water meters and radios are being ordered well in advance of current lead times for delivery to ensure inventory will be available for mass deployment.

### ***Communications Plan***

Staff are implementing a communications plan developed for the Initial Deployment stage that supports the delivery of high-quality customer service and ensures residents have access to information about the new meter technology. The existing project webpage on Halton.ca will continue to provide a central hub for information and updates, including frequently asked questions to help customers better understand the new technology and its benefits. It also links customers to the Local Distribution Companies' websites and invites them to register for email updates about the Advanced Metering Infrastructure project and its milestones.

To ensure continuous improvement, the project team will monitor the response to the Initial Deployment stage to help inform the development of the Mass Deployment communications plan. The plan will be designed to build trust and confidence in the Advanced Metering Infrastructure project and encourage a high rate of participation. The plan will be finalized closer to 2024 and will aim to build customers' understanding and acceptance of the new meter technology. Staff will work closely with local municipal communications' teams to ensure coordination, awareness and understanding of the project during Initial Deployment as the Region prepares for the next stage.

### ***Enhanced Customer Service***

As outlined in Report No. PW-28-21/FN-30-21, re: "Long-Term Water Meter Strategy – Implementation Plan Update", through the implementation of the Advanced Metering Infrastructure system, Halton Region intends to enhance customer service for all water customers by meeting the following objectives:

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

Specific customer service enhancements and benefits are outlined as follows:

### Access to Hourly Water Consumption Data

Water customers, Halton Region and the Local Distribution Companies' Customer Service Representatives will have self-service access to hourly water data via the Local Distribution Companies' customer web portal. Through the web portal, customers will be able to track and monitor their own water usage on a daily basis. With hourly consumption data, the time and duration of high consumption can help customers determine the cause of high consumption such as filling a pool or unintentional high water usage like a leak and make decisions on appropriate action.

Having this data available can also assist customers in avoiding high water bills. Currently, abnormal consumption is identified based on billed consumption (bi-monthly for residential and monthly for industrial/commercial/institutional). Customized views and the ability to set up alerts will allow customers to react to changes in their consumption behaviour and identify water use trends and patterns which may lead to high consumption prior to billing. The Local Distribution Companies and Halton Region Customer Service Representatives will be able to refer to hourly water data to assist customers with questions about their water usage. Access to this information will increase the likelihood of first call resolution with customers which is a key metric for customer satisfaction.

### Detect Consumption Anomalies and Provide Alerts

The Advanced Metering Infrastructure software is able to receive alarms from water meters that are not operating properly, perform analysis and generate alerts based on hourly consumption trends that can be used to notify customers of unusual usage. Staff currently rely on notification from customers or the Local Distribution Companies to identify possible water meter issues. Currently this notification can be several days or weeks after the issue started since it generally relies on the bi-monthly or monthly meter reading and billing process for identification. With near-real time identification of water meter issues, staff will be able to initiate an investigation and repair/replace malfunctioning meters, including radio transmitters, in much less time.

Consumption alerts will give Halton Region the opportunity to proactively notify customers of abnormal consumption trends or leaks so that they can take corrective action before it leads to high bills. This service will leverage the notification processes already carried out by the Local Distribution Companies.

### Eliminate Manual Meter Reading and Estimated Bills

Hourly water meter readings will be transmitted from Advanced Metering Infrastructure water meters automatically to Halton Region's data repository several times per day. This will virtually eliminate estimated bills. If there is a communication network issue, meter readings continue to be recorded and are transmitted as soon as communication is re-established. Water meter readings will be provided to the Local Distribution Companies for billing through an integration with the Advanced Metering Infrastructure software. This

will reduce the financial impact on customers that occurs when corrections are made for high consumption that goes undetected due to estimated reads.

### ***Manual Meter Read Fee***

In order for all Halton Region customers to receive the same enhanced customer service benefits possible through Advanced Metering Infrastructure, 100 per cent conversion of customers to Advanced Metering Infrastructure technology is required. Historically, economies of scale applied to manual water meter reading which has kept costs reasonable. However, with full Advanced Metering Infrastructure implementation, costs will likely be significantly higher for individual manual reads as meter readers will have to be dispatched to specific and limited individual locations. In other municipalities that have implemented Advanced Metering Infrastructure systems, a small percentage of water customers do not accept the radio transmitter that must be installed to facilitate automated meter reading. If a radio transmitter is not installed, these “non-adopter” meters will continue to have to be read manually by staff visiting each property to obtain the read for billing. Staff anticipate that up to 2 per cent of accounts may not respond to Halton Region’s request to allow Advanced Metering Infrastructure installations. It is of note that Halton Region property owners are familiar with this technology since it was legislated and deployed for electric metering in the 2000s.

In order to ensure that Halton Region residential and businesses customers are not subsidising the cost of reading meters for customers who choose not to allow Advanced Metering Infrastructure installations, staff are seeking Regional Council approval to implement a fee for manual meter reading of non-adopter water meters. The fee will be calculated on a cost recovery basis, and included for Halton Regional Council approval in the annual update of the Water Rates and Charges By-Law beginning in 2024. The manual meter fee would be added to the customer’s bill. Other municipalities have implemented similar fees ranging from \$50 to \$120 per visit. This fee would only be payable by customers that do not accept the radio transmitter after multiple requests to allow Advanced Metering Infrastructure technology to be installed.

The manual reading process is meant as a temporary measure and 100 per cent Advanced Metering Infrastructure implementation is the goal.

### ***Increased Monthly Billing Frequency***

When considering previous reports, members of Regional Council have inquired as to the possibility of moving to monthly water billing for residential customers. Moving to monthly water billing will require a reconfiguration of the four Local Distribution Companies’ Customer Information Systems databases as reported to Regional Council in Report No. FN-44-15, re: “Annual Report on the Local Distribution Companies’ Agreement for Water and Wastewater Billing Services”. The preliminary incremental cost estimate for monthly billing based on the current Local Distribution Companies’ agreement is in the range of approximately \$4 million annually.

Advanced Metering Infrastructure will enhance the customer service delivery and experience for water customers through proactive notification of high water usage and access to water usage data. Advanced Metering Infrastructure will resolve issues that arise from bi-monthly meter reading and billing as estimated billing will be virtually eliminated. Disputes related to significant back-billing due to estimated bills will also be eliminated since actual hourly meter readings will be available for the Local Distribution Companies to bill off of. Customers that are concerned that the amount of their hydro bill varies each month depending on whether it is only for electricity or if both electricity and water are included will continue to have the option to sign up for equal monthly payments.

