

# TOWN OF HALTON HILLS – GENERAL INFORMATION PACKAGE

## COUNCIL MEETING – December 11, 2023

### ADVISORY/SPECIAL COMMITTEES AND BOARD MEETING MINUTES

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### GENERAL CORRESPONDENCE

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### PASSED RESOLUTIONS

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67-72	HALTON REGION – Resolution passed at its Council meeting held on November 22, 2023 regarding Negotiation with Miller Waste Systems to Extend Agreement for the Collection of Solid Waste in Halton Region.
73-169	HALTON REGION – Resolution passed at its Council meeting held on November 22, 2023 regarding Corporate Climate Action Plan and Greenhouse Gas (GHG) Emissions Reduction Target.
170-171	TOWNSHIP OF PERRY – Resolution passed at its Council meeting held on November 15, 2023 regarding Letter of Support - Amendments to Legislation Act, 2006 – Corporation of the Township of Perry.
172	MUNICIPALITY OF MAGNETAWAN – Resolution passed at its Council meeting held on November 15, 2023 regarding Support for Township of McKellar – Call for an Amendment to the Legislation Act, 2006.

- 173 VILLAGE OF SOUTH RIVER – Resolution passed at its Council meeting held on November 14, 2023 regarding Support for Township of McKellar – Call for an Amendment to the Legislation Act, 2006.
- 174-187 TOWN OF OAKVILLE – Resolution passed at its Council meeting held on November 13, 2023 regarding Bill 131, Transportation for the Future Act, 2023 and Bill 134, Affordable Homes and Good Jobs Act, 2023.
- 188-189 COUNTY OF PRINCE EDWARD – Resolution passed at its Council meeting held on November 14, 2023 regarding urging the Federal and Provincial governments to establish a guaranteed livable income.
- 190-191 COUNTY OF PRINCE EDWARD – Resolution passed at its Council meeting held on November 14, 2023 regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities.
- 192 TOWNSHIP OF COLEMAN – Resolution passed at its Council meeting held on November 20, 2023 regarding Letter of Support – Conservation Officer Reclassification.
- 193-194 TOWN OF AYLMER – Resolution passed at its Council meeting held on November 15, 2023 regarding Motion regarding Provincial Consideration for Amendments to the Residential Tenancies Act.
- 195-197 ELGIN COUNTY – Resolution passed at its Council meeting held on November 14, 2023 regarding Resolution in Support for Bill 21, Fixing Long-Term Care Amendment Act.
- 198 MUNICIPALITY OF SHUNIAH – Resolution passed at its Council meeting held on November 14, 2023 regarding Unnecessary Noise – Engine Breaks.
- 199 TOWN OF SOUTH BRUCE PENINSULA – Resolution passed at its Council meeting held on November 21, 2023 regarding Request to Amend Highway Traffic Act for Use of Automated Speed Enforcement Systems.

**MINUTES OF THE  
ACTIVE TRANSPORTATION COMMITTEE**

**November 28, 2023**

Minutes of the Active Transportation Committee meeting held on Tuesday November 28, 2023 in the Esquesing Room, 1 Halton Hills Drive and via Zoom

Members Present: Councillor J. Fogal, Chair, Councillor A. Hilson, A. Sommer, N. Barros (EP), C. Lenz (EP), R. Hendry, B. Mandarino, G. Price-Jones (EP – Electronic Participation)

Regrets: C. Patten, J. Dougherty

Staff Present: I. Drewnitski, Transportation Planning Technologist (E), M. Taylor, Senior Landscape Architect, M. Lawr, Deputy Clerk - Legislation (E – Electronically Present)

**1. CALL TO ORDER**

Councillor J. Fogal, Chair called the meeting to order at 7:02 p.m.

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

There were no disclosures of pecuniary or conflict of interest.

**3. RECEIPT OF PREVIOUS MINUTES**

Recommendation No. ACT-2023-0007

THAT the Minutes of the Active Transportation Committee Meeting held on September 26, 2023 be received.

**CARRIED**

**4. SCHEDULED ITEMS FOR DISCUSSION**

**a. Trail Steward Program**

M. Taylor provided an overview of the Town's Trail Steward Program which began in 2014. The volunteers of the program support the successful operation of the Town of Halton Hills trail network by performing regular inspections, reporting deficiencies, and performing light maintenance

duties like removing litter on an assigned segment of trail. There will be an increase in promotion of the program next year.

More information on the Trail Steward Program, including a Volunteer Application Form can be found on the [Town's Volunteer webpage](#).

**b. Slow & Say Hello Program**

M. Taylor attended a webinar hosted by American Trails regarding the Slow & Say Hello Program and wanted to get the Committee's thoughts on the program. The program focuses on promoting safe encounters between trail users.

The Committee agreed that this could be a successful program in Halton Hills. M. Taylor will look further into beginning to implement the program through the Town's social media platforms and signage within the trails.

**c. Engineering Update**

I. Drewnitski provided an update on the following projects:

- Bike routes implementation project – completed
- Queen Street (Highway 7) between Churchill Road and Eastern Avenue – Bike sign improvements – ongoing
- Guelph and Sinclair intersection and multi-use path (includes bike signals at Guelph and Sinclair) – completed and bike signals are live
- Metrolinx Railway Lines on Eastern Avenue and Mill Street East Railway Safety Assessment – Will have more information on the status of this project in 2024
- Region of Halton Projects:
  - Steeles Avenue from Regional Road 25 to Trafalgar Road (Milton/Halton Hills)
  - Regional Road 25 from 5 Side Road to 10 Side Road (Halton Hills)

I. Drewnitski advised that the Halton Region will examine a wide range of multi-modal transportation improvements, including roadway widening, cross-sectional requirements, active transportation, transit supportive infrastructure, intersection improvements and overall traffic operations, as well as the impact of such improvements on the social, cultural and natural environments.



An online Public Information Centre (PIC) is taking place between November 23 and December 21, 2023. Details, PIC materials and a link to the survey can found on the [MCEA Study consultation webpage](#).

**d. Education Update**

I. Drewnitski advised that the Share the Road signs to be installed at 15 Side Road and 10 Side Road between Trafalgar Road and Regional Road 25 should be done by the end of this year. Staff are currently waiting on locates before installation.

I. Drewnitski advised that one high school active transportation presentation has been given and one more is scheduled. These presentations were done with Metrolinx and Town staff.

**e. Encouragement Update**

There was no Encouragement update at this time.

**f. Evaluation & Planning Update**

I. Drewnitski provided an update on the following items:

Bike Repair Stations – Stations have been installed at the library and at Town Hall. At the request of the Committee, I. Drewnitski will work with Communications staff to promote the locations of the bike repair stations.

Mapping Infrastructure – I. Drewnitski noted that he will bring a more in-depth mapping update in the new year. Some of the items to be considered will include bike repair stations on the interactive mapping and adding a cycling route layer to the mapping.

**5. WORKING GROUPS**

**a. Bike It**

Councillor J. Fogal provided an update on the Bike It Working Group hosting a Bike Summit in 2024. Volunteers and staff resources will be needed for this event. More information will be brought forward next year.

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

2024 Transportation & Public Works projects

2024 Recreation & Parks projects

**7. ADJOURNMENT**

The meeting adjourned at 8:03 p.m.

**MINUTES OF THE  
ACCESSIBILITY ADVISORY COMMITTEE**

Minutes of the Accessibility Advisory Committee meeting held on Wednesday November 22, 2023 Via Zoom

Members Present: Councillor M. Albano, Chair, Councillor D. Keene, L. McKenzie, J. Pearce, S. Calvert

Regrets: J. Bray, W. Farrow-Reed

Staff Present: R. Brown, Deputy Clerk – Administration, H. Beaumont, Recreation Supervisor – Hillsview Georgetown, J. Middleton, facility Supervisor – Acton Arena, T. Forbes, Facility Supervisor – Gellert, A. Matthews, Director of Facilities

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**1. CALL TO ORDER**

Councillor M. Albano, Chair called the meeting to order at 6:39 p.m.

**1.a Welcome New Member Sarah Calvert to the Committee**

Councillor M. Albano, Chair welcomed Sarah Calvert to the committee.

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

**2.a S. Calvert - Funding for Renovations to the Welcome Desk at Hillsview Active Living Centre – Georgetown**

S. Calvert declared a potential conflict of interest as she is a member of the Hillsview Active Living Centre – Georgetown and assisted in the preparation of the requests for funding from the Federal and Provincial Accessibility Grant Programs. She did vote on this matter.

**3. RECEIPT OF PREVIOUS MINUTES**

**3.a Minutes of the Halton Hills Accessibility Advisory Committee Meeting held on September 13, 2023.**

Recommendation No. HHAAC-2023-0010

THAT the Minutes of the Halton Hills Accessibility Advisory Committee Meeting held on September 13, 2023 be received.

**CARRIED**

**4. SCHEDULED ITEMS FOR DISCUSSION**

**4.a Funding for Renovations to the Welcome Desk at Hillsview Active Living Centre - Georgetown**

H. Beaumont provided a brief overview of the project noting its importance in providing accessibility for members attending the facility as well as making the desk accessible for those members to volunteer at the center as well. H. Beaumont noted that they were unsuccessful in their attempts to get funding from Federal and Provincial accessibility grants.

Recommendation No. HHAAC-2023-0011

THAT the committee approves funding for renovation of the Welcome Desk at Hillsview Active Living Centre - Georgetown in the amount of \$17,000 (+HST) to be taken from the Municipal Accessibility Plan Capital Project Account.

**CARRIED**

**4.b Funding Request - Power Doors for Hillsview Active Living Centre - Acton and Acton Arena**

J. Middleton provided the committee with a brief overview of the project noting the need for these doors to improve accessibility in the facility for not just members of Hillsview but for all people using the facility.

Recommendation No. HHAAC-2023-0012

THAT the committee approves funding for Push Button Doors at Hillsview Active Living Centre - Acton in the amount of \$12,000 (+HST) to be taken from the Municipal Accessibility Plan Capital Project Account.

**CARRIED**

**4.c Whisper Quiet Hand Dryers in Town Facilities**

T. Forbes reviewed the report with the committee noting that the recommendation by staff at this time is not to change the Town's the existing hand dryers as they are quieter than the new hand dryers that are listed as whisper quiet. The committee discussed balancing sound, efficiency and health and asked staff if they can continue to monitor the situation and report back to the committee when the technology improves.

Recommendation No. HHAAC-2023-0013

THAT the committee receive the report;

AND FURTHER THAT staff report back to the committee when there are improvements in the technology.

**CARRIED**

**4.d 2024 Meeting Schedule - HHAAC**

Recommendation No. HHAAC-2023-0014

THAT the committee approves the Halton Hills Accessibility Committee 2024 Meeting Calendar.

**CARRIED**

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

Transportation Update - AODA Signals

Recreation Update - AODA Features in Facilities

**6. ADJOURNMENT**

The meeting adjourned at 7:37 p.m.

## DOWNTOWN ACTON BIA

### DABIAAGM / BOARD OF MANAGEMENT MEETING MINUTES

Wednesday November 15, 2023 – 6:30pm

#### In-Person Meeting – Acton Town Hall Centre Bower Room, 19 Willow Street North Acton Ontario

**6:30 pm** – Doors open and light refreshments.

**7:00 pm** -

1. Chair's Welcome: Monica Galway - 6:56 pm
2. Welcome Address: Mayor Ann Lawlor – 6:58 pm
3. Meeting Attendees Introductions: Erin Burger - \*ToHH Community Development, Sarah Schicht - \*ToHH Economic and Tourism Development, Payge Lucas – The Roxy Centre Acton, Nancy Wilkes – Acton Optical, Louisa McCarley – Willow Lane Natural Foods, Trish Sommerville – Coldwell Banker Escarpment Realty Acton, Lorie Cunningham – BIA Volunteer, Scott Brooks – Vintage Acton Newsletter, Mayor Ann Lawlor, Monica Galway – Profiles Hair / BIA Chairperson, Chris Cambouris – Titan Tek Biz / BIA Vice-Chairperson, Councilor Mike Albano, Town Appointed Board Member, Nicole Walker – Acton Optical / Board Member, Norman Paulsen – Acton Motors / Board Member, Patricia Daleman – Board Member, Matthew Galliford – BIA Coordinator.

\*ToHH – Town of Halton Hills

4. Call to Order: Monica Galway – Profiles Salon / Chairperson at 7:04 pm
5. Chairperson's Report: Monica Galway – Profiles Salon / Chairperson

Monica gave a recap of the 2023 year so far. She noted the BIA hiring Matthew Galliford as Office Coordinator in January 2023, the projects that we have had this year (downtown beautification, Leathertown Festival, Outdoor Market, Trick or Treat and the new holiday lights downtown).

6. Coordinator's Report: Matthew Galliford – BIA Coordinator

Matthew presented a chronological display of the 2023 events and administrative happenings of the Downtown Acton BIA. The year started with financial reconciliation of 2022 Q4 and the reconciliation of the 2022 HHBRT Tourism Grant expenses. Additionally prep work took place for the annual Audit.

June 2023 saw the move of the Acton Outdoor Market from Willow Street North to Prospect Park. The market overall hosted 31 registered vendors during the season until Thanksgiving in October. In July, the BIA with Michael Chong attended the Canada Day celebrations at Prospect Park. Over 200 mini cupcakes and bottles of water were given out as well as Canada Day flags, tattoos, pins and Oh Canada bookmarks. August hosted the 2023 Annual Downtown Acton Leathertown Festival. The festival boasted record breaking attendance and vendors on site. Leathertown Festival was a huge success thanks to our local corporate sponsors and vendors fees. October had the Trick or Treat on Mill and Main Streets. Our streets were flooded with participants, a troupe of dancing witches and fun activities. Thanks

goes to all of the local businesses in Downtown Acton who generously supplied and gave out candy to all of the trick or treaters. In November, the BIA participated in the Remembrance Day parade and laid an honor wreath at the Cenotaph. Finally in mid-November the new Downtown Acton holiday lights were installed in time for the Santa Claus parade. The 30 snowflake lights have been an ongoing purchase negotiation from the Downtown St. Catherines BIA since May. The snowflake lights along with the intention to have decorated holiday trees in as many of the storefronts as possible and holiday light displays around town are part of a new initiative to bring back that cozy welcoming small town feel to downtown Acton. There are many new plans being proposed for 2024 as we continue to show the surrounding areas how great the Downtown Acton community is and why it's worth the drive.

Presentation: Where we were, where we are now and where we are going in the future. – Photos to accompany the coordinator's report

7. Financials: Presented by Patricia Daleman
  - i: Receiving of the 2022 audited financial statements. ATTACHED PDF
  - ii: Approval of the 2024 proposed budget. The proposed budget will be presented to the Town of Halton Hills Budget Committee by Matthew Galliford – BIA Coordinator on Monday December 4<sup>th</sup> at 1:00 pm.
8. Other Business: None
9. Motion to Adjourn: 7:59 pm First: Nicole Walker, Second: Chris Cambouris, All in Favor: Yes

NEXT MEETING:

December Mid-month TBD.

*Shop, Eat & Play Local – It's Worth the Drive*

**DOWNTOWN ACTON BIA**  
**BOARD OF MANAGEMENT MEETING MINUTES**  
**Wednesday November 15, 2023 – 6:30pm**

**In-Person Meeting – Acton Town Hall Centre**  
**Bower Room, 19 Willow Street North Acton Ontario**

In Attendance: Monica Galway – Profiles Hair / BIA Chairperson, Chris Cambouris – Titan Tek Biz / BIA Vice-Chairperson, Councilor Mike Albano, Town Appointed Board Member, Nicole Walker – Acton Optical / Board Member, Norman Paulsen – Acton Motors / Board Member, Patricia Daleman – Board Member, Matthew Galliford – BIA Coordinator. On leave of absence: SangWon Bak – Board Member.

1. Call to Order: Monica Galway – Profiles Salon / Chairperson at 8:19 pm
2. Adoption of October 2023 Minutes:  
First: Chris Cambouris – Vice Chairperson, Second: Nicole Walker – Acton Optical  
All in Favor: Yes - Accepted
3. Declaration of Pecuniary Interests: None
4. Motion to Approve November 2023 AGM Agenda:  
First: Norman Paulsen – Acton Motors, Second: Chris Cambouris – Titan Tek Biz,  
All in Favor: Yes - Approved
5. Chairperson’s Report: See above minutes.
6. Coordinator’s Report: See above minutes.
7. Financials: Patricia Daleman
  - i: Receiving of the 2022 audited financial statements.
  - ii: Approval of the 2024 proposed budget. See above minutes.
8. Other Business:
  - Additions made i) Directors and Operators Insurance Policy – Discuss / Vote
  - ii)Hiring a Bookkeeping Service: Sheida Kernc, CPA - Discuss / Vote
  - iii) Town of Halton Hills MOU (Memorandum of Understanding) - Discuss / Vote



- i) Director and Operators insurance policy quotes (Traveler's Insurance Company) are in from Paul C. Armstrong Brokerage in Georgetown.  
\$One Million liability coverage - \$2196.00/year on a three-year policy term.  
\$Two Million liability coverage - \$3132.00/year on a three-year policy term.

\$One Million liability coverage has been decided on by the Board of Directors.

Motion to Accept the Insurance Coverage as posted: Monica Galway - Chairperson

First: Nicole Walker – Acton Optical, Second: Chris Cambouris – Titan Tek Biz

All in Favor: Yes – Passed / Matthew to follow up with Paul C. Armstrong Ins.

- ii) Sheida Kernc, CPA has offered two hours / month of bookkeeping to the BIA to verify and reconcile our accounts at the rate of \$200.00 + HST (\$226.00 / month).

The Board have agreed to the terms of two hours per month at the rate of \$200.00 + 13% HST = \$226.00 / month with the caveat that any instance of services to exceed \$226.00 in a month must be approved and require Board of Directors approval prior to commencing or payment thereof.

Motion to Accept the bookkeeping services as offered: Monica Galway - Chairperson

First: Chris Cambouris – Titan Tek Biz, Second: Norman Paulsen – Acton Motors

All in Favor: Yes – Passed / Matthew to follow up with Sheida Kernc, CPA.

- iii) Town of Halton Hills MOU (Memorandum of Understanding)

Councilor Mike Albano is asking the Board of Directors to accept and approve the Draft MOU as sent out for review by email in October 2024. Board Members do not feel comfortable or ready to vote on this as there are still many questions regarding the terms of the MOU and as stated in the MOU Draft, a walking site visit of Acton is to take place in spring 2024 where consultation can occur. There is much confusion regarding the timeline of the MOU and the Members of the Board would like further information and input before making a motion to accept and approve the MOU document.

\*Matthew has contacted Erin Kaiser at the Town of HH Economic Development office to request further information and clarification for the Board of Directors.  
(November 17<sup>th</sup>, 2023)

- 9. Motion to Adjourn: 8:50 pm First: Nicole Walker, Second: Chris Cambouris, All in Favor: Yes

NEXT MEETING: Wednesday December 13<sup>th</sup>, 2023, 6:30 pm Meeting and Christmas Dinner

Location: Olympic Greek Souvlaki, 15 Mill Street East, Acton



**Halton Hills Public Library Board**

Thursday, November 2, 2023

Georgetown Branch Boardroom and Zoom

7:00 p.m.

**Minutes**

**Members Present:** Betsy Cospers (Chair/Recorder), Erica Daly, Christina da Rocha-Feeley, Councillor Alex Hilson, Councillor Bob Inglis, Matt Kindbom (Vice Chair), Jane Marshall, Keith Medenblik, Tamara Smith, Alice Strachan, Lisa Teggart

**1.0 Declaration of Quorum**

B. Cospers declared that a quorum was present and called the meeting to order at 7:03 p.m.

**2.0 Land Acknowledgement**

B. Cospers read an Indigenous Land Acknowledgement.

**3.0 Approval of Agenda**

Moved by: Councillor B. Inglis

Seconded by: A. Strachan

THAT the agenda be approved.

**CARRIED**

**4.0 Declaration of Pecuniary Interest**

NIL

**5.0 In Camera**

**5.1. Confidential re: Personnel Matter**

Moved by: T. Smith

Seconded by: E. Daly

THAT the meeting move In Camera to address the following matters:

- Confidential Verbal Update regarding personnel matters about an identifiable individual.

**CARRIED**

Moved by: Councillor B. Inglis

Seconded by: M. Kindbom

THAT the meeting move Out of Camera.

Moved by: C. da Rocha-Feeley

Seconded by: E. Daly

THAT the recommendations contained in the Confidential Minutes from the November 2, 2023 In

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Camera session are hereby adopted;

AND FURTHER THAT staff carry out any of the Board's direction on these matters as set out in the Confidential minutes dated November 2, 2023.

**CARRIED**

**6.0 Next Meeting**

Wednesday, November 22, 2023  
7:00 pm  
Georgetown Branch, Boardroom

**7.0 Adjournment**

Moved by: A. Strachan  
Seconded by: L. Teggart

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:15 p.m.

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

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

APPROVED: November 22, 2023  
DATED: November 22, 2023

**Halton Hills Public Library Board**

Wednesday, October 25, 2023

Georgetown Branch, Boardroom

7:00 p.m.

**Minutes**

**Members Present:** Betsy Coper (Chair), Erica Daly, Christina da Rocha-Feeley, Councillor Alex Hilson, Councillor Bob Inglis, Matt Kindbom (Vice Chair), Jane Marshall, Keith Medenblik, Tamara Smith, Alice Strachan, Lisa Teggart

**Staff Present:** Clare Hanman, Beverley King, Lori Mazza Brenton (Recorder), Mary Querques  
(Open Session)

**1.0 Declaration of Quorum**

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

**2.0 Land Acknowledgement**

Councillor A. Hilson read an Indigenous Land Acknowledgement.

**3.0 Approval of Agenda**

Moved by: Councillor A. Hilson

Seconded by: J. Marshall

THAT the agenda be approved.

**CARRIED**

**4.0 Declaration of Pecuniary Interest**

NIL

**5.0 Minutes of the Previous Meeting(s) of the Library Board and Sub-Committees**

**5.1 Minutes of the Library Board Meeting held on September 27, 2023**

Moved by: Councillor A. Hilson

Seconded by: Councillor B. Inglis

THAT the minutes of the Library Board meeting held on September 27, 2023 be approved.

**CARRIED**

**5.2 Minutes of the Advocacy Committee Meeting held on August 3, 2023**

Moved by: C. da Rocha-Feeley

Seconded by: K. Medenblik

THAT the minutes of the Advocacy Committee meeting held on August 3, 2023 be approved.

**CARRIED**

## 6.0 Consent Agenda

### 6.1 Report No. LBD-2023-052 re: Policy Review: Financial Management, Purchasing, Contests and Lotteries, Duties of the Chief Librarian and CEO, Meeting Room – Second Review

Moved by: K. Medenblik

Seconded by: E. Daly

THAT Report No. LBD-2023-052 dated October 19, 2023, regarding the Policy Review: Financial Management, Purchasing, Contests and Lotteries, Duties of the Chief Librarian and CEO, and Meeting Room be approved.

**CARRIED**

## 7.0 Correspondence

NIL

## 8.0 Delegations/Presentations

### 8.1 2022 Economic Impact Update

- Refer to Item No. 12.3 Report No. LBD-2023-056 regarding 2022 Economic Impact Update.
- B. King delegated to the Board regarding highlights from the HHPL's 2022 Annual Report and Economic Impact results.
- B. King will share the presentation with Council on October 30. B. Cosper will provide introductory remarks.
- The methodology that supports the economic impact study and the importance of emphasizing the human value the library provides was discussed.
- The study offers examples that quantify the benefits the library's services provide to the residents of Halton Hills.

## 9.0 Business Arising

NIL

## 10.0 Updates (including Sub-committees)

### 10.1 Advocacy Committee

- The Advocacy Committee met to discuss feedback from the last Board meeting.
- Amendments were made to the Advocacy Plan Overview that the Board suggested.
- The Committee discussed their alignment with the library's marketing team.
- A networking event with the Library Board and Town Council has been deferred.

### 10.2 Friends of the Library (FOL)

- The Friends of the Library will meet on October 26. An update will be provided at the next Board meeting.

### 10.3 Council

Councillor A. Hilson reported that:

- The budget process with Council starts in November.
- The next Council meeting is on October 30. Items of note:
  - Atura Power will give a presentation on their plans to expand their gas plant on Steeles Avenue. The ISO that does the planning for Ontario's power consumption needs has indicated that by the end of the decade there will likely be a significant power shortage and the use of natural gas will increase.
  - The recent Fairy Lake water quality study will be discussed. Fairy Lake is the largest body of water in Halton Hills and a Provincially Significant Wetland.
  - The Indigenous Public Art Project planned for the Halton Hills Public Library and Cultural Centre Plaza will be discussed. This is a \$180K project that was previously deferred in the 2023 budget process.

Councillor B. Inglis reported that:

- The province announced the Building Faster Fund, promising to deliver approximately \$1.13B incentive program to get municipalities to build more homes quickly. Council signed the housing pledge to build 9,500 new homes in Halton Hills by 2031 but declined the offer of strong mayor powers.
- Council is pleased that the province reversed its decision on urban boundary expansion. The history of Halton Hills' urban boundary plans was shared, noting that Halton Hills is the only municipality in the region that still has open land for development.

### 10.4 Community Connections

- J. Marshall encouraged a couple who recently moved into the community to visit the library. The couple liked the library and shared their positive experience.
- Volunteers for the new Reading Buddies program are looking forward to participating.

## 11.0 Financial Report

### 11.1 Month End Report – August 2023 and September 2023

As of September 2023:

- Total revenues are under budget by approximately 30%. This is due mainly to the end of year receipt of the Public Library Operating grant from the Ministry.
- Salaries, wages, and benefits are under budget by 2.2%.
- Materials and supplies are under budget by 17%; however, not all expenditures have been posted for the period.
- The percentage remaining is 27.4%. The percentage remaining in 2023 indicates that the library is within 2.4% of the budget. This can be attributed to staffing gaps.

Moved by: Councillor A. Hilson

Seconded by: C. da Rocha-Feeley

THAT the financial month end report for August 2023 and September 2023 be received.

**CARRIED**

**11.2 Report No. LBD-2023-053 re: Preliminary Capital Forecast 2024-2033 Update**

Two changes were made to the Preliminary Capital Forecast:

- The upgrade to the Integrated Library System (ILS) was moved from 2026 to 2025 to ensure funding is approved prior to the Request for Proposal (RFP) process. The timeline for the project has not changed.
- Funding for the Website Refresh project was moved from 2027 to 2026 to align with the Town's upcoming website review and implementation plan. The Town would like the library to be involved in the review process and remain on the same platform.

Moved by: M. Kindbom

Seconded by: T. Smith

THAT Report No. LBD-2023-053 dated October 19, 2023, regarding the Preliminary Capital Forecast 2024-2033 Update be received;

AND FURTHER THAT the Board approves the updates to the Preliminary Capital Forecast 2024-2033 as presented.

**CARRIED**

**12.0 New Business**

**12.1 Report No. LBD-2023-054 re: 2023 Personnel Policy Manual (PPM) Revisions**

- Changes to HHPL's PPM include changes outlined in the Town's PPM, which was approved by Council on June 19, 2023.
- Two changes that were unique to the library include changes to the vacation entitlement (Section 8) and paid sick leave benefits (Section 9) for part-time employees. These were part of the approved changes in the Employee Retention Review – Phase One (Refer to Report No. LBD-2023-034).
- The Board requested an update to Section 3, Point 4 regarding Employer Rights and Functions to include: The Chief Librarian & CEO must provide a rational with costing for approval by the Board.

Moved by: K. Medenblik

Seconded by: M. Kindbom

THAT Report No. LBD-2023-054 dated October 19, 2023, regarding the 2023 Personnel Policy Manual Revisions be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Halton Hills Public Library's 2023 Personnel Policy Manual as amended.

**CARRIED**

**12.2 Report No. LBD-2023-055 re: Policy Review: Occupational Health and Safety and Gift Acceptance – First Review**

Deferred to the next meeting of the Library Board.



**12.3 Report No. LBD-2023-056 re: 2022 Economic Impact Update**

Moved by: Councillor A. Hilson  
Seconded by: A. Strachan

THAT Report No. LBD-2023-056 dated October 19, 2023, regarding the 2022 Economic Impact Update be received.

**CARRIED**

**12.4 Report No. LBD-2023-057 re: Proposed 2024 Board Meeting Schedule**

Deferred to the next meeting of the Library Board.

**12.5 Report No. LBD-2023-058 re: Proposed 2024 Closure Schedule**

Deferred to the next meeting of the Library Board.

**12.6 Report No. LBD-2023-059 re: Chief Librarian & CEO's Report – October 2023**

Deferred to the next meeting of the Library Board.

**13.0 In Camera**

**13.1 Confidential re: Personnel Matter**

Moved by: Councillor B. Inglis  
Seconded by: J. Marshall

THAT the meeting move In Camera to address the following matters:

- Confidential Verbal Update regarding personnel matters about an identifiable individual.

**CARRIED**

Moved by: Councillor A. Hilson  
Seconded by: M. Kindbom

THAT the meeting move Out of Camera.

**CARRIED**

Motion to approve In Camera items:

Moved by: T. Smith  
Seconded by: K. Medenblik

THAT the recommendations contained in the following Confidential Report from the October 25, 2023, In Camera session are hereby adopted;

AND FURTHER THAT staff carry out any of the Board's direction on these matters as set out in the Confidential minutes dated October 25, 2023.

**CARRIED**

**14.0 Health and Safety Report**

NIL

**15.0 Next Meeting**

Wednesday, November 22, 2023

7:00 p.m.

Georgetown Branch, Boardroom

**16.0 Adjournment**

Moved by: L Teggart

Seconded by: T. Smith

THAT the meeting be adjourned.

**CARRIED**

The meeting adjourned at 9:36 p.m.

**Signed:** \_\_\_\_\_

Betsy Cospers, Chair  
Halton Hills Public Library Board

**Signed:** \_\_\_\_\_

Beverley King, Acting Chief Librarian & CEO  
Halton Hills Public Library

APPROVED: November 22, 2023

DATED: November 22, 2023

**Subject:** PLANNING AND DEVELOPMENT SERVICES  
COST RECOVERY AND FEE SCHEDULE UPDATE

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

**Purpose:** To inform the CVC Board of Directors of the status of cost **recovery for CVC's plan review and regulation programs, and to seek approval of CVC's 2024 plan review and permit fee schedules.**

### Background:

Credit Valley Conservation (CVC) collects user fees for plan review and permitting services, including for environmental assessment (EA) reviews and responses to real estate and legal inquiries, consistent with requirements under Section 21 of the *Conservation Authorities Act* (CA Act). User fees collected through these services ensure that **CVC's Planning and Development Services (PDS)** Plan Review and Regulation programs are resourced to provide approvals under Section 28 of the CA Act efficiently and effectively and provide technical review and clearance services for natural hazard related matters to municipal partners for planning, infrastructure, and other development related applications.

At the December 2022 Board of Directors meeting, the Board approved the 2023 Plan Review and Permit fee schedules, along with updated fee policies for greater transparency, consistency and predictability in setting and updating PDS program fees.

#### CVC Plan Review and Permit Fee Cost Recovery Strategy

**CVC's** continued plan review and permit fee cost recovery strategy is to target **"development pays for development"** (the **"user pay principle"**) in keeping with industry standards—while reaching a balance with customer affordability, reasonable consistency with other CAs/municipalities offering similar services, as well as maintaining a high level of client services.

Over time, a 60:40 revenue-to-levy standard was established for **PDS's plan review** and regulatory programs, targeting 60% revenue from plan review and permit applications (fee-for-service) and the remaining 40% from general/special levy to cover the remaining non-application specific, and no fee-recoverable program administration costs. This data comes from PDS staff time tracking databases since 2016 and our comprehensive 'Plan Review and Permitting Fees Review' project in 2021.

### *Recent CVC Plan Review and Permit Fee Reviews*

Since 2003, plan review and permit fees have been consistently adjusted to reflect cost-of-living adjustments (COLA) and service delivery costs, the range of types of applications, and the increased policy and regulatory scope continually requiring a higher level of resources and expertise for review. Furthermore, CVC staff are expected to meet service delivery standards and keep permit fees for smaller projects and individual property owners at a level that is sensitive to the corresponding fees of our municipal partners. This expectation aims to prevent permit fees from becoming a deterrent to getting a permit, which would lead to an increased need for enforcement activities.

In the spring of 2021, PDS completed a comprehensive plan review and permit fee review. **The consultant's final report and recommendations were endorsed by CVC's Board** at the May 2021 meeting (Board resolution #52/21). After further consultation with watershed stakeholders, **CVC's Board approved the recommended updates to PDS's fee policies and schedules to be implemented for 2022 at the November 2021 meeting** (Board resolution #117/21).

### Recent Changes to the Conservation Authorities Act **Affecting CVC's** Regulation and Plan Review Programs – Bill 109 and Bill 23

In the spring of 2022 CVC staff provided an update to the Board regarding implications **of Bill 109 on CVC's programs and services. Of most consequence to PDS's programs and services** were changes to the *Planning Act* which:

- Prescribed specific incentives for municipalities to make decisions on *Planning Act* applications within truncated prescribed timelines through requirements to refund application fees (on a graduated scale) where lack of a decision exists; and
- Complete application rules for site plan applications, like existing rules for Official Plan and Zoning By-law Amendments.

Implications of these changes to PDS programs and services included increased pressure on plan review staff to expedite technical reviews to meet truncated municipal commenting deadlines (staff resourcing and program priorities) and expanded pre-consultation practices by municipalities which may delay submission of formal applications (resulting in delays in receiving application fees). In response to this, PDS modified our workflow and our prioritization of staff time to meet the needs of our municipal partners.

In the winter of 2022, and subsequently early 2023, CVC staff provided an update to **the Board regarding implications of Bill 23 on CVC's programs and services. Of most consequence to PDS programs and services** were the following:

- Changes to the CA Act limiting **the scope of CA's review and comment on *Planning Act*** and other '**prescribed**' development related acts to only matters related to natural hazards (including shoreline hazards and wetlands);
- Including new provisions in the CA Act to allow the Minister to issue regulations or direction to:

- o exempt certain development projects with *Planning Act* approvals in certain municipalities from CA permits (not currently in effect); and
- o not change the amount of Regulatory and Plan Review user fees – subsequently, the Minister issued direction to freeze CA fees effective January 1, 2023 to December 31, 2023 (did not impact CVC as PDS fee schedules were approved Dec 2022); and
- Changes to the *Planning Act* that exempt residential development projects with 10 units or fewer from site plan control – exceptions outlined through regulation.

The impacts of the changes identified above, and actions taken by CVC staff to mitigate them, are discussed below.

### Analysis:

There are many factors that influence PDS cost recovery performance - including factors outside of CVC's control. Factors that CVC can control include direct program costs (such as staffing and program support costs) and cost recovery mechanisms (such as user fees, fee levels, and user fee categories). Arguably, of more significance are those factors CVC cannot control such as legislative and regulatory requirements affecting planning and development activities, state of socio-economic factors (such as state of the economy and social welfare), market limitations, and the pace, phasing, and timing of development activities throughout the watershed.

While the relatively unpredictable nature of these external factors continues, the following analysis demonstrates the current policy framework and cost recovery model for those factors CVC can control, provides sufficient cost recovery support to the Plan Review and Regulation programs - assisting in staff retention, and to facilitate PDS's continued commitment to meet client service delivery standards.

### Trends in Plan Review and Permit Applications Received (2015 to 2022)

The following trend analyses provide an overview of applications received through for the Plan Review and Regulation programs by CVC (Table 1) and associated revenue, general program cost, and cost recovery percentage (Table 2) from 2015 to 2022.

Table 1 – Trends in Applications Received for 2015 to 2022

Year	Planning Applications	Permit Applications	Property Inquiries	Environmental Assessments <sup>1</sup>
2015	161	367	146	15
2016	158	354	168	17
2017	171	373	144	14
2018	180	386	175	14
2019	189	300	203	14
2020	187	336	128	17
2021	224	454	222	12
2022	192	349	168	10
<b>AVERAGE</b>	<b>183</b>	<b>365</b>	<b>169</b>	<b>14</b>

<sup>1</sup> - excludes Class EA Schedule A/A+ - municipal minor works and standard maintenance activities.

Table 2 – Trends in Revenue, Program Cost and Cost Recovery for 2015 to 2022

Year	Revenue (\$)¹	Program Cost (\$)²	Cost Recovery (%)
2015	541,000	1,200,000	45
2016	716,000	1,300,000	55
2017	725,000	1,300,000	56
2018	809,000	1,300,000³	62
2019	898,000	1,350,000	67
2020	1,114,000	1,350,000	83
2021	891,000	1,350,000	66
2022	1,135,000	1,400,000	81
<b>AVERAGE</b>	<b>854,000</b>	<b>1,320,000</b>	<b>64</b>

1 - revenue rounded to nearest thousand.

2 - program cost calculated using wage and fringe benefit data for Plan Review and Regulation programs only, as of Dec 31 for each year - rounded to nearest ten thousand.

3 - program cost remained constant from 2016 to 2018, and 2019 to 2021, due to cost savings in staffing (e.g., gapping, underfilling etc.) and minor wage allocation adjustments between programs.

#### Plan Review Application Trends – 2015 to 2022

In general, trends indicate an increasing or stable volume of plan review program applications over the eight years (2021 being an anomaly). For 2021, plan review program applications trended upwards. As reported in the 2022 PDS Fee Schedule Update Board report, these high volumes of applications received was expected because of the diminishing pandemic **related impacts (i.e., markets fully 're-opening')**, new provincial legislative changes incentivizing development, and enhanced municipal planning process streamlining efforts. Notably, this increased volume in 2021 did not directly translate into higher revenues, as there is often a time lag between the submission of the applications, receipt of fees, and resources used. In part, this is reflected in the 2022 revenues.

For plan review applications received in 2022, the majority were consents/variances or site plan applications – with most of those falling in the minor or intermediate fee category types (limited or scoped technical studies required). This is relatively consistent with past years data, indicating a stable trend for these plan review application types received. It is notable the majority of the remaining 14% of these applications, as well as the remaining plan review applications (OPA/RZ and subdivisions), fell within the major fee category type.

#### Permit Application Trends – 2015 to 2022

Trends for Section 28 permit applications continue to indicate a stable volume of permit applications received, peaking once again in 2021 as anticipated and explained above. Trends for EAs received (category B and C EAs) indicate a relatively stable number in terms of applications and associated fee category types.