Staff are committed to bringing forward billing frequency options to Halton Regional Council before the end of mass deployment once ongoing discussions on detailed costs and complexities of system reconfigurations and benefits related to the implementation of monthly billing have been completed with the Local Distribution Companies.

### FINANCIAL/PROGRAM IMPLICATIONS

The current project budget for Advanced Metering Infrastructure implementation, including an accelerated meter replacement program for meters near end-of-life, is \$52.5 million. A comprehensive review of the anticipated project expenditures through the end of the project in 2026 has been completed. The following project elements were assessed:

- Halton Region's water meter population as of December 31, 2022;
- Number of meters to be replaced or retrofit;
- Information Technology Infrastructure – Advanced Metering Infrastructure system and software, Local Distribution Companies integration; and,
- Temporary resource needs.

Prior to initiation of the project, it was not possible to accurately budget for all project expenses since the scope of work could not yet be fully defined. The forecasted expenditures for implementation have been updated to include costs associated with the construction requirements of network installation, implementation of integrations to facilitate the flow of data between Halton Region and the Local Distribution Companies including the required programming changes to the Local Distribution Companies' Customer Information System and temporary resources to support implementation activities. Due to the extension of the overall project timeline and refinement of the scope of work, additional funds are required to support this project, in the amount of \$10,749,155 as shown in the table below.

**Long Term Water Meter Strategy**  
**Financial Implications AMI (\$000s)**

<b>((\$000s))</b>	<b>Total Approved Budget</b>	<b>Proposed Increase through PW- 12-23/ FN-19-23</b>	<b>Total</b>
<b>Capital Expenditures</b>			
Development & Implementation of AMI Plan	\$ 2,443	\$ 1,095	\$ 3,538
AMI Deployment & Meter Replacement	7,981	4,974	12,956
Large Meter Replacement - Planned & Reactive	2,083	500	2,582
Intermediate Meter Replacement - Planned & Reactive	2,287	1,118	3,405
Small Meter Replacement - Planned & Reactive	37,727	3,062	40,789
<b>Total</b>	<b>\$ 52,521</b>	<b>\$ 10,749</b>	<b>\$ 63,270</b>
<b>Financing</b>			
Water Capital Reserve	\$ 52,521	\$ 10,749	\$ 63,270
<b>Total</b>	<b>\$ 52,521</b>	<b>\$ 10,749</b>	<b>\$ 63,270</b>

The accelerated meter replacement program for meters near end-of-life has been adjusted to reflect water meters, which will be three years closer to end-of-life as a result of the timeline extension. Accelerating the replacement of these water meters benefits the customer as well as Halton Region because they will be fully compatible with the Advanced Metering Infrastructure system; whereas, if they were only retro-fit with a radio transmitter and not replaced, not all of the Advanced Metering Infrastructure functionality would be realized since the older technology is not fully compatible. As a result, the nine-year capital budget forecast has been adjusted resulting in a reduction of \$1.0 million.

The Advanced Metering Infrastructure system implementation and modernization of Halton Region's water metering system is well aligned with our Digital First and Climate Change goals and provides all residents and businesses in Halton Region with enhanced customer service and positions Halton well for the future. Staff will continue to keep Council updated as the project progresses. Council will be notified when the initial deployment phase begins and any findings or feedback from that phase of the project. Council will also be provided a more detailed mass deployment schedule when available.

Respectfully submitted,



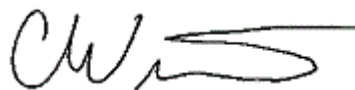
Kiyoshi Oka P. Eng.  
Director, Water and Wastewater System  
Services



Andrew Farr  
Commissioner, Public Works



Zeeshan Majid  
Director, Financial Services and Payroll



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:

Kiyoshi Oka

Tel. # 7602

Attachments: Attachment #1 – Revised Capital Budget & Financing Plan – W3289A  
Attachment #2 - Revised Capital Budget & Financing Plan – W3289B  
Attachment #3 - Revised Capital Budget & Financing Plan – W3289C  
Attachment #4 - Revised Capital Budget & Financing Plan – W3289D  
Attachment #5 - Revised Capital Budget & Financing Plan – W3289E



<b>Halton Region</b>	<b>Attachment #1</b>
<b>Revised Capital Budget &amp; Financing Plan</b>	<b>to PW-12-23/FN-19-23</b>

**Project No:** W3289A

**Project IDs:** 7789

**Project Description:** Development and Implementation of a detailed AMI Plan

Section "A" - Revised Budget		
Description	Gross Costs	Water Capital Reserve
Approved Budget & Financing:		
2019 Approved Budget FN-06-19	\$ 400,000	\$ 400,000
2020 Approved Budget FN-45-19	2,043,000	2,043,000
Total	\$ 2,443,000	\$ 2,443,000
<b>Budget Increase as per PW-12-23/FN-19-23</b>	<b>1,095,000</b>	
Total Revised Budget	\$ 3,538,000	
Section "B" - Financing Plan		
Revised Financing Plan	\$ 3,538,000	\$ 3,538,000
Funding Increase/(Redeployed)	\$ -	\$ 1,095,000
Reserve/Reserve Fund Account Number		<b>505220</b>

**Halton Region  
Revised Capital Budget & Financing Plan**

**Attachment #2  
to PW-12-23/FN-19-23**

**Project No:** W3289B

**Project IDs:** 7926

**Project Description:** AMI Deployment & Meter Replacement

<b>Section "A" - Revised Budget</b>			
<b>Description</b>	<b>Gross Costs</b>	<b>Rate Holding Account</b>	<b>Water Capital Reserve</b>
Approved Budget & Financing:			
2020 Approved Budget FN-45-19	\$ 47,557,000	\$ -	\$ 47,557,000
Phased to W3289C, W3289D and W3289E	(38,804,000)	(38,804,000)	-
Phased to W3289C, W3289D and W3289E	(771,528)	(771,528)	-
Total	\$ 7,981,472	\$(39,575,528)	\$ 47,557,000
<b>Budget Increase as per PW-12-23/FN-19-23</b>	<b>4,974,066</b>		
Total Revised Budget	\$ 12,955,538		
<b>Section "B" - Financing Plan</b>			
<b>Revised Financing Plan</b>	<b>\$ 12,955,538</b>	<b>\$(39,575,528)</b>	<b>\$ 52,531,066</b>
<b>Funding Increase/(Redeployed)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,974,066</b>
<b>Reserve/Reserve Fund Account Number</b>		<b>W4999A</b>	<b>505220</b>

**Halton Region  
Revised Capital Budget & Financing Plan**

**Attachment #3  
to PW-12-23/FN-19-23**

**Project No:** W3289C

**Project IDs:** 8026

**Project Description:** Large Meter Replacement - Planned & Reactive

<b>Section "A" - Revised Budget</b>			
<b>Description</b>	<b>Gross Costs</b>	<b>Rate Holding Account</b>	<b>Water Capital Reserve</b>
Approved Budget & Financing:			
Phased from W3289B	\$ 761,000	\$ 761,000	\$ -
2021 Approved Budget FN-44-20	225,000	-	225,000
Phased from W3289F	71,000	71,000	-
Phased from W3289B	90,550	90,550	-
2022 Approved Budget FN-41-21	470,000	-	470,000
2023 Approved Budget FN-06-23	627,000	-	627,000
Phased to W3289D and W3289E	(162,000)	(162,000)	-
Total	\$ 2,082,550	\$ 760,550	\$ 1,322,000
<b>Budget Increase as per PW-12-23/FN-19-23</b>	<b>499,774</b>		
Total Revised Budget	\$ 2,582,324		
<b>Section "B" - Financing Plan</b>			
<b>Revised Financing Plan</b>	<b>\$ 2,582,324</b>	<b>\$ 760,550</b>	<b>\$ 1,821,774</b>
<b>Funding Increase/(Redeployed)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 499,774</b>
<b>Reserve/Reserve Fund Account Number</b>		<b>W4999A</b>	<b>505220</b>

**Halton Region  
Revised Capital Budget & Financing Plan**

**Attachment #4  
to PW-12-23/FN-19-23**

**Project No:** W3289D

**Project IDs:** 8024

**Project Description:** Intermediate Meter Replacement - Planned & Reactive

<b>Section "A" - Revised Budget</b>			
<b>Description</b>	<b>Gross Costs</b>	<b>Rate Holding Account</b>	<b>Water Capital Reserve</b>
Approved Budget & Financing:			
Phased from W3289B	\$ 1,651,000	\$ 1,651,000	\$ -
2021 Approved Budget FN-44-20	102,000	-	102,000
Phased from W3289G	42,000	42,000	-
Phased from W3289B	40,000	40,000	-
2022 Approved Budget FN-41-21	145,000	-	145,000
2023 Approved Budget FN-06-23	295,000	-	295,000
Phased from W3289C	12,000	12,000	-
Total	\$ 2,287,000	\$ 1,745,000	\$ 542,000
<b>Budget Increase as per PW-12-23/FN-19-23</b>	<b>1,118,392</b>		
Total Revised Budget	\$ 3,405,392		
<b>Section "B" - Financing Plan</b>			
<b>Revised Financing Plan</b>	<b>\$ 3,405,392</b>	<b>\$ 1,745,000</b>	<b>\$ 1,660,392</b>
<b>Funding Increase/(Redeployed)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,118,392</b>
<b>Reserve/Reserve Fund Account Number</b>		<b>W4999A</b>	<b>505220</b>

**Halton Region  
Revised Capital Budget & Financing Plan**

**Attachment #5  
to PW-12-23/FN-19-23**

**Project No:** W3289E

**Project IDs:** 8028

**Project Description:** Small Meter Replacement - Planned & Reactive

<b>Section "A" - Revised Budget</b>			
<b>Description</b>	<b>Gross Costs</b>	<b>Rate Holding Account</b>	<b>Water Capital Reserve</b>
Approved Budget & Financing:			
Phased from W3289B	\$ 36,392,000	\$ 36,392,000	\$ -
Phased from W3289H	25,000	25,000	-
Phased from W3289B	640,978	640,978	-
2022 Approved Budget FN-41-21	237,000	-	237,000
2023 Approved Budget FN-06-23	282,000	-	282,000
Phased from W3289C	150,000	150,000	-
Total	\$ 37,726,978	\$ 37,207,978	\$ 519,000
<b>Budget Increase as per PW-12-23/FN-19-23</b>	<b>3,061,923</b>		
Total Revised Budget	\$ 40,788,901		
<b>Section "B" - Financing Plan</b>			
<b>Revised Financing Plan</b>	<b>\$ 40,788,901</b>	<b>\$ 37,207,978</b>	<b>\$ 3,580,923</b>
<b>Funding Increase/(Redeployed)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,061,923</b>
<b>Reserve/Reserve Fund Account Number</b>		<b>W4999A</b>	<b>505220</b>



**VIA EMAIL**

April 20, 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, April 19, 2023, the Council of the Regional Municipality of Halton adopted the following resolution:

**RESOLUTION: PW-18-23/LPS39-23 - Private Well Water Disruption Investigations**

THAT Report No. PW-18-23/LPS39-23 re: "Private Well Water Disruption Investigations" be received for information.

Included please find a copy of Report No. PW-18-23/LPS39-23 for your information.

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

Sincerely,

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

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

**Regional Municipality of Halton**

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

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



## The Regional Municipality of Halton

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works Bob Gray, Commissioner, Legislative and Planning Services and Corporate Counsel
Date:	April 19, 2023
Report No:	PW-18-23/LPS39-23
Re:	Private Well Water Disruption Investigations

### RECOMMENDATION

THAT Report No. PW-18-23/LPS39-23 re: "Private Well Water Disruption Investigations" be received for information.

### REPORT

#### **Executive Summary**

- Recently as a result of dry weather conditions, Halton Region has received an increase in the number of private well water inquiries from residents.
- This report provides an overview of how Halton Region responds to inquiries from private well water owners who are experiencing a disruption to their private well.
- The majority of well disruption claims are as a result of a potential disruption due to Regional construction projects, private development activities and due to dry weather conditions.
- Halton Region reviews concerns it receives expressed by private well owners related to Regional construction projects and nearby development projects.

#### **Background**

Recently as a result of dry weather conditions, Halton Region has received an increase in the number of private well water inquiries from residents.

The purpose of this report is to provide an overview of how Halton Region responds to inquiries from private well water owners who are experiencing a disruption to their private

well. Disruptions could be issues of water quantity and/or water quality. The nature of Halton Region's response to inquiries is dependent on the specific cause of the disruption determined through an initial investigation. The majority of well disruption claims are as a result of three circumstances, where Halton Region's response is tailored to each and include:

1. Potential disruption due to Regional construction projects;
2. Potential disruption due to private development activities; and,
3. Disruption due to dry weather conditions.