Similar to past trends for permit applications, most permit applications fell within the minor, small scale, intermediate, and medium scale fee category types. The majority of EAs received in 2022 fell within the medium, large, and major scale fee category types indicating a continued increase in complexity of infrastructure project review.

Additionally, over 30% of permit applications received were for municipal works and utility companies – indicating a continuing trend upwards as partnerships and awareness of regulatory requirements and streamlined processes (e.g., partnership agreements and expedited reviews) improve.

It is important to note that for any application type (plan review, permit, property enquiries, and EA applications) the number of applications received during any given year does not reflect the upward trend in the complexity and increasing amount of effort and expertise needed to review applications that has also been observed during this time frame. This is in part due to the increasing scope and complexity of policy and regulatory frameworks, on-going demands on expeditious issue management and review timelines. Despite these complexities, CVC has maintained a high level of client services and strong commitment to maintaining partnerships.

#### Cost Recovery - 2022

While PDS maintains a sufficient level of cost recovery from year to year, efforts continue to improve efficiencies for **CVC's cost recovery strategy for plan review and regulatory programs**. As highlighted in the background section of this report, this included a comprehensive fee and policy review undertaken by a consultant in 2021. This resulted in comprehensive modifications to PDS plan review and permit fees, fee types and categories, as well as updated policies which came into affect in 2022.

Based on staff level cost recovery analyses, Table 2 shows that cost recovery for eligible activities in 2020 and 2021 was approximately 83% and 66% respectively. While cost recovery decreased from the reported 2020 cost recovery level, this was expected **based on trends reported in the 2021 "PDS Cost Recovery and Fee Schedule"** Board report, notably a significant influx of major application types and subdivision files in late 2020 to recognize the significant amount of pre-consultation effort that had occurred throughout the year.

While the volume of applications received in 2022 were generally less than those received in 2021 (generally at 2020 trend levels), the application types and categories were more reflective of 2021 than 2020. This is significant in that the 2022 cost recovery level (approximately 81%) was significantly higher than 2021 (66%) which is an indication of the effectiveness of the implementation of the comprehensive fee review recommendations, notably fee increases and broadening of fee categories.

#### Additional Factors - 2022

**As previously reported in PDS staff's 2022 "PDS Cost Recovery and Fee Schedule"** Board report, the number of regulatory enforcement and compliance activities related to unauthorized works continued to increase from previous year levels, most notably enforcement activities requiring litigation (court proceedings). It is significant that unauthorized works continued to increase because fees for this category of permits (permit applications after works have been initiated) are double the applicable permit category fee. Fortunately, CVC PDS staff are very effective at being able to resolve non-compliance issues outside of litigation, as resources for non-compliance and resource intensive litigation activities are not cost recoverable.

While this trend is expected to continue as PDS enhances resourcing of regulatory enforcement and compliance activities, our commitment to a strong watershed residence education campaign in keeping with PDS’s Board approved “Customer Service Streamlining and Enhancement Action Plan” also continues. These client centric service enhancements are further outlined in a report being considered by the Board at the November 2023 meeting titled “Planning and Development Services Customer Service and Streamlining Action Plan Status Report.”

Projected Applications Received and Cost Recovery for 2023

Table 3 below provides the projected 2023 plan review and permit applications received (including property inquiries and environmental assessments), and Table 4 the associated projected 2023 revenue, program cost and cost recovery – recognizing, that not all program activities are cost recoverable (e.g., enforcement activities, public enquiries, Niagara Escarpment Development Permit applications, etc.). Additionally, both Tables 3 and 4 include the averages for each program application category for comparison purposes.

Table 3 – Projected Applications Received for 2023

Year	Plan Review Applications	Permit Applications	Property Inquiries	Environmental Assessments <sup>1</sup>
2023 <sup>2</sup>	160	313	100	8
<b>AVERAGE<sup>3</sup></b>	<b>183</b>	<b>365</b>	<b>169</b>	<b>14</b>

1 - excludes Class EA Schedule A/A+ - municipal minor works and standard maintenance activities.

2 - calculated using actuals as of September 30, projected to December 31.

3 - average calculated from 2015 to 2022.

Table 4 – Projected Revenue, Program Cost and Cost Recovery for 2023

Year	Revenue (\$) <sup>1</sup>	Program Cost (\$) <sup>2</sup>	Cost Recovery (%)
2023 <sup>3</sup>	726,000	1,250,000 <sup>4</sup>	58
<b>AVERAGE<sup>5</sup></b>	<b>854,000</b>	<b>1,320,000</b>	<b>64</b>

1 - rounded to nearest thousand.

2 - calculated using wage and fringe benefit data for Plan Review and Regulation programs only - rounded to nearest ten thousand.

3 - calculated using actuals as of September 30, projected to December 31.

4 - projected 2023 program cost projected to decrease from 2022 mainly due to reduction in program staff (1 FTE) – including gapping and underfilling vacant positions.

5 - average calculated from 2015 to 2022.

Projected Applications Received - 2023

As shown in Table 3, it is projected that plan review and permit applications, including property enquiries and EAs, may trend below the historical eight-year calculated averages. As previously discussed, the decrease in plan review applications was somewhat of an expected outcome resulting from many of the changes made to the CA Act and *Planning Act* through Bill 109 and Bill 23. The most impactful changes made by these Bills on PDS cost recovery so far appear to be:

- the elimination of site plan control for residential development projects with ten units or fewer; and
- the enhanced pre-consultation requirements, and prescribed incentives (timelines and fee refunds) for municipalities to make decisions on *Planning Act* applications.



Noticeably, there has been a decrease in the number of residential site plan applications received, as well as a delay in the receipt of formal applications and corresponding fees for all plan review application types (particularly since July 2023 when the truncated timelines and fee rebates came into effect, and for the larger and more complex development application types). The projected decrease in permit applications received may be partially attributed to these delays as well, as planning approvals are required, where necessary, before a CVC permit application can be formally accepted.

#### Projected Cost Recovery - 2023

Table 4 indicates the projected 2023 revenue will trend below the historical eight-year average annual revenue received (projected cost recovery for fee eligible activities of approximately 58%). While this projected level of cost recovery continues to be sustainable for resourcing purposes, it is expected that actual year-end cost recovery will improve in the last quarter of 2023. As explained above, that is because it is anticipated plan review and permit application submissions will catch up to historical average levels – including several large, more complex application types (e.g., larger subdivisions) are expected to be submitted before year's end.

While projected revenues are down for 2023, PDS staff have been actively monitoring and managing the costs of administering the program. Projected program costs for 2023 are shown in Table 4 to be below the historical eight-year average annual program costs. This is mainly due to a few specific cost saving factors that influence PDS regulation and plan review program costs, most notably:

- A reduction of one full-time equivalent (FTE) from the Plan Review program staff compliment; and
- A significant number of staff turnover, resulting in savings from lengthy position gapping (i.e., the time lag between staff termination date, and new hire start date), underfilling (i.e., hiring at a lower rate of pay than previous employee in that same position), and limiting backfilling for temporary leaves to internal assignments (e.g., for maternity or paternity leaves, short-term disability leaves, etc.).

#### Additional Factors - 2023

Prior to drawing any general conclusions, it is important to note that the above analyses reflects approximately 60% of PDS staff's overall resources and time spent over the year. The remaining 40% is focused on plan input, pre-development, and enforcement activities, as well as other non-cost recoverable program support activities. Additionally, it is important to note that the information contained in Tables 3 or 4 does not represent an actual year-end position, or a consistent projection of future applications to be received.

This is, in part, because the types, numbers, and timing of when plan review and permit applications are received is highly variable, unpredictable, and subject to many of the **factors beyond CVC's control**. These include political influences such as those changes to the *Planning Act* through Bill 109 and Bill 23, most notably:

- Truncated timelines for municipalities to make decisions on *Planning Act* applications;
- Fee rebates for applicants where municipalities do not meet prescribed decision timelines (beginning July 1, 2023); and
- Pre-consultation requirements for *Planning Act* applications not previously required; and
- Potential limitations prescribed by the province on the ability of CAs to modify regulatory and plan review program user fees (e.g., fee freezes).

Together, these factors have increased pressures on PDS Plan Review program staff to expedite reviews without additional resourcing, and more importantly have delayed the submission of formal planning applications thereby delaying receipt of application fees. This is noticeable as PDS's time tracking databases for staff activities and file tracking indicates that while staff time on predevelopment (or 'pre-consultation') files significantly increased since July 1, 2023, receipt of formal applications (and corresponding fees) has decreased.

Although the plan review fee schedule does include a pre-consultation technical review fee, it is not designed to fully recovery program costs, as to not discourage pre-consultation and to recognize the full cost of the activities are recovered once a formal application is submitted. It is anticipated that a significant number of pre-consultation files will reach formal application and fee submission before the end of 2023, improving 2023 actual cost recovery performance.

#### Proposed 2024 Planning and Permit Fee Schedules

As highlighted above, CVC's 2023 Plan Review and Permit fees were updated consistent with the recommendations of a comprehensive fee review undertaken by a consultant in 2021, including additional consultation with watershed stakeholders. Projections for 2023 applications received and cost recovery shown in Tables 3 and 4 suggest performance may be below the historical average – however, it is anticipated to accelerate to more sustainable levels by the end of the year.

Considering this, and in keeping with CVC plan review and permit fee policies and practices, PDS staff recommends that all 2024 planning and permit fees for all categories and types be increased by 3%. This recommended 3% fee increase is consistent with the proposed cost of living adjustment (COLA) for CVC's 2024 budget, recognizing the plan review and permitting program budgets are largely determined by staffing costs. Schedule 'C', Appendix 2 and 3 provides the proposed plan review and permit fee schedules for 2024.

#### Proposed 2024 Planning and Permit Fee Policies

As previously highlighted, the PDS fee policies were updated in 2022 to improve transparency and consistency. Since that time, there continues to be an increasing trend of applicants submitting plan review and permit fees electronically including paying fees by credit card. While these trends are expected with the accelerated digital transformation activities related to CVC's on-line permit application and fee processes, it does raise some potential cost recovery performance concerns.

In 2022, most of the permit application fees were paid using credit cards, and approximately 30% for all plan review application fees. While the loss of cost recovery revenue to credit card transaction processing fees was relatively nominal at that time, and processing fees were historically not considered, it is anticipated credit card transactions will continue to trend upwards and increases to credit card processing fees from **CVC's service provider** are expected (2.9% per credit card transaction on **CVC's** new online platform). Recognizing this, a more noticeable loss in cost recovery due to external processing fees will likely result.

To mitigate the expected impacts of processing fees for credit card transactions on cost recovery, PDS staff recommends a note be added to the fee policies stating that an additional administrative fee for credit card transactions for all plan review and permit fees may apply. This administrative fee would be equal to or less than the processing fee CVC is charged by our financial service provider, as advised by CVC finance staff on an annual basis. Transactions to pay plan review and permit fees that are cash, debit, or cheque will not be subject to an additional administrative fee.

### Communications Plan:

The Building Industry and Land Development Association (BILD), Greater Golden Horseshoe Conservation Authorities, and several municipal partners have been consulted and no concerns have been received with the proposed 2024 fee schedule updates.

All watershed municipalities will receive the 2024 fee schedules and policies in advance of the start of the new year, and they will be posted on the CVC website for public viewing or comment.

### Financial Implications:

The recommended 2024 fee schedules and fee policies will continue to assist in meeting PDS 2024 budgetary projections, as a steady and consistent level of plan review and permit applications continue to be anticipated. The planning fee reserve **(or 'holding') account created in 2018 will continue to be used in the event revenue is** received from a new application in one year, and the fee (or a portion thereof) should be deferred to subsequent years if determined most of the resources will be used in that subsequent year.

### Conclusion:

Credit Valley Conservation collects user fees for plan review and permitting services, including for EA reviews and responses to real estate and legal enquiries, in keeping with the CA Act. In the spring of 2021, PDS completed a comprehensive fee and fee policy **review for CVC's plan review and regulation programs to be** implemented in 2022. Those updated fee schedules and fee policies were in keeping with changes made to the CA Act, specifically **to improve clarity and transparency regarding PDS's**

cost recovery program policies and improve program cost recovery. In keeping with PDS fee policies, a comprehensive fee and fee policy review is anticipated to be undertaken in 2026 for 2027 plan review and regulation program fees.

Based on a staff level analysis, cost recovery for CVC plan review and regulation program fees in 2022 was 82%. Projected cost recovery for these same services in 2023 is 58%. However, due to active management throughout the year of the cost of delivering the services, this cost recovery level will continue to be sustainable. It is also notable that an influx of plan review and permit applications is anticipated in the latter part of 2023 - improving PDS cost recovery to further above forecasted targets.

In keeping with CVC plan review and permit fee policies and practices, and considering the cost recovery predicted for 2023, PDS staff recommends that all 2024 plan review and permit fees for all categories be increased by 3% - consistent with the proposed 2024 CVC budget COLA. Additionally, it is recommended a note be added to the PDS fee policies indicating an additional administrative fee for credit card transactions for all plan review and permit fees may apply which is currently anticipated to be 2.9% per credit card transaction.

Please note that the Minister of Natural Resources and Forestry issued a direction to conservation authorities in 2023 to not modify fees associated with planning and development and permit related activities. Although presently this direction is only in place until the end of 2023, should this be extended into 2024, CVC staff may be unable to implement the fee increases recommended in this report.

### Recommended Resolution:

*WHEREAS CVC collects user fees for plan review and permitting services in keeping with the Conservation Authorities Act and provincial guidelines and policies; and*

*WHEREAS CVC relies on collecting user fees for plan review and permitting services on a program cost recovery basis; and*

*WHEREAS CVC undertook a comprehensive fee and policy review for plan review and regulation programs for 2022 fees and fee policies in 2021; and*

*WHEREAS cost recovery for plan review and regulation programs continues to be predicted to be at a sufficient level to efficiently support program goals and objectives, including customer service expectations;*

*THEREFORE BE IT RESOLVED THAT the report entitled "Planning and Development Services Cost Recovery and Fee Schedule Update" be received and appended to the minutes of this meeting as Schedule 'C'; and*

*THAT the Board of Directors approve the proposed 2024 plan review and regulation program fee policies attached as **Schedule 'C', Appendix 1**, and direct staff to update CVC's consolidated Fee Policies as necessary; and further*

*THAT the Board of Directors approve the proposed 2024 plan review and permit fee schedules attached as **Schedule 'C', Appendix 2 and 3**, provided that no further direction is received from the Minister of Natural Resources and Forestry to not change plan review and permit fees for 2024.*

**Submitted by:**

Josh Campbell  
Director, Planning and Development Services

Andrew Kett  
Director, Corporate Services

**Recommended by:**

Quentin Hanchard  
Chief Administrative Officer

# Fee Policy for Credit Valley Conservation Planning and Development Services: Plan Review and Regulation Programs and Services

## Background

Amendments to the Conservation Authorities Act (CAA) were undertaken in 2020 to clarify the programs and services that conservation authorities (CAs) deliver. In 2021, O. Reg. 686/21 Mandatory Programs and Services provided additional clarity regarding the programs and services that CAs are required to provide. In April, 2022 **the Minister released Policy: Minister's list of classes of programs and services in respect of which conservation authorities may charge a fee ("Minister's List")**. CAs may only charge a fee for a program or services that it provides if it is set out in the **Minister's List**. **The Minister's List identifies that CAs may charge a fee for mandatory, municipal, and other programs and services where the user-pay principle is appropriate.**

**The Minister's List replaces the 1997 Policies and Procedures for the Charging of Conservation Authority Fees** which was approved by the Minister of Natural Resources and Forestry (MNRF). **The new Minister's List will come into effect on January 1, 2023.** This policy document is intended to fulfill the requirement for Credit Valley Conservation's (CVC's) Planning and Development Services (PDS's) with respect to the fees charged for the Plan Review and Regulation programs and services.

## Legislation

On January 1, 2023, the CAA is amended by enacting section 21.2 (1)-(12) **"Fees for Programs and Services"**. **Subsection (1) enables the Minister to determine the classes of programs and services in respect of which an authority may charge a fee and (2) requires to the minister to publish a List in a policy document.** CAs may only charge a fee for a program or service that it provides if it falls within this list.

Under the Conservation Authorities Act, programs and services delivered by conservation authorities include:

- **Mandatory programs and services.** Mandatory programs and services that the conservation authority is required to provide [see 21.1 for further

details]. These services are further defined in O. Reg. 686/21: Mandatory Programs and Services and may be funded by provincial grants, other sources, municipal apportionment and/or conservation authority self-generated revenue (e.g., user fees) where the user-pay principle is appropriate;

- Municipal programs and services. Programs and services that an authority agrees to provide on behalf of a municipality under a MOU or agreement [see 21.1.1 for further details]. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the MOU or agreement; and
- Other programs and services. Programs and services that an authority determines are advisable to further the purposes of the Act [see 21.1.2 for further details]. The program or service may be funded by the municipality or by other funding mechanisms (e.g., user fees where the user-pay principle is appropriate) as per the cost apportioning agreement and the Minister's List.

## Policy Scope

This policy applies to CVC's Plan Review and Regulation programs and services (i.e., plan review fees and permit fees) which have been identified as both Mandatory (category 1) and Municipal (category 2) services in the Minister's List.

## Policy Principles

The following policy principles will guide the on-going development and implementation of CVC's Plan Review and Regulation program fee policies and fee schedules:

- CVC is entitled to set rates, charge, and collect fees for Plan Review and Regulation program services rendered under the Conservation Authorities Act;
- CVC cost recovery standards and fees for Plan Review and Regulation programs and services will be approved by the CVC Board of Directors, after an appropriate level of consultation with member municipalities and watershed stakeholders;
- Fees for plan review and regulation programs and services will be set to recover, but not exceed, the costs associated with administering and delivering the services on a program basis;
- CVC will consider direct and indirect costs associated with the Plan Review and Regulation program or service in the calculation of the overall program cost and in setting fees;
- The methods and associated analyses for calculating costs, and setting fees, will be robust, transparent, and be comprehensively reviewed as necessary;

- For fees associated with municipal (Category 2) programs and services, provisions to enable the charging of fees will be included in MOUs except **where already authorized through the Minister's List; and**
- Fees will be established with due regard to legislative requirements, ability to sustain programs and services to meet customer service standards and reflect a user-pay principle.

## Policies

### Fee Schedules and Implementation

CVC's fees for plan review and permit applications will be consistent with CVC Board of Director approved fee schedules. However, fees may be adjusted to a different fee category prior to the issuance final comments, a clearance, or permit (regardless of the initial fee paid upon submission) should it be determined the application requires/required a greater or lower level of resources to process and review. Any fee adjustments will be at the discretion of the Director of Planning and Development Services.

CVC reserves the right to reassess fees owed/paid after two years of receipt of an application, based on timing and receipt of required technical information (i.e. an application submitted in one year, may be subject to additional fees where delays in submitting technical materials span multiple years - recognizing annual fee adjustments to meet program cost recovery targets).

### Processing Fees

CVC's Plan Review and Permit application fees for all categories may be subject to additional processing fees. This will be based on arrangements and fees CVC must pay to external service providers to process electronic payments (e.g. debit or credit card transactions). These additional processing fees will be set at an administrative cost recovery basis only – the amount to be set by CVC finance on an annual basis.