## **Discussion**

This report provides a description of the nature of activities related to well disruption claim circumstances and the support provided by Halton Region as well as information that Halton Region shares with to assist private well owners in routine maintenance and operation. Outside of the circumstances described in numbers 1 and 2 below, Halton Region does not have responsibility for private wells.

### ***1. Potential Disruption due to Regional Construction Projects***

During Regional construction projects, Halton Region makes every effort to minimize disruptions to a resident's private well.

Halton Region has established a well mitigation protocol to manage all well water supply disruptions when affected by Regional infrastructure construction activities.

Prior to the commencement of infrastructure construction projects, in an effort to mitigate potential impacts to private well water supplies Halton Region will:

- Engage an independent hydrogeologist to carry out a pre-construction survey of private wells.
- All residents with private wells in the zone of influence are offered the chance to participate in a well monitoring program.
- For participating properties, pre-construction water levels are measured, water samples are taken and data-loggers are put into the well to allow accurate readings to be taken throughout the construction.
- When properties do not participate in the well monitoring program, additional monitoring wells are set up in the right-of-way for the duration of the project to monitor groundwater conditions.

Halton Region responds to all public inquiries regarding potential private well water interference impacted by infrastructure construction projects. Following the receipt of concerns expressed by property owners, Halton Region completes a thorough investigation to determine if any projects recently undertaken required dewatering and/or lowering of an aquifer.



In the event that a Regional project may have impacted a private well, the following steps are taken:

- Provide bottled drinking water within 12 hours of contact made to Halton Region.
- Initiate an investigation into the cause of the water supply disruption.
- Help guide the resident through the investigation process and supply potable drinking water until the reason behind the water disruption is found.
- If the investigation is expected to last more than two days, Halton Region will install a water supply tank, fill an existing private cistern, or deliver water directly into a well within 48 hours of receiving a resident's concern to ensure the resident has access to drinking water during the investigation. The water will be refilled by Halton Region's contractor on a weekly basis, or as needed, until the reason behind the water disruption is found.
- A hydrogeologist report will determine future actions as follows:
  - When the aquifers need time to replenish Halton Region will continue to supply the resident with water until such time as the water level is restored.
  - If hydrogeologist determines that aquifers are not expected to be restored the resident can engage the services of a licensed well contractor to assess the condition of the water supply and existing well.
  - Where there is enough water in the well, the existing pump or a replacement pump will be lowered deeper into the private well to secure the water supply.

If, after time, the above mitigation measures are not proving to be successful, then Halton Region will investigate the feasibility of:

- Deepening the well;
- Drilling a new replacement well;
- Connecting to the municipal water supply if allowable under the *Planning Act*; or
- Other supply options.

## **2. Potential Disruption due to Private Development Activities**

Similar to the approach to investigating private well water disruptions potentially related to infrastructure construction works, Halton Region will review concerns expressed by private well owners related to nearby development projects.

Where development requires infrastructure-related excavation, Halton Region enters into an agreement that requires the developer to undertake well monitoring surveys prior to, during and following construction. Well monitoring surveys are intended to inventory the baseline condition of all private wells within 500 metres of the development lands and are surveyed and monitored if the developer has the consent of the well owner.

If a landowner within 500 metres of a development experiences a well disruption, there are specific actions the developer must take to fulfill the agreement including:

- Conduct a hydrogeological study that assesses the nature of the disruption(s).
- Provide a temporary water supply and other services to the resident(s) while the investigation occurs.
- Halton Region reviews the hydrogeological study and typically relies on having this studied peer-reviewed.
- If upon review it is concluded that the excavation associated with the developer contributed infrastructure has caused the well disruption, the developer is responsible for providing a permanent supply including:
  - Drilling a new well, providing a cistern or connecting to a municipal waterline if one is nearby.
- If the hydrogeological study and peer review conclude that the excavation associated with the developer contributed infrastructure has not caused the disruption, the private well owner is responsible for addressing the issue (see below).

As mentioned above, the provision of interim water, usually in the form of large portable totes, must be provided by the developer upon receiving the complaint and must be in place until a determination of the cause is confirmed.

### **3. *Disruption due to Dry Weather Conditions***

Conservation Authorities define Low Level Water Conditions as follows:

- Normal - conditions are within normal limits.
- Level I - this level is primarily a warning based on early indication of potential water supply problems. As a result, the focus is on voluntary conservation of water.
- Level II - this level indicates a potentially serious problem. As a result, the conservation of water is extended to restrictions on non-essential uses.
- Level III – this level indicates a failure of the water supply to meet demand. As a result, the focus is on conservation, regulation and enforcement of non-essential uses.

In 2022, all three Conservation Authorities (i.e., Conservation Halton, Credit Valley Conservation and Grand River Conservation Authority), which oversee watersheds within Halton Region, issued Level II water conditions, which remained in effect until January 10, 2023 when the conditions were downgraded to Level I. On March 1, 2023, Conservation Halton announced that the Level I low water condition message issued on January 10, 2023 was removed as conditions had returned to normal as a result of continued improvements to precipitation and streamflow conditions.

Environment Canada's weather outlook from January through March 2023 suggested above normal temperatures and normal to above normal precipitation amounts, which is expected to further improve conditions within Halton. Notwithstanding the improving precipitation and streamflow conditions, reported low groundwater levels are expected to rebound more slowly considering longer lag times.

Private water wells access groundwater stored underground in aquifers. Throughout the year, rain and melting snow replenish aquifers as the water seeps into the ground. Shallow aquifers are replenished every few weeks to every few years, are closer to the surface, and more easily accessible. However, some aquifers are much deeper and it can take hundreds to thousands of years for them to be replenished, as these types of aquifers are located farther away from the surface.

When there is a drought in Halton Region (a period of time with less precipitation of either snow or rain), it is harder for aquifers to be replenished. During these times, aquifers can be at lower water levels or go dry and it can be harder to access water on private water wells.

Residents can access information as to whether Halton Region is experiencing lower water levels through the following websites:

- <https://www.plantmaps.com/interactive-ontario-canada-drought-monitor-map.php> and;
- <https://agriculture.canada.ca/en/agricultural-production/weather/canadian-drought-monitor>

In cases where it has been determined that a private well water interference is not a result of a Regional infrastructure or development construction project, it is recommended that residents contact the Ministry of the Environment, Conservation and Parks (local district office or wells help desk) to report any well concerns. The Ministry of the Environment, Conservation and Parks, legislates water supply wells and water takings through Wells Regulation 903 and the *Ontario Water Resources Act* and will investigate a resident's concerns further.

In addition to responding to these inquiries and assisting residents in navigating potential next steps, staff monitor and map these concerns.

### ***Private Well Maintenance and Protection***

Private well owners are responsible for protecting their well water, inspecting the well, and regular testing. Residents may consider the following options related to their well concerns:

- retain a licensed well technician who works for a [licensed well contractor](#) to inspect their water supply well to ensure the pump is in good working order and to obtain a water level measurement (using a water level metre) to determine the depth of water in the water supply well.
- If the water level in a well is too low to supply sufficient water to the household, the resident might wish to consider installing a cistern (storage tank) on their property to temporarily have water trucked in to supply water to their household until the low water condition is restored and the water level in the well has recovered.

- If a resident would like to construct a new water supply well that obtains water from a deeper aquifer which is less vulnerable to impacts from periods of low water conditions, well construction options can be discussed with a licensed well technician.

### ***Halton Region's Residential Well Decommissioning Grant***

All Halton Region landowners must decommission (remove from service) any unused wells on their property. This reduces the risk of groundwater contamination, which is important in areas where people use groundwater for drinking water.

Halton Region offers a Residential Private Well Decommissioning Grant to landowners who plan to decommission their unused well(s). The grant covers 50 per cent of the total cost up to a maximum of \$1,000 per well.

Additional information on Halton Region's Residential Well Decommissioning Grant can be found on the [Residential Well Decommissioning Grant page](#) on [halton.ca](http://halton.ca).

### ***Private Well Water Disruption Inquiries from the Public***

Residents can contact Halton Region by calling 311 or email at [accesshalton@halton.ca](mailto:accesshalton@halton.ca) to express their private well water concerns and to receive additional information on Halton Region's investigation process.

## FINANCIAL/PROGRAM IMPLICATIONS

There are no financial/program implications associated with this report.

Respectfully submitted,



Marek Braczek  
Director, Engineering and Construction



Andrew Farr  
Commissioner, Public Works



Curt Benson  
Director, Planning Services and Chief  
Planning Official



Bob Gray  
Commissioner, Legislative and Planning  
Services and Corporate Counsel

Approved by



Jane MacCaskill  
Chief Administrative Officer

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

Curt Benson

Tel. # 7181

Attachments: None



April 4, 2023

City of Burlington  
Town of Milton  
Town of Halton Hills

clerks@burlington.ca  
townclerk@milton.ca  
valeriep@haltonhills.ca

**Subject: 2023 Halton Court Services Business Plan**

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At its meeting on March 27, 2023, Oakville Town Council approved the following resolution with respect to the subject item noted above:

- 1. That the 2023 Business Plan and Budget for Halton Court Services and the accompanying Reserve Fund transfers, as detailed in the report from the Finance department dated March 14, 2023 and attached Appendix A, be approved.*
- 2. That the Mayor and Clerk be authorized to execute any required documents and/or agreements to give effect to the transfer of Part III Provincial Offences Act prosecutions subject to the satisfaction of the Joint Management Board.*
- 3. That the Mayor and Clerk sign a letter to the Ministry of the Attorney General in support of more Justice of Peace appointments and for those appointments to be in a more timely fashion in an effort to provide a solution to the severe lack of judicial resources.*
- 4. That a copy of this report be forwarded to the Corporation of the City of Burlington, the Corporation of the Town of Halton Hills, and the Corporation of the Town of Milton for information.*

Should you have any questions regarding this matter or should you require additional information, please contact Vicki Tytaneck, Town Clerk at 905-845-6601, extension 2003, or email [vicki.tytaneck@oakville.ca](mailto:vicki.tytaneck@oakville.ca)

Sincerely,

*Vicki Tytaneck*

Vicki Tytaneck  
Town Clerk

Encl



## REPORT

### Council

**Meeting Date: March 27, 2023**

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**FROM:** Finance Department

**DATE:** March 14, 2023

**SUBJECT:** 2023 Halton Court Services Business Plan

**LOCATION:** Town-wide

**WARD:** Town-wide

Page 1

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#### RECOMMENDATION:

1. That the 2023 Business Plan and Budget for Halton Court Services and the accompanying Reserve Fund transfers, as detailed in the report from the Finance department dated March 14, 2023 and attached Appendix A, be approved.
2. That the Mayor and Clerk be authorized to execute any required documents and/or agreements to give effect to the transfer of Part III Provincial Offences Act prosecutions subject to the satisfaction of the Joint Management Board.
3. That the Mayor and Clerk sign a letter to the Ministry of the Attorney General in support of more Justice of Peace appointments and for those appointments to be in a more timely fashion in an effort to provide a solution to the severe lack of judicial resources.
4. That a copy of this report be forwarded to the Corporation of the City of Burlington, the Corporation of the Town of Halton Hills, and the Corporation of the Town of Milton for information.

#### KEY FACTS:

The following are key points for consideration with respect to this report:

- Halton Court Services (HCS) provides court services within Halton for offenses under the *Provincial Offences Act (POA)* and the (federal) *Contraventions Act*.
- As the Municipal Partners, the CAO's of each municipality in Halton serve on the Joint Management Board (JMB) to oversee the management and business HCS.

- Each municipality in Halton is required to approve the annual business plan and budget.
- The operation of HCS is funded through fine revenue.
- The annual net revenue from HCS is divided among all the Municipal Partners – 50% to the Region and 50% to the area municipalities allocated according to weighted assessment share.
- **2023 Business Plan and Budget highlights:**
  - The proposed net revenue for HCS in 2023 is \$1.7 million, which is a 47% decrease from the 2022 budget. Oakville's projected share of net revenue is also expected to decrease, from \$684k to \$366k.
  - Total revenues are budgeted to be \$8.6 million, a 13.8% decrease from 2022's budget (\$10 million). The decrease is due in part to ongoing pandemic impact on enforcement staffing resources and the higher number of people working from home.
  - Total expenditures are budgeted to be \$6.86 million, a 1.6% increase from 2022's budget (\$6.76 million).
  - A recommendation for a \$50k contribution to the Capital Reserve Fund, consistent with prior years.
  - A recommendation for a withdraw of \$69k from the Capital Reserve Fund for computer hardware/software replacements.
  - Other key issues, including:
    - Ongoing pandemic related issues;
    - Bill 177 implementation;
    - Changes and costs related to the transfer of Part III POA prosecutions from the province;
    - Conversion of one part-time Case Administrator to full-time position;
    - New Regulations Permit Municipal Use of Administrative Penalties for Automated Speed Enforcement;
    - Articling Student Program.
- **Intergovernmental Request:**
  - In 2022, Council approved a priority intergovernmental request related to courts and restoring municipal fine revenues. Specifically, the request was for the Province to commit sufficient judicial resources to



address the backlog of cases, in particular as a result of the COVID-19 pandemic.