### Permit Applications – non-compliance

CVC will not accept permit applications to recognize (existing) unauthorized works that are **non-compliant with Section 28 of the CAA, CVC's associated regulation, and/or CVC policies.** (Existing) Unauthorized works that are non-compliant are handled through **CVC's compliance and enforcement programming.**

### Appeal Process

An applicant has the right to appeal should they be dissatisfied with the prescribed fee. Any appeal shall first be considered by CVC's Chief Administrative Officer (CAO),



and then through a deputation by the applicant to the CVC Board of Directors if not satisfied with the CAO's decision.

## Review Process

The frequency and process for undertaking future fee and policy reviews shall be as follows:

- Fees shall be reviewed on an annual basis as part of the budgeting process;
- A comprehensive review of fee policies, plan review and permit fees, and full costs of services shall be undertaken every 5 years (beginning for 2022 fees). This will include the following activities:
  - an assessment of the full cost of services;
  - a review of cost recovery targets;
  - considerations for variable pricing and categories to reflect the marginal costs and range of processing applications; and
  - a review of legislative requirements, as well as a survey of CA and municipal fees to ensure consistency and fees meet industry standards and applicant affordability.

## Consultation

The development of Plan Review and Permit fees and policies shall incorporate an appropriate level of public consultation. At a minimum, this should include consultation with the Building Industry and Land Development Association (BILD), members of the public, adjacent CAs, and municipal partners.

## Approval Process and Administration

Plan Review and Permit fees and policies shall be approved by the CVC Board of Directors prior to coming into effect. Once approved, updated fee schedules shall:

- come into effect on January 1st of the intended fee schedule year;
- be applicable to all new application submissions and other fee categories - including revisions, repeat submissions, and unauthorized works; and
- be posted on the CVC website and readily available in hard copy upon request.

## 2024 CVC Permit Fee Schedule

Ontario Regulation 160/06 Permit Applications	Permit Fees
Development	Small scale \$564 Medium scale \$2,170 Large scale \$19,289 Major \$26,790
Interference with Wetlands and Alterations to Watercourses and Shorelines	Small Scale \$1,033 Medium Scale \$7,234 Large Scale \$23,576 Major \$31,077
Permit for Minor Works	\$276
In Stream Timing Window Extension	Minor \$884 Major \$2,211
Fill Placement (less than 500m <sup>3</sup> )* Large Fill Placement (greater than 500m <sup>3</sup> )	\$885 \$4,335 plus \$1 per m <sup>3</sup>
Additional Site Visit	\$304
Technical Review (per study/report)	Scoped study \$2,872 Full report/assessment \$5,661
Permit Revisions	50% of current fee
Review of Repeat Submissions (after 3 <sup>rd</sup> submission)	(minimum) 25% of current fee
Expedited Review (dedicated technical review and approvals team)	(minimum) Additional 100% of current Fee(s)
Unauthorized Works (violations)	Compliance 2 x current fee Non-compliance 3 x current fee
Property Information**	
Solicitor/Realtor/Property Inquiry	\$395
GIS Information Request/Service	\$303

\* 500 m<sup>3</sup> is equivalent to approximately 50 truckloads

\*\* HST included

NOTES and POLICIES

1. HST does not apply to CVC permit fees.
2. An administrative fee may be applied (over and above the fees identified in the Fee Schedules) for electronic fee transactions, specifically for the purpose of recovering external processing fees for credit card transactions charged by **CVC's financial service** provider.
3. The application fee must be paid at the time of filing an application. A permit will not be issued unless the application fee has been submitted.
4. All permits are issued for two years. Permit extensions and/or renewals will not be granted. However, applicants may re-apply for re-issuance of a new permit for the original approved works in accordance with the most recent technical requirements.
5. For large fill placements, the CVC Procedural Guideline for receiving and processing applications to place fill in excess of 500 cubic metres should be referenced.
6. **The 'Technical Review' application category applies to all technical** report submissions not associated with a formal Permit file that has already paid the appropriate CVC fee (e.g. applicant requests a review of a technical report during pre-consultation). Subsequently, if a formal Permit application is **submitted in relation to the 'Technical Review' file, 50% of the 'Technical Review' fee** previously paid is to be credited against the formal application fee.
7. Fees related to review of repeat submissions (more than 3 submissions) will be determined by CVC depending on the number, completeness and quality of the repeat submission(s). The minimum 25% of current fee applies to each resubmission (starting at 4<sup>th</sup> submission).
8. **Requests for 'Expedited Reviews' are subject to resource availability and** service level agreement (SLA) – at the discretion of the Director, Planning and Development Services.
9. **CVC's fees for plan review and permit applications will be consistent with CVC** Board of Director approved fee schedules. However, fees may be adjusted to a different fee category prior to the issuance of a permit (regardless of the initial fee paid upon submission) should it be determined the application requires/required a greater or lower level of resources to process and review. Any fee adjustments will be at the discretion of the Director of Planning and Development Services.
10. CVC reserves the right to reassess fees owed/paid after two years of receipt of an application, based on timing and receipt of required technical information (i.e. an application submitted in one year, may be subject to additional fees where delays in submitting technical materials span multiple years - recognizing annual fee adjustments to meet program cost recovery targets).
11. CVC will not accept permit applications to recognize (existing) unauthorized works that are non-compliant with **Section 28 of the CAA, CVC's associated** regulation, and/or CVC policies. (Existing) Unauthorized works that are non-compliant are handled **through CVC's compliance and enforcement** programming.
12. An applicant has the right to appeal should they be dissatisfied with the **prescribed fee. Any appeal shall first be considered by CVC's Chief**

- Administrative Officer (CAO), and then through a deputation by the applicant **to the CVC Board of Directors if not satisfied with the CAO's decision.**
13. The frequency and process for undertaking future Permit fee and policy reviews shall be as follows:
    - a. Permit fees shall be reviewed on an annual basis as part of the budgeting process;
    - b. A comprehensive review of Permit fees and full costs of services shall be undertaken every 5 years (beginning for 2022 fees). This will include the following activities:
      - i. an assessment of the full cost of services;
      - ii. a review of cost recovery targets;
      - iii. considerations for variable pricing and categories to reflect the marginal costs and range of processing applications; and
      - iv. a survey of CA and municipal fees to ensure consistency and fees meet industry standards and applicant affordability.
  14. The development of Permit fees and policies shall incorporate an appropriate level of public consultation. At a minimum, this should include consultation with the Building Industry and Land Development Association (BILD), members of the public, adjacent CAs, and municipal partners.
  15. Permit fees and policies shall be approved by the CVC Board of Directors prior to coming into effect. Once approved, updated fee schedules shall:
    - a. come into effect on January 1<sup>st</sup> of the intended fee schedule year;
    - b. be applicable to all new permit application submissions and other fee categories - including permit revisions, repeat submissions, and unauthorized works; and
    - c. be posted on the CVC website and readily available in hard copy upon request.

#### DEFINITIONS

1. **Small Scale:** an application is determined to be "Small Scale" where no technical studies are required.
2. **Medium Scale:** an application is determined to be "Medium Scale" where limited or scoped technical studies are required.
3. **Large Scale:** an application is determined to be "Large Scale" where technical studies are required.
4. **Major:** an application is determined to be "Major Scale" where a number of technical studies are required (hydraulic analysis, storm water management, geotechnical, etc.).
5. Minor in the In Stream Timing Window Extension is applicable where the request to extend the timing window is made well in advance of the final date, is considered low risk and requires minimal review.
6. Major in the In Stream Timing Window Extension is applicable where the request to extend the timing window is made within less than a week of the final date and/or requires considerable review and effort by CVC staff.

## 2024 CVC Plan Review Fee Schedule

Planning Application Type	Fees
Minor Variance	\$492
Consents (Severances)	Minor \$1,265 Major \$3,754
Site Plan - Residential	Minor \$1,090 Intermediate \$6,598 Major \$8,879
Site Plan - Commercial, Industrial, Institutional	Minor \$2,719 Intermediate \$7,280 Major \$12,716
Site Plan Multi-unit Building and Condominiums	Minor \$7,508 Intermediate \$15,045 Major \$39,700
Clearances	Minor \$3,595 Intermediate/Major \$7,190
Site Plan Water Balance Review Only (WHPA Q2 Area)	\$1,878
Official Plan Amendment	Minor \$1,081 Intermediate \$2,502 Major \$5,464
Zoning By-law Amendment	Minor \$1,081 Intermediate \$2,502 Major \$5,464
Subdivisions	\$4,287 per net ha 50% at EIR or EMP submission* 25% at draft plan submission 25% at draft plan approval
Clearances	Minor \$5,962 Major \$14,531
Technical Review (per study/report)	Scoped study \$2,872 Full report/assessment \$5,661
Review of Repeat Submissions (after 3 <sup>rd</sup> submission)	(minimum) 25% of current fee

\* EIR refers to Environmental Implementation Report/EMP refers to Environmental Master Plan (or equivalent)

Project/Environmental Assessments (EA)	Fees
Golf Courses	\$19,072
Aggregate Operations	Minor \$7,508 Intermediate \$25,066 Major \$75,077
Class EA review-Schedule A	Permit fee only
Class EA review-Schedule B	\$6,219 (plus permit fee)
Class EA review-Schedule C	\$11,930 (plus permit fee)
Individual EA/Master Plan	\$18,164

NOTES and POLICIES

1. All fees include HST.
2. An administrative fee may be applied (over and above the fees identified in the Fee Schedules) for electronic fee transactions, specifically for the purpose of recovering external processing fees for credit card transactions **charged by CVC's financial service provider.**
3. The application fee must be paid at the time of filing an application and/or within 30 days of CVC notification in writing. For outstanding payments, CVC may place the application on hold upon review until satisfactory arrangements are established.
4. When processing and reviewing consolidated applications (ZBA/OPA applications), the highest rate of fees will apply.
5. Separate fees will apply for the processing of associated CVC permit approvals, with the exception of Subdivision applications.
6. **The 'Technical Review' application category applies to** all technical report submissions not associated with a formal Plan Review file that has already paid the appropriate CVC fee (e.g. applicant requests a review of a technical report during pre-consultation). Subsequently, if a formal Plan Review application is submitted in relation to **the 'Technical Review' file**, 50% of the **'Technical Review'** fee previously paid is to be credited against the formal application fee.
7. Fees related to review of repeat submissions (more than 3 submissions) will be determined by CVC depending on the number, completeness and quality of the repeat submission(s). The minimum 25% of current fee applies to each resubmission (starting at 4<sup>th</sup> submission).
8. **Requests for 'Expedited Reviews' are subject to resource availability and service level agreement (SLA) – at the discretion of the Director, Planning and Development Services.**
9. **CVC's fees for plan review and permit applications will be consistent with** CVC Board of Director approved fee schedules. However, fees may be adjusted to a different fee category prior to the issuance final comments or clearances (regardless of the initial fee paid upon submission) should it be determined the application requires/required a greater or lower level of resources to process and review. Any fee adjustments will be at the discretion of the Director of Planning and Development Services.
10. CVC reserves the right to reassess fees owed/paid after two years of receipt of an application, based on timing and receipt of required technical information (i.e. an application submitted in one year, may be subject to additional fees where delays in submitting technical materials span multiple years - recognizing annual fee adjustments to meet program cost recovery targets).
11. An applicant has the right to appeal should they be dissatisfied with the prescribed fee. Any appeal shall first be considered by CVC's Chief Administrative Officer (CAO), and then through a deputation by the applicant to the CVC Board of Directors if not satisfied with the CAO's decision.
12. The frequency and process for undertaking future Plan Review fee and policy reviews shall be as follows:
  - a. Plan Review fees shall be reviewed on an annual basis as part of the budgeting process;

- b. A comprehensive review of Plan Review fees and full costs of services shall be undertaken every 5 years (beginning for 2022 fees). This will include the following activities:
        - i. an assessment of the full cost of services;
        - ii. a review of cost recovery targets;
        - iii. considerations for variable pricing and categories to reflect marginal costs and range of processing applications; and
        - iv. a survey of CA and municipal fees to ensure consistency and fees meet industry standards and applicant affordability.
13. The development of Plan Review fees and policies shall incorporate an appropriate level of public consultation. At a minimum, this should include consultation with the Building Industry and Land Development Association (BILD), members of the public, adjacent CAs, and municipal partners.
14. Plan Review fees and policies shall be approved by the CVC Board of Directors prior to coming into effect. Once approved, updated fee schedules shall:
  - a. come into effect on January 1<sup>st</sup> of the intended fee schedule year;
  - b. be applicable to all new plan review applications and other fee categories - including clearances and repeat submissions; and
  - c. be posted on the CVC website and readily available in hard copy upon request.

#### DEFINITIONS

1. **Minor: an application is determined to be "Minor" where no technical studies are required.**  
Minor for the purposes of administering clearance fees is a subdivision clearance of draft plan conditions that is administrative in nature with no technical studies (e.g. preparation of a letter after confirming that CVC is satisfied with the registration of the subdivision and review is limited to grading and sediment and erosion control plans, etc.).
2. **Intermediate: an application is determined to be "Intermediate" where, as an example, a scoped Environmental Impact Study (EIS) is required.**
3. **Major: an application is determined to be "Major" where technical studies (e.g. EIS, stormwater management, geotechnical) are required.**  
Major for the purposes of administering clearance fees is a subdivision clearance of draft plan conditions prior to registration which requires significant work to review and clear conditions and requires the review of technical information (stormwater management ponds, natural heritage system design, etc.).

**Subject:** PLANNING AND DEVELOPMENT SERVICES  
CUSTOMER SERVICE AND STREAMLINING  
ACTION PLAN STATUS REPORT

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

**Purpose:** To inform the Board of Directors of CVC on the  
Planning and Development Services Customer Service  
and Streamlining Action Plan Status Report

### Background:

**At the CVC Board of Directors (the 'Board') meeting** held in November 2019, the Board endorsed the CVC 'Planning and Development Services (PDS) Customer Service and Streamlining Action Plan' (the 'Action Plan') through **Board Resolution #100/19**. The purpose of the Action Plan is to outline the PDS department's planned client service enhancements, program monitoring and reporting activities, and to demonstrate a continued commitment to customer service excellence, **consistent with CVC's Customer Service Charter, Conservation Ontario's (CO's) Client Service and Streamlining Initiatives**, and related provincial initiatives.

#### Action Plan Core Themes

**The Action Plan's core themes center around three key client centric principles** endorsed by the Board early in its development (CVC Board Resolution #31/19):

1. Improve Client Service and Accountability;
2. Increase Speed of Approvals; and
3. Reduce Red-Tape and Regulatory Burden.

Since implementation of the Action Plan, PDS staff continues to engage with partner municipalities, CO, and the greater golden horseshoe (GGH) conservation authorities (CA), participating in many collaborative client service and streamlining activities. These include:

1. Development of templates and guidelines to assist in standardizing client service outputs across CAs;
2. CA work and process flow reviews for plan review and regulatory programs to improve accountability, transparency, and increase efficiencies;
3. Improving existing time/file tracking and digital application systems -including key performance indicators and metrics for monitoring and reporting purposes;
4. Participate in training and workshops focused on client service and streamlining, in coordination with CO, as well as with local partner municipalities;



5. Developing modernized internal administrative workflow processes, as well as online client permit application tools; and
6. Reorganization of internal resources to align with changes to the CA Act, as well as program delivery needs.

These client service and streamlining activities assist in forming the foundation by which the key specific actions identified in the Action Plan are implemented.

Through CVC Board Resolution #118/21, PDS has committed to providing an annual update to the Board on this on-going project, particularly for actions that have been completed and for emerging and new actions that PDS will implement, based on current watershed trends, corporate and municipal partner needs, emerging priorities, and related legislative changes.

### Analysis:

PDS has continued its long-standing leadership role in client services and improvements to program and service delivery as shown by the Action Plan and deliverables, particularly those completed to date. Since 2019, a variety of recent legislative changes that impact PDS program and service delivery have occurred, most notably Bill 109 and Bill 23.

**Legislative Changes Impacting Planning and Development Services Programs**  
In response to the various legislative changes impacting PDS programs and services, PDS staff has taken the opportunity to adjust existing resources and Action Plan deliverables, while continuing to initiate new deliverables to continue to improve customer service.

#### Bill 109

**As part of Ontario's Housing Supply Action Plan, the province passed Bill 109 (the 'More Homes for Everyone Act, 2022'),** in the spring of 2022. This bill made a variety of changes to the *Planning Act*, with the stated objective of increasing housing supply and streamlining development approvals. The most impactful changes to PDS programs and services came into effect on July 1, 2023, requiring municipalities to refund application fees (on a graduated scale) where planning decisions are not made by the municipality within prescribed statutory timelines. This has resulted in municipalities streamlining and modifying their development application review processes, including a significant increase in municipal requirements and timing of pre-development consultation.

**Credit Valley Conservation's** PDS programs support municipal partners through the planning and development processes by coordinating comments on issues of shared interest – for plan review and regulation programs, this includes issues related to natural hazard management and water resource protection. The main purpose for this coordinated approach is to eliminate duplication and reduce unnecessary delays in process. Planning and Development Services has been experiencing an influx of municipal pre-consultation files, and while advantageous to resolving potential issues

early in the process, this has also resulted in the delay of receiving formal plan review applications and fees. The implications of this, including mitigating factors, are further discussed in a report being considered at the November 2023 Board meeting titled 'Planning and Development Services Cost Recovery and Fee Schedule Update'.

### Bill 23

In the fall of 2022, Bill 23 (the '**More Homes Built Faster Act**', 2022) received royal assent. This bill resulted in a variety of changes to the land use and development related approvals systems in Ontario. Of most impact to the delivery of PDS programs and services were changes made to the *Conservation Authorities Act* (CA Act) scoping CA's plan review program services to matters related only to natural hazards (including shoreline hazards and wetlands).

This change prohibits municipalities from requesting technical review and comments from CAs primarily on natural heritage protection related matters, as well as non-natural hazard related water resource protection issues (e.g., water quality), through the plan review process. While this program scoping also relieves some pressure on plan review staff that would otherwise persist (most notably meeting truncated review timelines without additional resources), PDS has taken the opportunity to pivot plan review programming to accelerate the delivery of watershed planning implementation tools, several of which are deliverables of the Action Plan and are further discussed later in this report.

CVC continues to be uniquely positioned to provide technical support and advice to municipalities and other partners on natural heritage protection and water resource management outside of the plan review process through watershed planning activities (including subwatershed study and master planning exercises), as well as in the development of natural heritage and urban forest strategies and growth management support studies. These activities will continue to be coordinated with partners, consistent with service agreements and memoranda of understanding.

### Status of the Implementation of Specific Actions (deliverables)

**Schedule 'D', Appendix 1** attached to this report provides a general overview of the status of the Action Plan's **short, medium, and long-term** deliverables by core themes. As illustrated, many of the short and medium-term deliverables had been reported to be completed in 2022 and 2023.

It is important to recognize there continues to be on-going improvements and updates to most deliverables as our experience and knowledge advances. Some of the key completed actions in 2023 are as follows:

- Finalized service agreements with Peel and Brampton for expedited environmental assessments and permit review for infrastructure projects;
- Engaged with municipal partners and development industry in response to legislative changes and how to further coordinate on potential alternative services;
- Developed and implemented specific protocols to support risk-based policy implementation; and

- Finalized key technical guidance documents to support municipal staff, consultants, and landowners including:
  - Guidelines for Designing Enhancement Plans within Setbacks and Buffers;
  - EIS checklist for field studies and permits; and
  - Offset tracker to support Ecological Offsetting Guidelines.