- The Council of the City of Burlington also recently approved a request for the respective municipal partners to sign a letter to the Ministry of the Attorney General supporting the appointment of more justices of the peace.

## **BACKGROUND:**

In keeping with the Inter-municipal Agreement between the City of Burlington, the Towns of Halton Hills, Milton, Oakville and the Region of Halton, the City of Burlington is required to provide its partners with an annual business plan and budget for HCS.

The 2023 Business Plan was completed in September and was built on the performance of HCS in 2022. The Business Plan and Budget have been reviewed and approved by the JMB and the Area Treasurers. The 2023 Business Plan and Budget is attached as Appendix A to this report

## **COMMENT/OPTIONS:**

### **OVERVIEW OF 2022 FINANCIAL PERFORMANCE**

#### **Budget**

Following are the financial results for HCS at end of second quarter:

- Gross revenues of \$3,826,826 (38.3% of budget)
- Overall expenditures of \$3,012,795 (44.6% of budget)
- Year-to-date net revenue of \$814,030 (25.1% of budget)

There is an expected shortfall of approximately \$1.59 million in net revenue in 2022. This shortfall reflects an approximate reduction in gross revenue of \$1.8 million which is offset by an approximate \$242k decrease in expenditures. The shortfall in gross revenues is primarily due to:

- A decrease in number of charges which continues to be pandemic related
- A backlog in matters being heard compounded by a lack in judicial resources

Revenues received from the temporary lease agreement with the Ministry of the Attorney General totaled \$296,055 with \$109,727 being paid in 2021 and \$186,328 being paid in 2022.

#### **Charges Filed**

By end of June, there were 23,345 (39%) charges filed of the projected 60,000 total for 2022. Filed charges fell short of Q2 projections with the probable cause being due to the ongoing pandemic impact on enforcement staffing resources and the higher amount of public working from home. Therefore, it is projected that charges may reach 50,000 (83% of projected total) by year end.

**Audits**

KPMG performed an audit of HCS for the period ended December 31, 2021. There were no items of concern to report to the Partnership by way of an auditors' management letter. KPMG maintains a practice of issuing qualified opinions for all of its POA court clients due to the inability to review cash procedures at other POA courts accepting fine payments on behalf of HCS, and to review controls of the provincial ICON system utilized by all POA courts across the province.

**Stabilization Fund**

Net revenue surplus was transferred to the Municipal Partner Revenue Stabilization Fund (MPRSF) between 2013 and 2017. Interest is allocated to the MPRSF on an annual basis.

The Area Treasurers directed that contributions to the MPRSF end as of 2018 given the healthy balance of the MPRSF. Due to the pandemic in 2020, the budgeted net revenue was not reached by operations alone and a drawing from the reserve fund was necessary in order to eliminate any variance in the budgeted distribution. At the end of 2019, the balance in the Stabilization Reserve Fund was just under \$4.89 million. In order to meet the \$4.65 net revenue distribution, a total of \$4,099,660 was drawn from the fund in 2020. In 2021, the JMB directed to only distribute to the Partners the actual net revenue earned from operations in 2021. The balance in the Stabilization Reserve Fund is now \$854,703 at the beginning of 2022.

*Refer to page 6 of the Business Plan for a detailed report of the Stabilization Fund forecast.*

**2022 Performance Projections****Overall Revenues**

The Municipal Partners are projecting gross revenues based on current trends and although population continues to grow at a fair rate across Halton, the number of charges filed has been impacted by the pandemic for the last several years. While other regions show a strong correlation between population growth and increased local enforcement, many regions continue to show similar impacts from the pandemic. An increase over the projected total for 2022 (50,000) of 52,000 charges is projected for 2023, having taken into consideration the ongoing pandemic waves and with the hope that enforcement practices will increase from pandemic lows. Gross revenue for HCS in 2023 is budgeted at \$8.6 million as compared to the \$10 million originally budgeted for during 2022.

**Overall Expenditures**

Total expenditures in 2023 are budgeted at \$6.8 million compared to the \$6.7 million originally budgeted for 2022.

**Net Revenues**

Overall net revenues are decreasing by \$1.4 million over the 2022 budget. This impacts the net revenues for each of the 5 partner municipalities.

*See Appendix A for a copy of the overall 2023 HCS Budget.*

**Writing-off of Uncollectable Defaulted Fines**

In accordance with the Write-Off Policy, the Municipal Partners are seeking approval from the Area Treasurers and the Joint Management Board to write-off those defaulted fines that have accumulated during 2022 where it has been determined there are no viable means of collection. Write-offs scheduled during 2022 will total approximately 172 with a total value of approximately \$95,102. This is made up of older cases with an enforcement date from January 1994-December 2003.

**Reserve Fund**

With interest income it is projected that the Reserve Fund balance will be approximately \$397,264 at the end of 2022.

The Municipal Partners regularly conduct an annual review of the Reserve Fund to ensure that future capital cost requirements are reflected and that the required minimum balance of \$300,000 is maintained. The Municipal Partners are recommending that the minimum contribution of \$50,000 continue to be made to the Reserve Fund during 2023.

HCS is scheduled for new computers under the Computer Renewal Program and will be renewing with laptops and docking stations to support the Hybrid Workforce. The estimated cost for 31 laptops, 11 additional docking stations and 7 power cords is \$69,000 which will outfit; Administration, Court Support, Collections and Prosecution and leave 10 desktop computers in the courtrooms for renewal in 2024.

*Refer to pages 8-9 of the Business Plan to view the Reserve Fund table*

**External Review**

The external review of Halton Court Services is currently underway. The RFP was issued in September 2022 and a successful candidate has been selected. The consultant will commence the review in January 2023, completing the process with a report to the Joint Management Board and the Area Treasurers by end of June 2023. Up to \$100,000 is to be provided from the Stabilization Reserve Fund as approved in the 2022 Budget and Business Plan.

**INTERGOVERNMENTAL REQUESTS**

Staff also note an opportunity to act in furtherance of Council's approval of the [2022 Priority Intergovernmental Requests](#) from March 2022; specifically, the request in [Appendix A](#) of that report: "To restore municipal fine revenues by requesting that the

Province commit sufficient judicial resources to address the backlog of cases and implement regulatory changes to provide for the efficient collection of fines.”

The COVID-19 pandemic and court closures have resulted in a significant backlog of cases and a corresponding drop in revenues for municipalities who prosecute *Provincial Offences Act* (POA) charges under the Memorandum of Understanding with the Province.

Currently, there are not enough Justices of the Peace to hear cases in the Ontario Court of Justice. Although municipalities have invested in the infrastructure required for virtual court rooms, Court Managers are routinely directed to cancel scheduled court dates because judicial resources are not available.

There has been a significant decrease in fine revenues for municipalities, which continue to face the cost of court operations. The collection of the fines that have been imposed is slow, expensive and uncertain.

Staff also note that the Council of the City of Burlington at its [January 24, 2023, Council meeting](#) approved a request for the respective municipal partners to sign a letter to the Ministry of the Attorney General in support of appointing more justices of the peace—and in a more timely fashion—in an effort to address judicial resources. The third recommendation in this report aligns with that language.

## Emerging Issues

### 1. Ongoing Pandemic Recovery

The pandemic continued to effect court operations across the province as staffing resources were affected across all aspects including judicial resources, enforcement and within HCS, which affected not only charge volumes but also court proceedings. As the pandemic continues in waves those impacts are expected to continue. While every effort is made to manage the backlog of matters to be scheduled the drastically reduced judicial resources in the Central West Region (CWR) continues to impact the number of matters that can be scheduled. There are approximately 23,000 Part I charges that require court dates to be scheduled. The shortage in judicial resources is anticipated to be ongoing throughout 2023.

*Refer to pages 9-10 for more information on Pandemic Recovery.*

### 2. Bill 177 Implementation

The Ministry of the Attorney General (MAG) proclaimed some portions of Bill 177 on November 1, 2021, which allowed for the HCS Administration staff to assume processes formerly performed by the justice of the peace which has allowed for backlogs to be eliminated in:

- Extension for Time to Pay Applications – HCS now approves applications for more time to pay fines which eliminates the wait times for review by a justice of the peace and improves customer service. Applications for extensions of time are now reviewed by the justice of the peace only in cases where the application cannot be approved by Administration due to the circumstances within.
- Fail to Respond Docket Review – HCS Administration now holds the responsibility of reviewing Certificates of Offence to ensure they are proper on their face and registers convictions daily removing all delays in this process and ensuring timely convictions of matters that are without a response from the defendant.

*Refer to page 10 for more information on Bill 177 Implementation.*

### **3. Transfer of Part III POA Prosecutions to Municipalities - Update**

As reported previously, the Municipal Partners were advised by Ministry of the Attorney General (MAG) in August 2017 that the province intends to transfer the responsibility for prosecution of Part Three POA matters to municipalities. A Transitional Planning Working Group (TPWG) was formed in early 2020 to bring together municipalities across Ontario and MAG to ensure essential components are put in place for an effective transition from planning to implementation stage. In March 2021 MAG advised that it would need additional internal approvals in order to achieve consistency among the current MOU, the proposed interim agreement and amending transfer agreement to facilitate certain requirements of the Criminal Law Division and the Provincial Offences Act.

*Refer to page 11 for more information on Bill 177 Implementation.*

### **4. Conversion of one part-time Case Administrator to full-time position**

Halton Court Services currently employs one full-time and one part-time Case Administrator.

The 2021 Business Plan and Budget approved the conversion of the existing one part-time Case Administrator to one full-time position to manage the transfer of responsibility from the province for the case administration of Part III offence, subject to a report back to the Joint Management Board respecting staffing implications to manage the transfer. Given the delay in the transfer of Part III offences, the staffing implications have not yet been reported on and the recruitment to fill this part-time role has not yet occurred. The exact date for the transfer remains unknown.

The current part-time Case Administrator has indicated her intention to retire at the end of the year 2022, and therefore an opportunity arose to fill this role with one full-time Case Administration (representing the existing part-time role and an additional part-time role addressed in the 2021 budget which remains unfilled). The recruitment for this full-time role will commence once the retirement date is set, to

ensure continuity of operations. This recruitment will occur in advance of reporting back on the staffing implication of the Part III transfer required under section 4.

## **5. 2022 COVID-19 Backlog efforts**

Prosecutions in coordination with Court Administration is working together to help address the current backlog of cases. The coordination of efforts is key as the number of courts has reduced and continues to be further reduced due to lack of Judicial resources.

To mitigate the further delay caused by lack of resources, Court Administration increased the number of matters on trial dockets, and additional prosecution resources were committed to allow for increased numbers of matters to be scheduled for early resolution.

During the weeks where there are closures, case management courts have been utilized to reach out to defendants whose matters are waiting to be scheduled for trial to offer them an opportunity to resolve their matter prior to trial.

*Refer to page 12 for more information on Covid-19 backlog efforts.*

## **6. 2022 COVID-19 Impacts**

As the Covid 19 pandemic continues through waves, prosecution team is experiencing and has budgeted for additional contract service costs for per diem prosecutor services. In April of 2022 direction from MAG provided that all matters that are currently not scheduled, are to be scheduled for in-person proceedings with requirement to accommodate virtual proceedings if the defendant requests to attend virtually. Effective April 2022 defendants have the option on how they wish to attend, either in-person or virtual via Zoom when they file their matter with the court. As a result, scheduling currently requires all prosecutors to be in the Halton Court Services Building on all days on which Court is in session. In anticipation of more staff absences due to more frequent contact with the public and to comply with public health directions and the directions of the City of Burlington, this additional resource is required to ensure coverage of court for the 5-day self-isolation period.

## **7. New Regulations Permit Municipal Use of Administrative Penalties for Automated Speed Enforcement**

In April of 2022, the provincial government filed Ontario Regulation 355/22 under the *Highway Traffic Act* which will permit the municipal use of Administrative Monetary Penalties (AMPs) for Automated Speed Enforcement. It also includes the use of AMPs for other camera bases systems such as red lights, streetcars, and school buses. The extension of AMPs for these vehicle based offences will significantly broaden the tools available to help enforce speed limits and improve road safety.

*Refer to page 13 for more information on Administrative Penalties.*

**8. Articling Student Program**

In July of 2022 the City of Burlington commenced participation in an articling student program. Halton Region is covering the hiring costs of the four articling students which are being shared on a rotational basis between Halton Region, City of Burlington, Halton Police and the Town of Oakville. The City of Burlington rotation for each student opens the window to litigation experience as students will obtain hands on practical court experience as they learn about Provincial Offences and engage in the everyday activities of the prosecution office.