Understanding the advancing needs of our clients, PDS staff have taken initiatives to adapt and accelerate new deliverables to address these needs. Those include:

- Developing a **'made in CVC' digitized** file tracking system to improve efficiencies and support accurate reporting on permit timelines;
- Coordinating with municipal partners on developing shared application tracking/commenting databases and portals;
- Developing a series of bulletins and GIS tools for municipalities to assist them in implementing their natural heritage related programs and interpret **CVC's technical** data through the plan review process.
- Engagement opportunities with municipalities for knowledge transfer and training on watershed planning and natural heritage related technical needs.

#### Service Standard Timelines for CVC Permits

One of the core focus areas of the Action Plan is timelines and efficiencies in the permit and plan review processes. **Conservation Ontario's Client Service Standards for CA Plan and Permit Review Guidelines** establish a framework for plan review and permit application review processing for CAs.

Planning and Development Services adopted these standards in 2020, and since that time has been tracking and reporting to the Board on performance. Table 3 below provides the results for PDS service standard timelines for permits from 2022 to Q3 2023 (end of September 2023).

Table 3 – Service Standard Timeline Results for Permits Issued\* - 2022 to Q3 2023

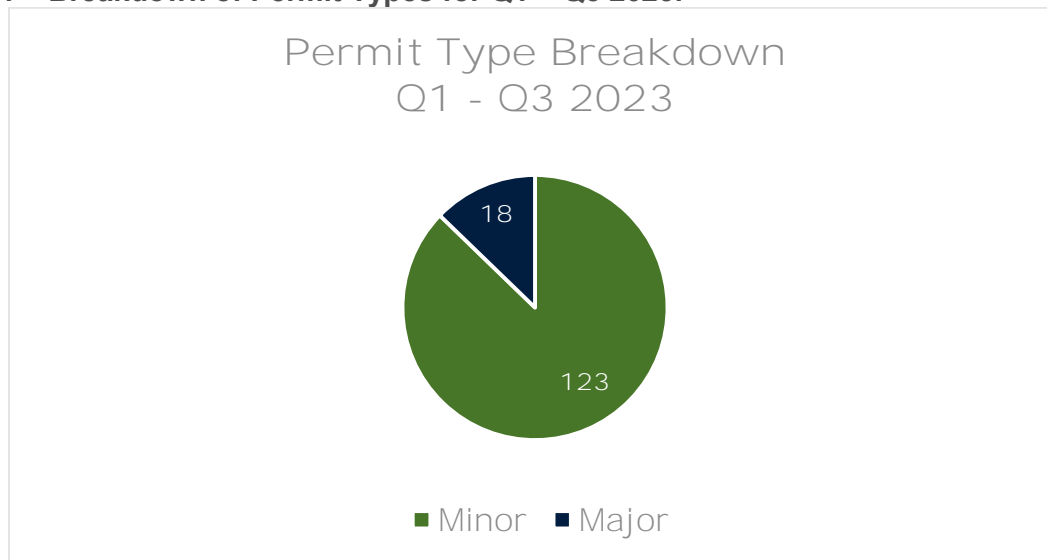
Credit Valley Conservation	Number of Permits Issued Within Policy and Procedure timeline <sup>i</sup>		Number of Permits Issued Outside of Policy and Procedure Timeline			
	Major	Minor	Major	Minor		
	44	388	0	0		
	Number of Permits Issued Within CO Guideline timeline			Number of Permits Issued Outside of CO Guideline timeline		
	Major	Minor	Routine	Major	Minor	Routine
	43	385		1	3	

\*Does not represent the total number of permit applications received and currently in progress (i.e., not issued yet)

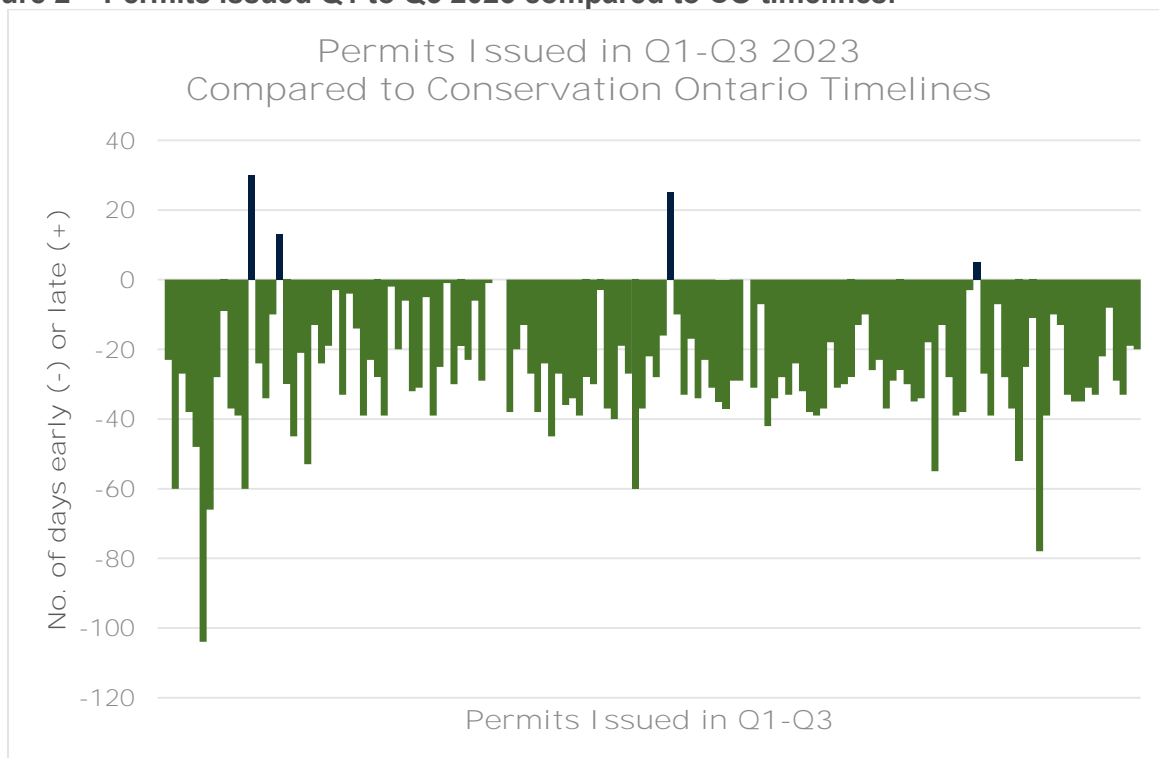
It is notable that **since first reporting to CO in 2020, PDS' delivery of regulatory services** has been approximately 99% compliant with the adopted guideline. In Q1 to Q3 of 2023, the average time taken to process and make a decision on permit applications (minor and major combined) was approximately 22 days.

Figures 1 and 2 below provide graphic illustrations of the number of permits issued for Q1 to Q3 2023 by application type (minor or major) and the number of permits issued within, or longer than, the prescribed timelines.

**Figure 1 – Breakdown of Permit Types for Q1 – Q3 2023.**



**Figure 2 – Permits issued Q1 to Q3 2023 compared to CO timelines.**



As illustrated in Figure 1, CVC permits issued between Q1 to Q3 2023 totaled 141, with the majority being in the minor permit category. Figure 2 shows that almost all permits issued in that same timeframe were within the CO adopted permit review and issuance timelines with only four permits being delayed. The delay in regulation

program staff making a decision for these four permit applications is largely attributed to a temporary reduction in staff resources over the course of 2023, and a necessary increased focus of resources to non-compliance case management (including attending court proceedings).

It is anticipated that PDS staff will continue to meet adopted regulation program **service delivery standards and successfully exceed CVC's Strategic Plan customer service measure of success number seven**, which has a stated goal of:

*"95 percent of all permit transactions meet the Conservation Ontario service delivery guidelines."*

#### Service Standard Timelines for CVC Plan Review Activities

Timelines for CVC's review of *Planning Act* applications are determined by municipalities. Timelines can be affected by several factors including legislative requirements, complexity of issues, municipal priorities, and types of files. PDS has generally committed to a maximum plan review timeline of four weeks, with a two-week commenting deadline for minor application types. As a client service best practice, PDS responds to public/property inquiries within two business days and maintains staff available for 'walk-ins' at the CVC Planning Counter.

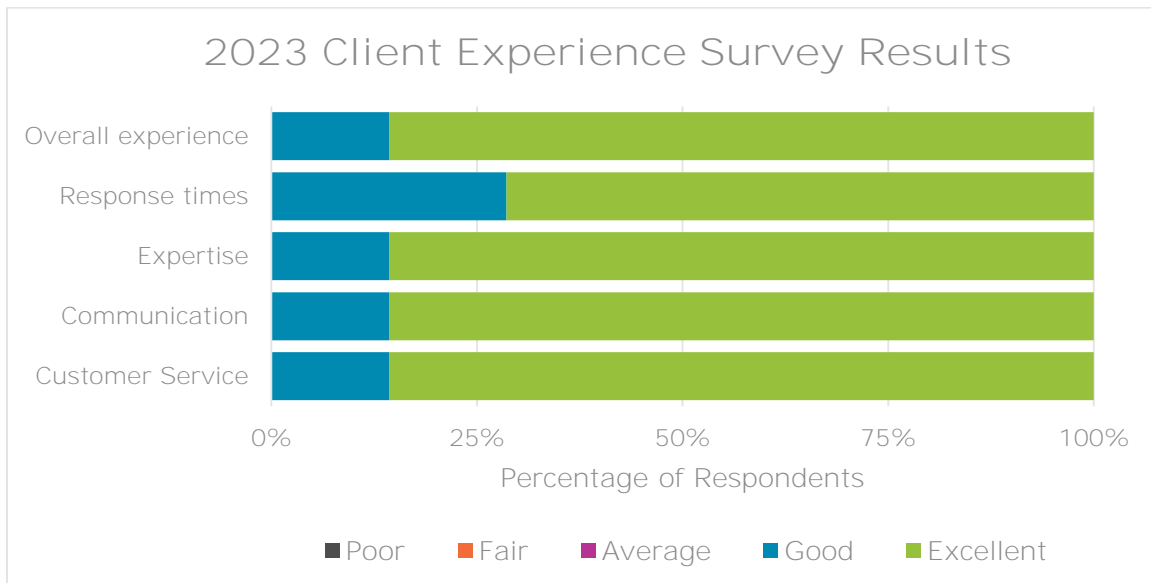
PDS staff track review timelines for plan review applications to ensure expectations are met - recognizing the challenges associated with tracking and reporting on municipal plan review timelines, as these are out of our control and often subject to change. It is notable that a deliverable from the Action Plan is to update municipal/CVC planning MOUs to include plan review timelines to set expectations and predictability in process.

#### Client Experience Surveys

A key indicator of PDS staff performance continues to be the results of the client experience surveys. The surveys have collected responses from permit and plan review applicants, including our interactions with municipal staff and the development industry.

Figure 3 below provides an overview of the results from the client experience survey for permit applicants. As shown, **the respondent rated their experience 'good' or 'excellent'** in all categories. Figure 4 provides an overview of the results from the surveys received for plan review and municipal infrastructure/EA works applicants. As illustrated, **responses to all survey questions received a rating of 'good' or 'excellent'**, with the 'professionalism' category receiving a rating of 'excellent' from all respondents.

**Figure 3 – Graph illustrating the 2023 client experience survey results for permit applications.**



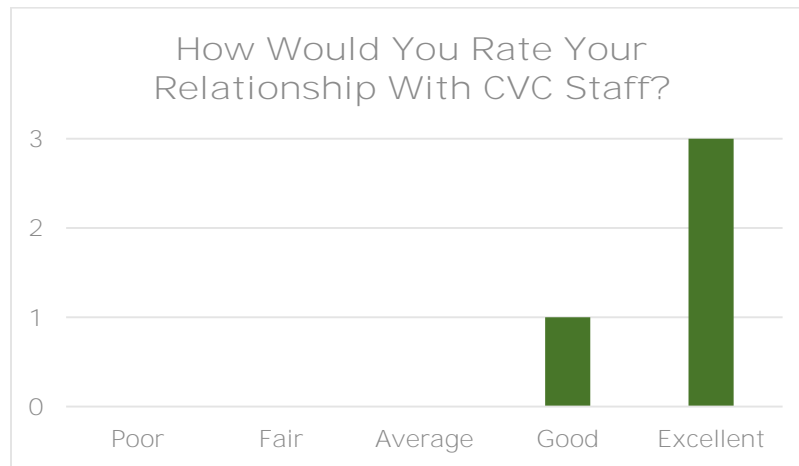
**Figure 4 – Graph illustrating the 2023 client experience survey results for plan review and municipal works/EA applications.**



These responses received are an indicator of the high level of customer service and strong relationships PDS staff have developed with our municipal partners, as well as a reflection of PDS staff’s attentiveness, expertise and conducting themselves in a professional manner.

Below, Figure 5 shows responses received from municipal staff and the development industry survey when asked ‘How would you rate your relationship with CVC staff?’

**Figure 5 – Graph illustrating the 2023 client experience survey results for municipal partners and development industry.**



As shown, all respondents indicated a 'good' or 'excellent' relationship with CVC staff. Themes of the written comments provided of what PDS staff are doing well include:

- Comments submitted before deadline.
- Solution oriented and flexible; and
- Excel in communication, expertise, and responsiveness.

A common theme received on 'areas of improvement' were related to timelines and increasing speed of review. This was expected, particularly with the new requirements coming into effect July 1, 2023, associated with Bill 109 identified earlier in this report. Nonetheless, this area of improvement continues to be identified as a high priority for PDS.

### Communications Plan:

Copies of this report will be forwarded to member municipalities, Conservation Ontario, Greater Golden Horseshoe Conservation Authorities, and the Building Industry and Land Development Association for their information. Additionally, a copy of this report will be placed in the appropriate location on the CVC website (PDS homepage).

### Financial Implications:

There is no financial impact to CVC for this project.

### Conclusion:

In November 2019, the Board endorsed the Planning and Development Services (PDS) Customer Service and Streamlining Action Plan (the 'Plan') which was based on three

core themes: Improve Client Service and Accountability; Increase Speed of Approvals; and Reduce Red-Tape and Regulatory Burden. The plan also directs monitoring and annual reporting to ensure deliverables are met and enhancements are made based on an on-going expectation to client service excellence.

**More recent legislative changes (Bill 109 and Bill 23) most impactful to CVC's Plan** Review and Regulation programs include accelerated timelines for municipalities to make decisions on Planning Act applications, as well as the scoping of CA plan review activities to only being able to review and comment on matters related to natural hazards (including shoreline hazards and wetlands). As a result, PDS has taken the opportunity to accelerate the development and updating of watershed planning implementation tools and related activities (e.g., technical guidelines, GIS tools, training etc.) – as well as continuing to delivery services to municipalities through Plan Input programming.

Timelines for making decisions on permit applications continue to indicate almost all permits issued since 2021 met, or exceeded, permit service delivery guidelines (99% compliance average). In addition, it is anticipated PDS staff will continue to exceed the CVC Strategic Plan customer service measure of success for 2023, which sets a goal of 95% compliance with Conservation Ontario (CO) service delivery guidelines. Results from the client experience surveys show respondents rated their overall experience with PDS staff as **'good' or 'excellent'**, providing positive comments for responsiveness, professionalism, expertise, and conflict resolution.

### Recommended Resolution:

*WHEREAS the CVC Board of Directors endorsed the Planning and Development Services Customer Service and Streamlining Action Plan in November 2019; and*

*WHEREAS the Board of Directors directed Planning and Development Services staff to report back to the Board of Directors with a detailed evaluation and implementation status report on the specific actions contained in the action plan annually; and*

*WHEREAS all the short and medium-term deliverables have been substantially completed, with continual improvements to each as knowledge and experience improves with client centric customer service activities; and*

*WHEREAS CVC Planning and Development Services staff continue to exceed CVC's Strategic Plan (2020 to 2022) customer service measure of success #7 which states: '95% of permit transactions meet the Conservation Ontario service delivery guidelines';*

*THEREFORE BE IT RESOLVED THAT the report entitled "Planning and Development Services Customer Service and Streamlining Action Plan Status Report" be received and appended to the minutes of this meeting as Schedule 'D'; and*



*THAT Planning and Development Services staff continue to implement the Action Plan and report annually to the Board of Directors with a detailed evaluation and implementation status report; and further*

*THAT a copy of this report be forwarded to member municipalities, Conservation Ontario, Greater Golden Horseshoe Conservation Authorities, and the Building Industry and Land Development Association for their information, including posting a copy on the CVC PDS website homepage.*

**Submitted by:**

Dorothy DiBerto  
Senior Manager, Planning

Josh Campbell  
Director, Planning and Development Services

**Recommended by:**

Quentin Hanchard  
Chief Administrative Officer

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## STATUS OF DELIVERABLES (2023): Improve Client Service and Accountability

Online Regulation Mapping	Service Agreements	Check Lists and Guidelines	Open Source/Publicly Available Data
<ul style="list-style-type: none"> <li>• <b>Short Term:</b> maintain online regulation mapping.</li> <li>• <b>Medium Term:</b> review regulation mapping for consistency with updated regulation.*</li> <li>• <b>Long Term:</b> update online mapping with revised floodplain and wetland data (including regulation changes).*</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short Term:</b> review existing service agreements/MOUs and identify gaps based on best practices (currently online).</li> <li>• <b>Medium Term:</b> contact municipalities to undertake coordinated review and update.*</li> <li>• <b>Long Term:</b> update and maintain online agreements as approved.*</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short Term:</b> review online policy and guideline list and identify gaps and update requirements (best practices).</li> <li>• <b>Medium Term:</b> develop more 'user friendly' guidelines and checklists (ensure used as part of application processes).</li> <li>• <b>Long Term:</b> Develop working group to identify gaps and opportunities (guideline needs, industry standards and best practices).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short Term:</b> explore opportunities to add to existing open source data (flood modeling) and on-line data (floodplain mapping) - based on external demand.</li> <li>• <b>Medium Term:</b> review and streamline current data request process (data sharing agreement requirements, online request etc.).</li> <li>• <b>Long Term:</b> Develop an open source and publicly available data strategy and implement.</li> </ul>

\*requires updated regulations from province to complete

**GREEN FONT – Task Completed (on-going project monitoring and annual enhancements)**

**BLUE FONT – Task in Progress**

**BLACK FONT – Task Not Yet Initiated**

# STATUS OF DELIVERABLES (2023): Increase Speed of Approvals

Work Flow	Issue Management	Case Facilitation	Departmental Organization	Application Process
<ul style="list-style-type: none"> <li>•<b>Short Term:</b> review and update online workflow process charts - including internal procedures (application checklists, complete application notification, timelines).</li> <li>•<b>Medium Term:</b> review and update Procedural Manual - particularly related to PDS admin policies and procedures.</li> <li>•<b>Long Term:</b> update and maintain Procedural Manual and associated online information - including administrative policies (fees, timelines etc.).*</li> </ul>	<ul style="list-style-type: none"> <li>•<b>Short Term:</b> review and establish mandatory bi-weekly planning team meetings with senior staff (alternate week triage).</li> <li>•<b>Medium Term:</b> evaluate team meeting effectiveness.</li> <li>•<b>Long Term:</b> Develop internal working group to monitor and evaluate effectiveness of 'issues management' process and provide recommendations as needed (particularly related to consistency and timelines).</li> </ul>	<ul style="list-style-type: none"> <li>•<b>Short Term:</b> Identify planners as 'team leaders' and Sr Manager Planning as 'case facilitator'.</li> <li>•<b>Medium Term:</b> develop internal training strategy for all staff to educate on municipal and development industry process(es).</li> <li>•<b>Long Term:</b> Monitor, review and modify teams and departmental structure (areas of responsibility, decision matrix) as needed.</li> </ul>	<ul style="list-style-type: none"> <li>•<b>Short Term:</b> review PDS organizational structure and modify to optimize work flow, ensure consistency, better support issue management/case facilitation processes and take advantage of growth opportunities.</li> <li>•<b>Medium Term:</b> No action.</li> <li>•<b>Long Term:</b> Monitor and review departmental structure and optimize as needed based on growth opportunities, meeting client needs, resourcing etc..</li> </ul>	<ul style="list-style-type: none"> <li>•<b>Short Term:</b> establish and implement formal application process requiring pre-consultation, complete application notification and (iterim) timelines (for plan review and regulations).</li> <li>•<b>Medium Term:</b> update mandatory review timelines coordinated with provincial (regulatory) and municipal (plan review) requirements.</li> <li>•<b>Long Term:</b> develop working group to monitor and review application process(es) and identify gaps, challenges and opportunities.</li> </ul>

\*requires updated regulations from province to complete

**GREEN FONT – Task Completed (on-going project monitoring and annual enhancements)**

**BLUE FONT – Task in Progress**

**BLACK FONT – Task Not Yet Initiated**

## STATUS OF DELIVERABLES (2023): Reduce Red Tape and Regulatory Burden

Policy Alignment	Service Delivery	Cost Recovery	Performance Evaluation
<ul style="list-style-type: none"> <li>• <b>Short Term:</b> develop (interim) internal risk based guidelines for types of development (minor works) and wetlands (size, hydrologic connection) - exceptions and exemptions.</li> <li>• <b>Medium Term:</b> develop planning and regulation policy update strategy - 10 year review (updated Act, Regulation - CRWNHS and offsetting).*</li> <li>• <b>Long Term:</b> Update Planning and Regulation policies based on strategy.*</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short Term:</b> track permit and planning application review timelines - coordinated with submission and review requirements.</li> <li>• <b>Medium Term:</b> update permit application timeline requirements based on regulatory requirements.</li> <li>• <b>Long Term:</b> develop an improved and more efficient database/tracking system (corporate/ SharePoint database coordination).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short Term:</b> track PDS staff time based on plan review, plan input, permitting and EA activities.</li> <li>• <b>Medium Term:</b> conduct analysis of staff time to support/modify fee review and departmental budgeting.</li> <li>• <b>Long Term:</b> develop an improved and coordinated time database/tracking system (with Service Delivery tracking).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Short Term:</b> develop customer survey for front counter, all permit applications and on-line survey.</li> <li>• <b>Medium Term:</b> develop customer survey for plan review customers and strategy for outreach (municipalities, BILD, OFA, public etc.).</li> <li>• <b>Long Term:</b> Undertake annual reporting to CVC Board, public/stakeholders and Province related to service delivery and cost recovery performance.</li> </ul>

\*requires updated regulations from province to complete

**GREEN FONT – Task Completed (on-going project monitoring and annual enhancements)**

**BLUE FONT – Task in Progress**

**BLACK FONT – Task Not Yet Initiated**



November 30, 2023

### **In This Issue**

- AMO survey: Mapping Diverse Experiences Running for Municipal Office.
- Renewal of Ontario Invasive Species Strategic Plan.
- Community Emergency Preparedness Grant.
- Volunteer firefighter recruitment and retention.
- New! Advanced training for AMO members in 2024.
- ROMA 2024 Conference: *Closer to Home* programming.
- Still time to register: Understanding Competing Human Rights, Dec. 12.
- Save the date: OSUM 2024 Conference.
- Thinking road needs study in 2024? Contact LAS.
- SaveOnEnergy Energy Management and Efficient Electrification webinars.
- Canoe Fall webinar: Uncrewed Vehicles (Drones - that is!).
- Municipal climate internship recruitment.
- Must attend: ORFA's Outdoor Ice Symposium.
- Data Standards for Planning and Development Applications: Terminology.
- Fleming College seeking municipal partnership projects.
- Careers: MOECP, Brampton, DNSSAB and London.

### **AMO Matters**

Have you run for municipal office, or considered running for municipal office in Ontario? Do you consider yourself to be from an equity-deserving community? If so, we would love to hear from you! [By filling out this short survey](#), you will help AMO improve our understanding of diverse candidates running for office in Ontario, informing how we create new programs, resources, and advocacy strategies.

### **Provincial Matters**

The Ministry of Natural Resources and Forestry is [seeking feedback](#) on the proposed renewal of the Ontario Invasive Species Strategic Plan.

Ontario has announced \$5 million through an application-based program to help increase emergency preparedness. Municipalities under 100,000 are eligible to apply. [Applications are due November 30.](#)

The Ontario Fire Marshal is conducting an [online survey](#) for volunteer firefighters and fire chiefs to inform their understanding on recruiting and retaining volunteer firefighters.

### **Education Opportunities**

AMO Education has significantly expanded our training suite to meet your evolving needs. Our training is specifically designed for municipally elected officials to advance your leadership and service delivery skills. View the current slate of opportunities [here](#), and mark your calendars. Registration will be opened soon.

The ROMA 2024 Conference program will address important issues facing rural municipalities in Ontario, including homelessness, access to services, and food security. [View the program outline and register today.](#)

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. You can register for this important training [here](#).

Mark April 30 - May 2 in your calendar for the OSUM 2024 Conference in Orillia. Check back [here](#) as details are confirmed.

## **LAS**

The [LAS Road & Sidewalk Assessment Service](#) offers high-accuracy road needs studies for an affordable price. Get better data to help make better decisions, saving time and improving service levels. [Contact Tanner](#) for a quote to include in your 2024 budget.

The final webinar of our [LAS/Canoe Procurement Group](#) Fall series will not disappoint! Join us on December 7 as we hear from Aerospace and Deep Trekker, two vendors in the new Uncrewed Vehicles category - [register here today](#).

SaveOnEnergy is offering free training webinars for municipal energy/facility managers and directors. Learn how to integrate energy management principles, identify savings, and reduce cost in your municipal facilities. [Register today](#).

## **Municipal Wire\***

Environmental Leadership Canada is recruiting environmental leaders (aged 18-30) for a Municipal Climate Internship in eastern Ontario with Lanark, Frontenac, and Stormont-Dundas-Glengarry. [Applications are due December 12, 2023](#).

ORFA's [Outdoor Ice Symposium](#) is a two-day event (January 23-24, 2024) focused on the opportunities and challenges of offering outdoor ice-skating experiences for communities. [Register](#) to join them in-person at The Bentway, Toronto or connect virtually!

The Digital Governance Standards Institute has opened public review on [terminology](#) that will be used to establish consistency in data requirements for planning and development applications in Ontario.

[Fleming College](#) is seeking municipal environmental land-use planning and management projects to be implemented by students in the [Environmental Land Management](#) program. Contact [Emily Markovic](#) to discuss partnership opportunities.

## **Careers**

[Director, Environmental Permissions - Ministry of the Environment, Conservation and Parks](#). Closing date: December 5.

[City Clerk - City of Brampton](#). Closing date: December 22 @11:59 pm.

[Chief Administrative Officer - District of Nipissing Social Services Administration Board \(DNSSAB\)](#). Closing date: January 9, 2024, 4:30 pm.

[Director, Life Stabilization City of London](#) Closing date: December 12.

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**About AMO**

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

**AMO Contacts**

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[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

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

[ONE Investment](#)

[Media Inquiries](#)

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

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November 23, 2023

### **In This Issue**

- AMO survey: Mapping Diverse Experiences Running for Municipal Office.
- Renewal of Ontario Invasive Species Strategic Plan.
- Community Emergency Preparedness Grant.
- Pilot vehicle questionnaire now open.
- Webinars: Funding for EV charging stations.
- Volunteer firefighter recruitment and retention.
- New federal waste diversion resource document.
- ROMA Conference: Plenary program announcement.
- Important new training: Understanding Competing Human Rights, Dec. 12.
- Save the date: OSUM 2024 Conference.
- Blog: How Technology is Transforming FOI Programs in Ontario Municipalities.
- Don't get caught in the dark!
- ClearRisk webinar for AMO members!
- SaveOnEnergy Energy Management and Efficient Electrification webinars.
- Canoe Fall Webinar: Uncrewed Vehicles(Drones - that is!).
- Data Standards for Planning and Development Applications: Terminology.
- Future of Aging Summit - Register today!
- Funded assistance for accessibility and disability management.
- Fleming College seeking municipal partnership projects.
- Careers: Welland, Toronto and Simcoe County.

### **AMO Matters**

Have you run for municipal office, or considered running for municipal office in Ontario? Do you consider yourself to be from an equity-deserving community? If so, we would love to hear from you! [By filling out this short survey](#), you will help AMO improve our understanding of diverse candidates running for office in Ontario, informing how we create new programs, resources, and advocacy strategies.

### **Provincial Matters**

The Ministry of Natural Resources and Forestry is [seeking feedback](#) on the proposed renewal of the Ontario Invasive Species Strategic Plan.

Ontario has announced \$5 million through an application-based program to help increase emergency preparedness. Municipalities under 100,000 are eligible to apply. [Applications are due November 30.](#)

Is your jurisdiction participating in a pilot vehicle program for e-scooters, cargo e-bikes, large quadricycles, electric low-speed vehicles, or golf carts? If so, the Ministry of Transportation [needs your input!](#)

The [ChargeON Program](#) will provide up to 75% provincial funding for municipalities to install Electric Vehicle charging stations. Join webinars hosted by Canoe Procurement



Group partner Flo on [November 29](#) and the Ministry of Transportation on [November 30](#) to find out what you need to do.

The Ontario Fire Marshal is conducting an [online survey](#) for volunteer firefighters and fire chiefs to inform their understanding on recruiting and retaining volunteer firefighters.

### **Federal Matters**

The federal government published *[The Role, Management, and Impacts of Plastics in Organics Waste Diversion Programs \(FR\)](#)* in Canada to support municipal decision making on the inclusion of plastics such in organics recycling programs.

### **Education Opportunities**

[Register](#) for the ROMA 2024 Conference to learn about hot topics impacting rural communities. Plenary stage programming includes panels discussions about *The Future of Feeding Ontario and Experiences and Solutions for Rural and Remote Homelessness*.

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. You can register for this important training [here](#).

Mark April 30 - May 2 in your calendar for the OSUM 2024 Conference in Orillia. Check back [here](#) as details are confirmed.

### **LAS**

Nine out of 10 municipalities say that budgets have not increased to cope with the Freedom of Information demand. To learn more, [read](#) our Freedom of Information Solutions partner's guest blog.

Don't get caught in the dark as the government phases out fluorescent and other mercury containing lights. The LAS [Facility Lighting Service](#) is your easy-button to environmentally-friendly, efficient LED upgrades. Contact [Christian Tham](#) to find out more and get started today.

ClearRisk will be hosting our training webinar in one week! Come [join us November 30](#) at 11:00 AM ET for an overview of the system and a detailed demonstration.

The final webinar of our [LAS/Canoe Procurement Group Fall](#) series will not disappoint! Join us on December 7th as we hear from Aerospace and Deep Trekker, two vendors in the new Uncrewed Vehicles category - [register here today](#).

SaveOnEnergy is offering free training webinars for municipal energy/facility managers and directors. Learn how to integrate energy management principles, identify savings, and reduce cost in your municipal facilities. [Register today](#).

### **Municipal Wire\***

The Digital Governance Standards Institute has opened public review on [terminology](#) that will be used to establish consistency in data requirements for planning and development applications in Ontario.

RTOERO's inaugural [Future of Aging Summit](#), held in Toronto from May 15 to 17, 2024, unites global experts and thought leaders across numerous sectors to improve

our later years.

Limited spots remain available for a free and confidential Workplace Disability Management Assessment. For details and an application form, visit the National Institute of Disability Management and Research [website](#).

Fleming College is seeking municipal environmental land-use planning and management projects to be implemented by students in the Environmental Land Management program. Contact Emily Markovic to discuss partnership opportunities.

### Careers

General Manager of Corporate & Enterprise Services/Chief Financial Officer (CFO) - City of Welland. Apply by December 15.

Director of Community Services - City of Welland. Apply by December 15.

Director Regulatory Compliance Enforcement - City of Toronto. Apply by: November 30.

Economic Development Officer - County of Simcoe. Apply by: December 8

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November 16, 2023

### **In This Issue**

- Complete and share our Municipal Employee Survey.
- Community Emergency Preparedness Grant.
- Pilot vehicle questionnaire now open.
- ChargeON funding webinars.
- Volunteer firefighter recruitment and retention.
- ROMA Conference: Delegation requests deadline is November 20, 4pm.
- ROMA Conference: Exhibitor & sponsorship opportunities are going fast.
- Important new training: Understanding Competing Human Rights, Dec. 12.
- Elevate your skills: Navigating Conflict as an Elected Official 2.0 Complex Situations.
- Indigenous Community Awareness Training - new dates.
- ONE Investment webinar: Equity Investing.
- LAS webinar: LED Lighting Success Stories.
- ClearRisk risk management webinar for AMO members.
- SaveOnEnergy Energy Management and Efficient Electrification webinars.
- Canoe Fall webinars: Navistar, Uncrewed vehicles.
- Upcoming event by CAMH's Provincial System Support Program.
- Funded assistance for accessibility and disability management.
- Enbridge Gas' Integrated Resource Planning regional webinars.
- Fleming College seeking municipal partnership projects.
- Careers: AMO/LAS, Toronto, MoECP, Peterborough and ORFA.

### **AMO Matters**

AMO is conducting a survey of Ontario municipal employees to learn about their work experience. [Click here](#) for the survey link and resources to share with your colleagues and staff.

### **Provincial Matters**

Ontario has announced \$5 million through an application-based program to help increase emergency preparedness. Municipalities under 100,000 are eligible to apply. [Applications are due November 30.](#)

Is your jurisdiction participating in a pilot vehicle program for e-scooters, cargo e-bikes, large quadricycles, electric low-speed vehicles, or golf carts? If so, the Ministry of Transportation [needs your input!](#)

The [ChargeON Program](#) will provide up to 75% provincial funding for municipalities to install Electric Vehicle charging stations. Join webinars hosted by Canoe Procurement Group partner Flo on [November 29](#) and the Ministry of Transportation on [November 30](#) to learn more.

The Ontario Fire Marshal is conducting an [online survey](#) for volunteer firefighters and

fire chiefs to inform their understanding on recruiting and retaining volunteer firefighters.

### **Education Opportunities**

Submit your ROMA delegation requests by **November 20, 4pm**. Municipal officials registered for the 2024 ROMA Conference can submit meeting requests with Provincial Ministers and their staff on local matters. To submit your delegation requests [click here](#).

Don't be disappointed! Book your trade show booth today to ensure your participation in the 2024 ROMA Conference. Limited spaces available. Download the [exhibitor package](#) or [sponsorship package](#) today.

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. You can register for this important training [here](#).

Building on AMO's in demand training, *Navigating Conflict Relationships as an Elected Official, Advanced Strategies for Elected Officials to Master Conflict Relationships* (NCR 2.0), will take you to the next level of negotiating one of the more difficult aspects of local leadership: relationships. If you completed NCR 1.0 and are ready for the next steps in advancing your management of conflict relationships, this workshop is for you, this training is for you. Mark March 20 - 21, 2024 in your calendar and [watch here](#) for registration details.

OFIFC and AMO are offering training to build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger Indigenous-municipal relations forward in Ontario. [Register today](#) for this sell out training opportunity.

### **ONE**

It's municipal budget time and many of you focused on your 2024 finances, and making every dollar count is important. Over the long term, the growth from equity investments can help fund capital projects and municipal needs. [Register for the November 30 webinar](#) to learn more.

### **LAS**

LAS' turn-key Facility Lighting Service has been helping municipalities upgrade to LED lights for several years. Join our webinar on **November 22 at 10:00am** to hear West Lincoln and Georgina Township share their experience with this cutting edge program. Don't wait - [register today](#).

[Join us November 30](#) for a ClearRisk webinar to review their comprehensive risk management information system to streamline management and analysis of claims, incidents, policies, exposures, assets and more.

The [LAS/Canoe Procurement Group](#) Fall webinar series is coming to a close! Join us on November 23 for a presentation by Navistar on their plans for a sustainable transportation future - [register here](#). On December 7 we'll hear from Aerospace and Deep Trekker, two new vendors in the Uncrewed Vehicles category - [register here](#).

SaveOnEnergy is offering free training webinars for municipal energy/facility

managers and directors. Learn how to integrate energy management principles, identify savings, and reduce cost in your municipal facilities. [Register today](#).

### **Municipal Wire\***

A naturally occurring retirement community (NORC) is a regular residential building that has become home to a high density of older adults. Could NORCs help older adults age in place? In this [webinar](#), November 28, 12:00 – 1:00 p.m. EST you will learn why they matter. This webinar will be of interest to policymakers, administrators and clinicians who provide care to older adults in health care or social service settings in Ontario.

Limited spots remain available for a free and confidential Workplace Disability Management Assessment. For details and an application form, visit the National Institute of Disability Management and Research [website](#).

[Sign up](#) for Enbridge Gas' Integrated Resource Planning Fall webinars to learn more about the IRP process, system needs, and potential projects that have been identified in your region.

[Fleming College](#) is seeking municipal environmental land-use planning and management projects to be implemented by students in the [Environmental Land Management](#) program. Contact [Emily Markovic](#) to discuss partnership opportunities.

### **Careers**

[Business Development Manager - LAS | AMO Business Services](#). Apply to [hr@amo.on.ca](mailto:hr@amo.on.ca) by November 22.

[Project Director, Business Transformation - City of Toronto](#). [Apply online](#) by November 28.

[Director, Species at Risk Branch - Ministry of the Environment, Conservation and Parks](#). [Apply online](#) by November 27.

[Program Manager, Facilities Preventive Maintenance - City of Peterborough](#). Apply to [recruiting@peterborough.ca](mailto:recruiting@peterborough.ca) by November 20.

[Information and Skills Development Coordinator - Ontario Recreation Facilities Association](#). [Apply online](#) by December 15.

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### **About AMO**

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VIA EMAIL

November 23, 2023

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

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

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

**RESOLUTION: PW-41-23 - Negotiation with Miller Waste Systems to Extend Agreement for the Collection of Solid Waste in Halton Region**

1. THAT the Commissioner of Public Works be delegated the authority to negotiate an extension of the agreement with Miller Waste Systems as outlined in Report No. PW-41-23 re: "Negotiation with Miller Waste Systems to Extend Agreement for the Collection of Solid Waste in Halton Region".
2. THAT the Commissioner of Public Works report back to Regional Council on the results of negotiations with Miller Waste Systems in the first half of 2024.
3. THAT the Regional Clerk forward a copy of Report No. PW-41-23 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville.

Included please find a copy of Report No. PW-41-23 for your information. If you have any questions please contact me at the e-mail address below.