**CONSIDERATIONS:****(A) PUBLIC**

Overall service levels to the public are maintained within Halton under the proposed business plan and budget.

**(B) FINANCIAL**

The 2023 Budget for HCS includes a net surplus of \$1.7 million (after Reserve Fund transfers) which will be shared among the Municipal Partners, with Oakville's share being \$366k. This has been included in Oakville's 2023 approved budget.

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

N/A

**(D) CORPORATE STRATEGIC GOALS**

This report addresses the corporate strategic goal(s) to:

- be accountable in everything we do
- be fiscally sustainable

**(E) CLIMATE CHANGE/ACTION**

N/A

**APPENDICES:**

Appendix A – 2023 Halton Court Services Business Plan and Budget

Prepared by:

Jade Surgeoner

Manager of Accounting

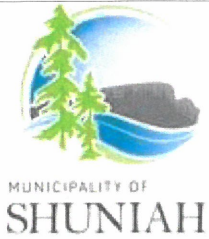
Recommended by:

Jonathan van der Heiden

Deputy Treasurer and Director of Finance

Submitted by:  
Nancy Sully  
Commissioner, Corporate Services and Treasurer





## COUNCIL RESOLUTION

Resolution No.: 138-23

Date: Apr 11, 2023

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council receive and support the resolution from the Town of Essex regarding Municipalities Retaining Surplus Proceeds from Tax Sales;

AND THAT Council direct the Clerk to forward a copy of this resolution to Honourable Peter Bethlenfalvy, Minister of Finance, Lise Vaugeois, MPP, Kevin Holland, MPP, Association of Municipalities of Ontario (AMO) and all other Ontario Municipalities.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred

Wendy Landry  
Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



**PROCLAMATION**  
**LYME DISEASE AWARENESS MONTH**  
**MAY 2023**

**WHEREAS** Lyme disease is one of the most frequently reported vector-borne diseases and can impact the quality of life of individuals and their families in Ontario and across Canada; and Lyme disease is a devastating disease, leaving many Canadians to suffer.

**WHEREAS** Lyme disease is preventable and it is important that everyone knows how to protect themselves and their loved ones; and

**WHEREAS** Lyme disease and Lyme co-infections can be challenging to diagnose, and, if left untreated, symptoms may result in complicated multi-level infections that are life-altering; and

**WHEREAS** Lyme Ontario is a registered, not-for-profit organization dedicated to increase awareness, education and information on Lyme Disease.

**THEREFORE**, I, Ann Lawlor, Mayor, of the Town of Halton Hills do hereby proclaim May 2023 as **Lyme Disease Awareness Month**.

A handwritten signature in black ink, reading "Ann Lawlor".

Ann Lawlor  
Mayor, Town of Halton Hills



**PROCLAMATION**  
**MELANOMA AND SKIN CANCER AWARENESS MONTH**  
**MAY 2023**

**WHEREAS,** It is imperative that communities across Canada be reminded of the importance of sun safety; and

**WHEREAS,** Over-exposure to UV radiation is one of the major causes of melanoma and non-melanoma skin cancers; and


**WHEREAS,** Skin cancer is the most common of all cancers. 1 in 6 Canadians born in the 1990s will get skin cancer in their lifetimes; and

**WHEREAS,** Many people seek sun without taking the advisable precautionary measures and are unaware that any darkening of skin colour, including a tan, is indicative of UV damage; and

**WHEREAS,** Skin self-examinations should be performed on a monthly basis because skin cancers are highly treatable when detected early; and

**WHEREAS,** Save Your Skin Foundation is dedicated to the fight against non-melanoma skin cancers, melanoma and ocular melanoma through nationwide education, advocacy, and awareness initiatives.

**THEREFORE,** I, Ann Lawlor, Mayor, of the Town of Halton Hills do hereby proclaim May 2023 as **Melanoma and Skin Cancer Awareness Month**.

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



**PROCLAMATION**  
**WORLD MIGRATORY BIRD DAY**  
**MAY 13, 2023**

**WHEREAS** World Migratory Bird Day is observed on the second Saturday of May, at the peak of spring migration; and

**WHEREAS** World Migratory Bird Day is a time to discover the wondrous birds that join us every spring, to celebrate the impressive journey they've endured, and to learn about the threats they face due to human influences, and how we can help; and


**WHEREAS** this year's conservation theme Water: Sustaining Bird Life, encourages us to learn more about how migratory birds make use of aquatic ecosystems and discover the many amazing waterfowl we have locally; and

**WHEREAS** Halton Hills is home to a diverse array of freshwater ecosystems which are crucial sites for migration, feeding, resting and nesting including wetlands, ponds, the Credit River, Silver Creek, Fairy Lake, and Black Creek; and

**WHEREAS** the Town of Halton Hills became the 14th municipality in Canada to earn Bird Friendly designation by Nature Canada on May 22nd 2022, thanks to the efforts of the Town of Halton Hills, numerous community groups, and the Bird Friendly Halton Hills team; and

**WHEREAS** the Bird Friendly Halton Hills team is inviting the community to a World Migratory Bird Day celebration with details available at [//www.haltonhillsnature.com/birds](http://www.haltonhillsnature.com/birds).

**THEREFORE**, I, Ann Lawlor, Mayor, of the Town of Halton Hills do hereby proclaim May 13, 2023 as **World Migratory Bird Day**.

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



**PROCLAMATION**  
**POLISH HERITAGE MONTH**  
**MAY 2023**

**WHEREAS** The Legislative Assembly of Ontario established the month of May as Polish Heritage Month with legislation that received Royal Assent on December 9, 2021. By proclaiming the month of May as Polish Heritage Month, the Province of Ontario recognized the great impact that Polish Canadians have had on Ontario's history, culture and community; and

**WHEREAS** Ontario is home for over than half million people with Polish heritage and families with Polish origin want to raise their children to recognize the language, culture and traditions of the country of their ancestors within Canada's multicultural fabric; and

**WHEREAS** Constitution Day, May 3rd, is one of the most important dates in Poland's history, marking a centuries long struggle for freedom and independence by the Polish people. Polish Heritage Month in May is an opportunity to bring Polish history and traditions closer to Ontarians of all ages and backgrounds.

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

A handwritten signature in black ink, reading "Ann Lawlor", is written over a horizontal line.

Ann Lawlor  
Mayor, Town of Halton Hills