Sincerely,

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

Regional Municipality of Halton

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

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



**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Andrew Farr, Commissioner, Public Works
Date:	November 22, 2023
Report No:	PW-41-23
Re:	Negotiation with Miller Waste Systems to Extend Agreement for the Collection of Solid Waste in Halton Region

**RECOMMENDATION**

1. THAT the Commissioner of Public Works be delegated the authority to negotiate an extension of the agreement with Miller Waste Systems as outlined in Report No. PW-41-23 re: "Negotiation with Miller Waste Systems to Extend Agreement for the Collection of Solid Waste in Halton Region".
2. THAT the Commissioner of Public Works report back to Regional Council on the results of negotiations with Miller Waste Systems in the first half of 2024.
3. THAT the Regional Clerk forward a copy of Report No. PW-41-23 to the City of Burlington, the Town of Halton Hills, the Town of Milton and the Town of Oakville.

**REPORT**

**Executive Summary**

- An agreement with Miller Waste Systems for the collection of solid waste from residential properties, multi-residential complexes and designated Industrial, Commercial and Institutional locations commenced on April 4, 2016.
- The term of the agreement is for a minimum of eight years through to March 31, 2024 and includes two one-year options to extend to no later than April 3, 2026.
- A significant number of municipalities in the Province of Ontario will be awarding new agreements for the collection of solid waste around the same period of time due to the Blue Box transition to producer responsibility taking place between July 1, 2023 and December 31, 2025, resulting in a high demand for collection vehicles, staff and resources.



- As outlined in Report No. PW-23-23: “Update on Blue Box Transition”, discussions with Circular Materials are anticipated to begin in late 2023 or early 2024 which is one year later than originally anticipated, and as a result confirmation on services to be delivered during and post Blue Box transition remains unknown.
- In the first half of 2024, staff will report on the initial results of the Wheeled Cart Waste Collection Demonstration Project and recommend to Regional Council the next levels of service for the collection of solid waste material in Halton.
- New collection agreements need to be awarded a minimum of two to three years prior to when waste collection services begin due to the time that is required to procure waste collection vehicles, hire staff and secure resources to perform the work.
- To ensure sufficient time to prepare, release, evaluate and award the next solid waste collection agreement, staff recommend the Commissioner of Public Works have the authority to negotiate an extension of the current agreement with Miller Waste Systems, including the operation of the Halton Waste Management Site Transfer Station, from April 4, 2026 through to April 2, 2027.
- The Commissioner of Public Works will report back to Regional Council on the results of the negotiations with Miller Waste Systems in the first half of 2024.

## **Background**

The current agreement for the collection of solid waste material with Miller Waste Systems (P-061-01-14) commenced in the spring of 2016 for a minimum eight-year term with two one-year options to extend.

Miller Waste Systems collects curbside residential solid waste as well as solid waste material from multi-residential complexes, designated industrial, commercial and institutional locations that include the Business Improvement Areas, regional and municipal facilities, and roadside litter containers.

As per the terms and conditions of the current agreement, the contract term for services performed by Miller Waste are set to expire on April 3, 2026.

## **Discussion**

As municipalities across the Province of Ontario begin to transition their Blue Box programs to producer responsibility in accordance with the Ontario Blue Box Regulation, a significant number of municipalities will also be awarding new agreements for solid waste collection services in their communities. Due to the Blue Box transition period of July 1, 2023 to December 31, 2025, a sizable number of Requests for Proposals for municipal waste collection will be released over a short period of time. Therefore, the need for new waste collection vehicles plus staffing and resources required to perform

the work will be demanding and challenging. As a result, waste collection contractors have informed municipalities that based on the size of the municipality, they will require two to three years between the time when new agreements are awarded and the manufacture and eventual delivery of new waste collection vehicles required to service the new contracts.

As Regional Council is aware, Halton Region will begin the transition of the Blue Box program in Halton to producer responsibility on April 1, 2025. While it was originally understood that Halton Region would begin discussions with producers in 2022, municipalities transitioning their Blue Box programs in 2025 have been informed that discussions with producers will likely begin in late 2023 or early 2024.

Municipalities who have already transitioned their Blue Box programs in 2023 and those transitioning their programs in 2024 have shared that discussions with producers do require a significant amount of time to discuss and secure agreements as each municipal program is unique. It is therefore assumed that a recommended agreement between Halton Region and producers will not be presented for review and consideration to Regional Council any earlier than the first half of 2024.

These discussions with producers will also assist in determining responsibilities for delivery of waste collection services post transition of the Blue Box program and beginning in 2026. Furthermore, the results of the Wheeled Cart Collection Demonstration project for garbage and recyclable material that commenced in October 2023 will also be presented to Regional Council in early 2024. Based on the results of the demonstration project, staff may recommend to Regional Council that a Wheeled Cart Program for the curbside collection of household waste be implemented across Halton. If such a recommendation is approved by Regional Council, staff will develop an implementation and communication plan to be presented to Regional Council for review and approval in the latter half of 2024.

Based on the information outlined above, it is not anticipated that Halton Region will be in a position to recommend next levels of service for the collection of solid waste in Halton until mid 2024. As a result, a Request for Proposal for waste collection services in Halton would likely not be awarded any earlier than late 2024 or early 2025. This would result in the next waste collection contractor having less than a year and half to prepare for services that would commence on April 1, 2025. Due to the short period of time between award and start-up, delays in procuring equipment, staff and resources in order to perform the work are to be expected.

## **Recommendation**

In order to ensure sufficient time to develop, release, evaluate and award the next contract for solid waste collection in Halton Region, and to ensure that the awarded contractor has suitable time to procure the equipment, staff and resources required to perform the work, it is recommended that Regional Council endorse that the Commissioner of Public Works formally negotiate a one-year extension with Miller Waste Systems for the period of April

4, 2026 through to and including April 2, 2027. Included in the negotiations will be the continued operation of the Halton Waste Management Site Transfer Station by Miller Waste Systems. Staff will report back to Regional Council on the results of the negotiations in Q1 of 2024.

The timeline of key initiatives for the delivery of waste collection services in Halton is outlined below.

INITIATIVE	TIMELINE
Negotiate Extension with Miller Waste	December 2023 – March 2024
Negotiate Blue Box Transition with Circular Materials	December 2023 – April 2024
Council Report on Initial Results of Automated Wheeled Cart Demonstration Project	April/May 2024
Council Report on Recommended Next Levels of Service for Collection of Solid Waste	June – September 2024
Release, Evaluation and Award of Solid Waste Collection Request for Proposal	September 2024 – April 2025
Commence Next Agreement for Solid Waste Collection	April 2027

FINANCIAL/PROGRAM IMPLICATIONS

There are no direct financial implications associated with this report. Any financial implications arising from the negotiations with Miller Waste Systems to extend solid waste collection services to April 2, 2027 will be communicated to Regional Council, and will be reviewed as part of the annual budget process.

Respectfully submitted,



Rob Rivers CET  
Director, Waste Management and Road  
Operations



Andrew Farr  
Commissioner, Public Works

Approved by



Jane MacCaskill  
Chief Administrative Officer

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

Rob Rivers

Tel. # 8289

Attachments: None



VIA EMAIL

November 23, 2023

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

Adlar Gross, Climate Change Project Officer, ICLEI Canada  
Kevin Arjoon, City Clerk, City of Burlington  
Meaghen Reid, Town Clerk, Town of Milton  
Vicki Tytaneck, Town Clerk, Town of Oakville  
Valerie Petryniak, Town Clerk, Town of Halton Hills

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

**RESOLUTION: CA-16-23 - Corporate Climate Action Plan and Greenhouse Gas (GHG) Emissions Reduction Target**

1. THAT the corporate greenhouse gas (GHG) emissions reduction target of net zero by 2045 be endorsed.
2. THAT the Halton Corporate Climate Action Plan provided as Attachment #1 to Report No. CA-16-23 be endorsed.
3. THAT the Regional Clerk forward a copy of Report No. CA-16-23 to the Partners for Climate Protection Program for their information.
4. THAT the Regional Clerk forward a copy of Report No. CA-16-23 to the City of Burlington, Town of Halton Hills, Town of Milton and Town of Oakville for their information.

Included please find a copy of Report No. CA-16-23 for your information. If you have any questions please contact me at the e-mail address below.

Sincerely,

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

**Regional Municipality of Halton**

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



**The Regional Municipality of Halton**

Report To:	Regional Chair and Members of Regional Council
From:	Jane MacCaskill, Chief Administrative Officer
Date:	November 22, 2023
Report No:	CA-16-23
Re:	Corporate Climate Action Plan and Greenhouse Gas (GHG) Emissions Reduction Target

**RECOMMENDATION**

1. THAT the corporate greenhouse gas (GHG) emissions reduction target of net zero by 2045 be endorsed.
2. THAT the Halton Corporate Climate Action Plan provided as Attachment #1 to Report No. CA-16-23 be endorsed.
3. THAT the Regional Clerk forward a copy of Report No. CA-16-23 to the Partners for Climate Protection Program for their information.
4. THAT the Regional Clerk forward a copy of Report No. CA-16-23 to the City of Burlington, Town of Halton Hills, Town of Milton and Town of Oakville for their information.

**REPORT**

**Executive Summary**

- On September 11, 2019, Halton Region declared a Climate Change Emergency which emphasized the importance and urgency of taking action to address climate change.
- On February 17, 2021, through Report No. PW-15-21/ST-03-21/LPS26-21 re: "Climate Change Response Update", Regional Council received an update from staff outlining how Halton Region will work towards achieving the remaining 4 milestones of the Federation of Canadian Municipalities' Partners for Climate Protection Program.

- To advance corporate Milestone 2 (determine a corporate greenhouse gas (GHG) emission target) and Milestone 3 (create a corporate climate action plan) of the Partners for Climate Protection program, an internal team was established by Halton Region comprised of representatives from multiple departments and divisions within the Region that have a connection to climate mitigation and/or adaptation actions.
- The culmination of this work resulted in the development of the proposed corporate greenhouse gas (GHG) emissions reduction target of **net zero by 2045** and the Halton Corporate Climate Action Plan. (see Attachment #1)

## Background

Halton Region is a participant in the Partners for Climate Protection, a program established by the Federation of Canadian Municipalities and ICLEI-Local Governments for Sustainability. The Partners for Climate Protection program guides over 500 municipalities through a five-step milestone framework to support climate action. Participating municipalities are expected to fulfill these steps for both their *corporate* emissions as well as *community* emissions. The five milestones are:

1. Creating a greenhouse gas emissions inventory;
2. Setting the emissions reduction target;
3. Developing the local action plan(s);
4. Implementing the plan(s); and,
5. Measuring progress – monitor, verify and report on greenhouse gas reductions.

Halton Region has been recognized for completing Milestone 1 for the corporation and for the community.

In 2019, Environmental Sustainability and Climate Change was included as a strategic theme within the 2019-2022 Strategic Business Plan. This has supported the integration of climate change principles into Regional decision-making and investments in programs and services to address climate change.

On September 11, 2019, Halton Regional Council declared a Climate Emergency which recognized the urgency and importance for climate action. This resolution included developing short and long-term climate change goals, progressing through the Partners for Climate Protection program and the development of corporate climate change policies.

Following Regional Council's unanimous approval of the Climate Emergency declaration, Report No. PW-15-21/ST-03-21/LPS26-21, re: "Climate Change Response Update" was presented to Council. This report highlighted a number of initiatives already underway, and set out an action plan that included the completion of Milestone 1 of the Partners for Climate Protection program and a 5% corporate energy emissions reduction through consumption demand management and lighting initiatives. In addition, the Region

established a Memorandum of Understanding with the Halton Environmental Network to support public consultation and greater community engagement.

Halton Region's commitment continues with the inclusion of a Climate Change and the Environment strategic theme in the Council approved 2023-2026 Strategic Business Plan. Within the Climate Change Theme are corresponding actions and metrics to deepen the Region's response to climate action. These actions will align and amplify the work:

- Take action to achieve a corporate target of net-zero greenhouse gas emissions prior to 2050;
- Partner with the Local Municipalities and other Halton stakeholders to advance a collective community climate change response;
- Maximize residential waste diversion in Halton;
- Partner with Conservation Authorities, the Local Municipalities and other stakeholders to protect the environment.

New efforts to reduce corporate greenhouse gas (GHG) emissions are being explored to further support the Region's net-zero target, including actions outlined in Report No. PW-43-23 on the November 22, 2023, Regional Council agenda.

## **Discussion**

To advance the Partners for Climate Protection program, in 2022 an internal team was established to ensure departments that intersect with climate change were committed to actions and outcomes. One of the key deliverables from the team included the proposed corporate greenhouse gas (GHG) emissions target and the Corporate Climate Action Plan.

### ***Partners for Climate Protection Program Milestones 1 and 2: Greenhouse Gas Inventory and Targets***

Halton Region was recognized for completion of Milestone 1, from the Partners for Climate Protection program. Since then, the Region has updated its greenhouse gas (GHG) emissions baseline year to 2019. This baseline year was chosen after considering several factors:

- Ontario has eliminated coal-fired plants from the provincial energy grid that significantly reduced the amount of greenhouse gas (GHG) emissions. Using the 2019 baseline date ensures that these reductions are not captured and corporate efforts are appropriately reflected;
- Impacts of the COVID-19 pandemic would have impacted corporate greenhouse gas (GHG) emissions and would not truly represent the Region's operations and services;
- The Partners for Climate Protection program supports 2019 as a suitable baseline year for reporting.



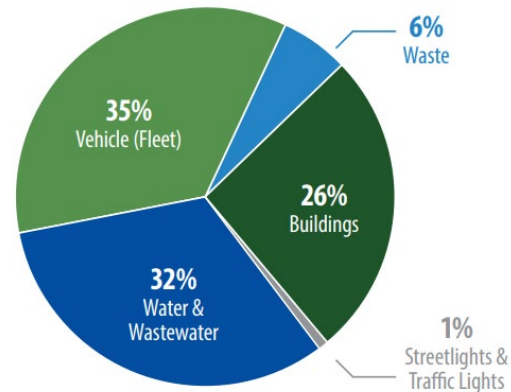
Based on the 2019 data, Halton Region’s corporate greenhouse gas (GHG) emissions equalled 18,152 tonnes (t) of carbon dioxide (CO2) equivalent (e) or tCO2e. This represents the annual emissions footprint generated across Halton Region’s corporate operating sectors in 2019, as presented in Figure 1.

Figure 1.

### 2019 Corporate Greenhouse Gas (GHG) Emissions Inventory

Corporate Sectors	Greenhouse Gas (GHG) Emissions (CO <sub>2</sub> e tonnes)
Buildings	4,751
Streetlights & Traffic Lights	214
Water & Wastewater	5,871
Vehicle (Fleet)	6,286
Waste	1,030
<b>Total Corporate Greenhouse Gas (GHG) Footprint</b>	<b>18,152</b>

### Halton Region Corporate Emissions Breakdown



*\* Disclaimer: the data highlighted above only encompasses emissions for the sectors listed above. This data represents raw emissions data without the adjustment of certain variables, such as weather. These emissions may change overtime based on factors out of the Regions control, such as the carbon intensity of the electricity grid. Please note as information, technologies, and data becomes more available, the reporting of greenhouse gas emissions will be represented in greater detail with the inclusion of additional sources.*

Based on the 2019 data, the Vehicle (fleet) sector was the largest source of greenhouse gas (GHG) emissions for Halton Region, accounting for approximately 35 per cent of total annual emissions. Fleet is followed by the electricity and natural gas consumed by water & wastewater facilities, and corporate buildings which generate approximately 32 percent and 26 percent, respectively. This will apply to both the initiatives undertaken through the Partners for Climate Protection program and the Region’s Conservation and Demand Management Plan, ensuring a coordinated approach across the Region.

Municipal greenhouse gas (GHG) emission reduction targets demonstrate commitment to averting the negative impacts of climate change and encourage a comprehensive and coordinated approach to climate action.

A detailed assessment was undertaken by staff to determine an appropriate corporate emissions reduction target. Possible pathways to achieve this target have been identified, resulting in an ambitious but achievable target, confirming the Region’s commitment to climate action.

As a result of this work, staff recommend that Halton Region set a corporate greenhouse gas (GHG) emissions reduction target to **achieve net zero by 2045**. Should Council

approve this target the Region will achieve Milestone 2 of the Partners for Climate Protection Program.

“Net-zero emissions or “net zero” will be achieved when all emissions released by human activities are counterbalanced by removing carbon from the atmosphere in a process known as carbon removal.”<sup>1</sup> In 2021, the federal government confirmed their commitment to net-zero through the *Canadian Net-Zero Emissions Accountability Act*, in which a target of net-zero by 2050 was established. The proposed target for Halton Region aligns with this commitment.

The recommended target also aligns with Intergovernmental Panel on Climate Change (IPCC) science, which states that limiting warming to 1.5°C is critical and can be achieved by the early 2050’s through rapid and sustained reductions.

### ***Partners for Climate Protection Program Milestone 3: Corporate Climate Action Plan***

In order to fulfill Milestone 3 of the Partners for Climate Protection Program, an action plan must be developed. Staff from across the organization contributed to the development of the Plan, which is provided as Attachment #1.

The Plan is the foundation that guides Halton’s work to accelerate its climate response and will act as a framework for climate action for the Region’s corporate activities. It is flexible to ensure it is responsive to technical advancements and a shifting regulatory environment. This allows the Region to adapt to the changing climate, establish a pathway for greenhouse gas (GHG) emission reduction efforts, and will further support regional partners and partnerships. This Plan includes four themes to support the Region’s climate change actions:

- Climate Ready
  - Climate Ready allows the Region to mitigate and adapt to the impacts of climate change, safeguarding corporate assets and service deliverables. This theme advances greenhouse gas (GHG) emission reduction efforts and ensures that the Region is planning, preparing and poised to respond to future climate impacts. To ensure a holistic approach to address the complexity of climate change, both mitigation and adaptation have been integrated within this theme. This will ensure that the Region is ready to continue to serve the Halton community and support climate transitions.
  - Actions include:
    - Incorporate climate change considerations into asset management planning.
    - Electrify (rightsizing) fleet.

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<sup>1</sup> World Resource Institute: [The What, When, and How of Net-Zero Emissions | World Resources Institute \(wri.org\)](https://www.wri.org/publication/2019/04/the-what-when-and-how-of-net-zero-emissions/)

- Climate Lens
  - A climate lens provides a pathway to integrate climate change considerations, impacts, risks, and vulnerabilities into all decisions, reports, policies, and initiatives. By operationalizing climate change into processes, the Region will be poised to create better climate solutions and encourage behavioral change across the organization. The Region’s interpretation of a climate lens builds upon this definition by recognizing that inequalities exist in climate action. The inclusion of Equity, Diversity, and Inclusion (EDI) efforts and the incorporation of Indigenous Knowledge will elevate a deeper understanding of climate change across Regional staff, departments and divisions.
  - Actions include:
    - Explore the use of a project tracker to measure, track, report and communicate Regional climate change work.
    - Integrate Equity, Diversity and Inclusion (EDI) into climate change efforts.
  
- Climate Finance
  - Responding to the climate crisis is not about whether we do it, it’s about how we do it. We know the costs will be significant but as noted earlier, the risks and opportunities can be navigated effectively with a robust plan. Halton Region has a long-standing commitment to financial stability and a reputation for prudent fiscal management. A focus on climate finance supports the means to ensure credible forecasting and incremental preparation and sets the Region up to benefit from partnerships, external funding sources and investments.
  - Actions include:
    - Explore the advancement of a carbon budget, offering a data driven approach to understanding our greenhouse gas (GHG) emissions based on recognized accounting principles.
    - Explore alignment with Moody’s climate change recommendations.
  
- Engagement and Advocacy
  - Engagement and Advocacy builds regional capacity to increase climate literacy, broker partnerships, reinforce mutually beneficial activities, and strengthen corporate climate action. Adopting a common language will support the uptake of Regional programs and services that advance community preparedness, resilience, and response.
  - Actions include:
    - Advance partnerships that align with Regional climate change initiatives.
    - Knowledge mobilization to increase climate literacy.

The breadth of the work required on climate change extends beyond the outlines of this plan. Currently, these themes and actions are identified as the most critical and necessary measures for success. Within the plan, each theme consists of: recommended actions, methods to assess progress, and the Region’s commitment in relation to the theme.

The Corporate Climate Action Plan will serve as a foundation for all future activities related to climate change. The action plan is ambitious and is intended to be implemented over the next 20 years. Implementation plans will be developed in alignment with Regional Council’s strategic business plans.

**Community Milestones associated with Partners for Climate Protection**

In addition to satisfying the corporate milestones associated with Partners for Climate Protection, the Region is also working towards fulfilling milestones associated with community greenhouse gas emissions reduction.

To advance work with a community focus, the Region partnered with the Halton Environmental Network to support consultation and community engagement.

This work was outlined through Report No. PW-15-21/ST-03-21/LPS26-21, re: “Climate Change Response Update” and has been largely completed through the following deliverables:

Community Green House Gas Inventory (Milestone 1)	January 2022
Community Consultation	November 2022-May 2023
Inventory of climate actions (Climate Action from Local to Global)	May 2023
Community Funding opportunities Research	May 2023
Governance options review and reporting	June 2023

The Region is continuing to work with partners to advance a community greenhouse gas (GHG) emissions target and a community climate action plan. This success of this work will be highly dependent on partnering with local municipalities, community agencies and groups to foster collective action.

While this work is proceeding, over the next few months staff are proposing to proceed with important work to help engage the community. This includes the launch of a community climate action awareness campaign. This campaign will enhance knowledge mobilization and foster a collective community response. It is important that the Region’s community climate efforts do not duplicate, but rather complement and amplify the plans and initiatives being undertaken by others.

## FINANCIAL/PROGRAM IMPLICATIONS

Halton Region has taken an active approach to climate change through investments in the annual Budget and Business Plan. Future investments will be brought forward for Regional Council's consideration through the annual budget process.

Respectfully submitted,



Curt Benson  
Director, Strategic Initiatives & Government  
Relations and Chief Planning Official

Approved by



Jane MacCaskill  
Chief Administrative Officer

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

Curt Benson

Tel. # 7181

Attachments: Attachment #1 - Halton Region Corporate Climate Action Plan



# HALTON REGION Corporate Climate Action Plan





## Message from Halton Regional Chair Gary Carr

On behalf on Regional Council, I am proud to present our Corporate Climate Change Plan. This plan is a significant milestone in our climate response: it sets a clear target and outlines a path to accelerate our collective action.

Halton Region's commitment to addressing climate change has always been a top priority and integrated in our strategic planning and decision-making processes. In September 2019, Regional Council joined other municipalities in unanimously declaring a climate emergency and climate change is a central theme in our 2023-2026 Strategic Business Plan.

Reducing greenhouse gases and achieving measurable outcomes is most effective through collaboration and partnership with the community. This plan highlights the shared commitment across our entire organization, outlining how Regional departments can work together to implement impactful actions and achieve our goals.

We will monitor our progress together and report on a regular basis to make sure we are doing what we set out to do. I would like thank Halton's Climate Action Response Team and everyone who contributed their expertise and time to this plan. Your work will keep our community healthy, keep our infrastructure resilient and ensure future generations can enjoy this great place to live, work, raise a family and retire.

Sincerely,

*Gary Carr*  
*Halton Regional Chair*

## Indigenous Land Acknowledgment

Boozhoo, She:kon , Tanshi, Greetings!

Halton Region acknowledges the Treaty Lands of the Mississaugas of the Credit First Nation as well as the Traditional Territory of the Haudenosaunee, Huron-Wendat and Anishinabek on which we gather.

In stewardship with Mother Earth and the enduring Indigenous presence connected to these lands we acknowledge the Indigenous Nations of the past, present and future.

In the spirit of ally-ship and mutual respect, we will take the path of Truth and Reconciliation to create change, awareness and equity as we strive to elevate the collective consciousness of society.

Miigwetch, Nia:wen, Marsi, Thank you



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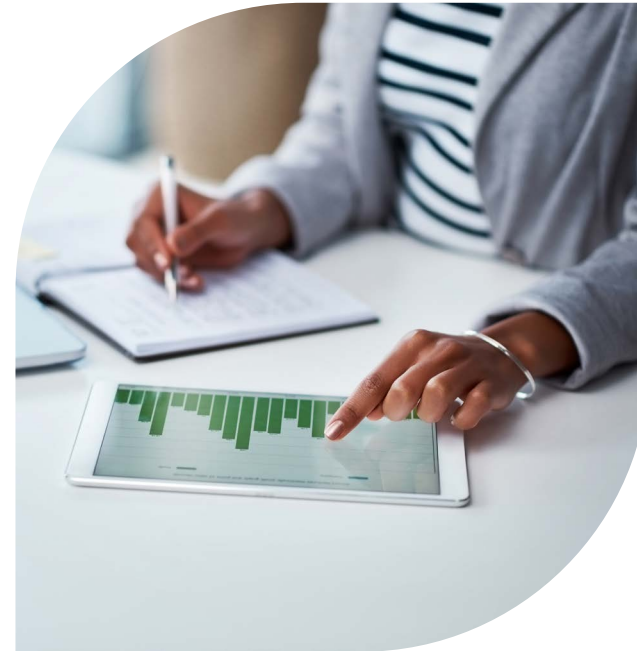


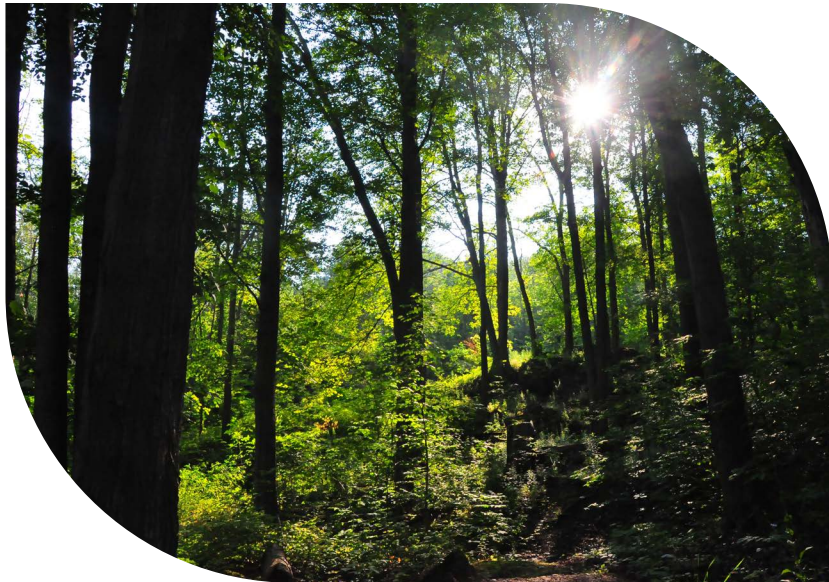
# Halton Region's Plan and its Purpose

On September 11, 2019, Halton Regional Council unanimously approved a motion to join municipalities across Canada in declaring a climate emergency, deepening Halton's commitment to protecting and improving the resilience of the economy, environment and community along with acknowledging the impact that climate change will have on the future.

The Corporate Climate Action Plan has been prepared to ensure Halton Region is responding to climate change and accompanies report number CA-16-23. Halton Region acknowledges its role to support the mitigation and adaptation required to address the climate emergency unanimously declared by Council. Halton Region understands the need to reduce its corporate greenhouse gas (GHG) emissions, to create resilient infrastructure and services to respond to the impacts of climate change and its role to support collective action with partners, stakeholders and community members.

Halton is not immune to the impacts of climate change. The region has already witnessed many severe weather events such as floods, high winds, tornadoes, ice storms and extreme heat and cold days. This will continue to pose serious risks to the Region's infrastructure and resources, and threaten the Halton communities' health, safety and prosperity. It has never been more clear that to limit global warming and prevent the most catastrophic impacts of climate change, we need to collectively do our part to accelerate the Region's climate transition.





To help achieve this, Halton's 2023-2026 Strategic Business Plan identifies climate change and the environment as one of its strategic themes. The goals, actions and measures under this theme align with the United Nations Sustainable Development Goals. The Sustainable Development Goals are a collection of 17 goals that aim to address global challenges and set an ambitious target to build a more sustainable, safe and prosperous future for all. The alignment of the Sustainable Development Goals to the actions in this plan are identified in Appendix A. The Corporate Climate Action Plan has four themes and recommended actions that provide additional direction to focus the efforts of the Region that align with the priorities in the 2023-2026 Strategic Business Plan.



The need for accelerated action is clear. Halton Region is committed to addressing climate change and transitioning to a resilient, low-carbon future. The Region has listened and heard the Halton community and its partners and is delivering an ambitious plan to achieve its commitments. Local solutions, supporting collective action, and deepening existing partnerships, and brokering new ones to advance its climate response will be critical. Significant achievements have already been accomplished with the help of all levels of government, First Nations, Indigenous communities, partners, local businesses, and educational institutions. The Region is optimistic as it faces the global challenge of climate change and this plan helps utilize resources and expertise to achieve its climate transition ensuring a strong, healthy, and resilient organization that is equitable, diverse, and inclusive.

## HALTON REGION'S CORPORATE VISION



A welcoming and inclusive community that is sustainable, economically strong, equitable and safe.

## HALTON REGION'S CORPORATE CLIMATE MISSION



A resilient corporation that achieves net zero by 2045 that provides a safe and healthy community for all Halton residents now and into the future.

## GOALS



- Achieve the Milestones of the Partners for Climate Protection (PCP) Program
- Reduce Greenhouse Gas (GHG) Emissions
- Increase Climate Resiliency and Preparedness

## THEMES



Climate Ready



Climate Lens



Climate Finance



Engagement and Advocacy

## ACTIONS



### Mitigation

- Buildings
- Transportation
- Energy Conservation and Sources
- Waste Management
- Water and Wastewater Treatment Plants and Facilities

### Both

- Finance
- Asset Management
- Climate Change Considerations
- Partnerships
- Climate Literacy
- Natural Environment
- Water Conservation

### Adaptation

- Emergency preparedness
- Safeguarding our Corporate Assets & Service Deliverables
- Human Health
- Flooding Protection
- Climate Migration

## IMPLEMENTATION



- Reporting and Transparency
- Capacity Building
- Brokering Partnerships
- Readiness and Timing

More information on Partners for Climate Protection (PCP) program found on page 11

# Climate Change Impacts, Risks and Opportunities in Halton

Halton is experiencing the impacts of climate change firsthand. Extreme precipitation has caused an increase in flood events leading to significant damage to properties and infrastructure. Severe ice storms and wind events have also increased the risk of both infrastructure and property damage. Rising temperatures are directly affecting health through heat stress impacts and indirectly by increasing the risk of exposure to vector borne diseases such as Lyme disease and West Nile virus. Halton's local agricultural community has been sharing their challenges with drought and flooding, and we are seeing a mismatching of ecological timings affecting numerous native species including damages to urban forests.

These climate impacts have direct results on both risks and opportunities to Regional programs and services. It is important to effectively respond to the following potential impacts:

- changing policies and regulations, such as carbon pricing and increased regulations around greenhouse gas (GHG) emissions;
- impacts to the Region's infrastructure;
- escalating energy costs; and
- potential risks around litigation for failures to mitigate or adapt.

An effective and proactive response will help eliminate these risks and provide opportunities for increased efficiency, cost savings and additional access to funding.

## Climate Change Risks in Halton



Freezing Rain/  
Ice Storms



Flood – Riverine



Tornadoes



Extreme  
Temperatures –  
Cold Waves, Heat Waves



Flood – Urban



Human Health  
Epidemics



Critical Infrastructure  
Failure – Watermain  
Network, Pumping  
Stations



Windstorms



Energy Emergency  
(Supply) – Power  
Outages



Financial Risks



Air Quality

**Please see Appendix D**

Adapted from the Region's Hazard Identification and Risk Assessment (HIRA)



# Climate Change Opportunities in Halton Region



Align with [Moody's](#) best practice policies to maintain the Region's AAA Credit rating. This will allow the Region to access the best possible capital financing rates and minimize long-term infrastructure and capital financing costs.



Explore opportunities to optimize buildings and fleet operations.



Increased resiliency of corporate assets.



Cost savings through shifting to low emission energy sources.



Attracting businesses and investors through sustainable-finance opportunities and emerging climate-related markets.



Increased partnership opportunities between Regional departments, different levels of government, community groups, organizations and businesses.



Access to climate financing opportunities including grants and funding programs.



Advocate for a safe and healthy community for all Halton residents now and into the future.



Demonstrating climate leadership and advancing climate advocacy.



Integrate Indigenous knowledge and Equity, Diversity and Inclusion (EDI) practices to shape and advance climate solutions.



Advance renewable energy sources and improved methods of energy management to sustain reliable energy sources.



Increasing the adaptive capacity of those who may disproportionately feel the effects of climate change.

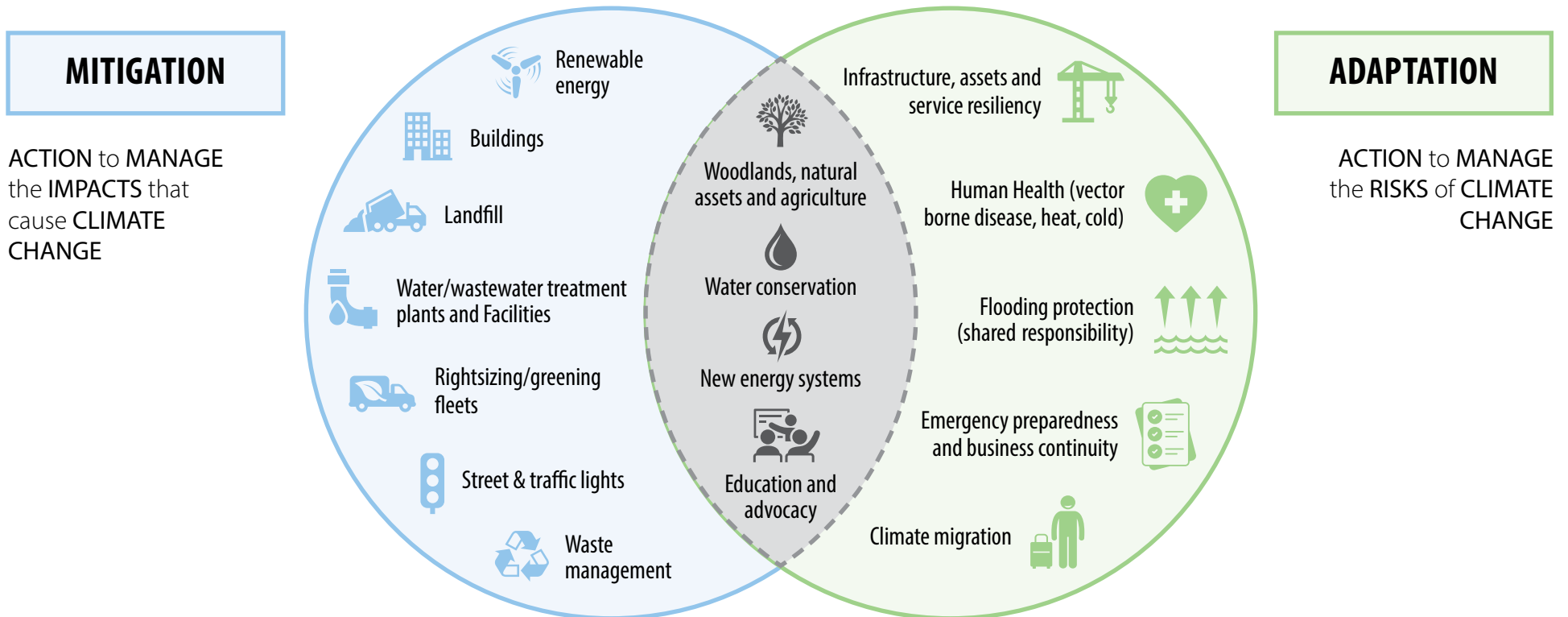
**Please see Appendix D**

# Mitigation and Adaptation

To manage the risk and to propel the opportunities outlined in the diagrams above, Halton Region must take a holistic approach when advancing its climate change response. It's important to address factors contributing to climate change as well as preparing for the impacts, minimizing risk and increasing resiliency. This plan addresses both. A primary cause of climate change is greenhouse gas (GHG) emissions, mainly from the burning of fossil fuels for electricity, heat, and transportation.

**Mitigation** refers to the efforts to reduce, prevent or absorb greenhouse gas (GHG) emissions while preventing further damage from occurring. Mitigation is critical to avoiding more catastrophic climate impacts. In the Halton Community, efforts need to focus on the highest sources of greenhouse gas (GHG) emissions: buildings and transportation ([Halton Region 2019 Community Greenhouse Gas Emissions Inventory](#)).

**Adaptation** refers to the preparation, management and ability to respond proactively to actual or expected climate events. In Halton, climate variability and extreme weather frequency have increased the number of climate risks for the region, including floods, droughts, high winds, and storms. Preparing the Region's services, programs and infrastructure to navigate these risks is vital.



# Halton Region's Response

## 2016–2019

- Member of Great Lakes St. Lawrence Cities Initiative (2016)
- Green Building Policy for New Construction and Renovation (2016)
- Conservation and Demand Management Energy Plan (2019–2023)
- Declaration of Climate Emergency (2019)

## 1995–2010

- First Regional Official Plan (1995) and State of the Environment Report (1996)
- Sustainable Halton (2006)
- Partners for Climate Protection (PCP) Program (2007)
- Halton Region Strategic Plan commits to environmental leadership (2007–2010)
- Inter-municipality Advisory Committee on Sustainability (2009)

## 2020–2023

- Climate Change Discussion Paper (2020)
- Halton Region Climate Change Response Update Report (2021)
- Partnership with Halton Environmental Network to advance Community Climate Plan (2021)
- Launched Climate Action Response Team (CART) to advance development of Corporate Climate Action Plan (2022)
- Completed Milestones 1 and 2 for the Partners for Climate Protection (PCP) Program
- Halton Region's Solid Waste Management Strategy (2022)

## 2011–2015

- Corporate Sustainability Plan (2010)
- Corporate Energy Management Plan (2014–2019)
- Basement Flooding Mitigation Program (2015)
- Halton Community Housing Energy Management Plan (2015)

More information on Partners for Climate Protection (PCP) program found on page 11

## Partners for Climate Protection (PCP) Program

Since 2014, Halton Region has participated in the Partners for Climate Protection (PCP) Program, an initiative from the Federation of Canadian Municipalities (FCM). The Partners for Climate Protection Program is made up of more than 500 members from across Canada. The program guides municipalities through a Milestone Framework to help them take action on climate change.

In 2014, Halton Region achieved its first Milestone by establishing a baseline of its greenhouse gas (GHG) emissions. Since achieving this milestone, the Region has updated its emissions baseline year to 2019. Currently, Regional staff are advancing milestones 2 and 3—setting a corporate greenhouse gas (GHG) target and developing a corporate climate plan—which will be achieved with Regional Council endorsement of the corporate GHG emissions reduction target and this Corporate Climate Action Plan.

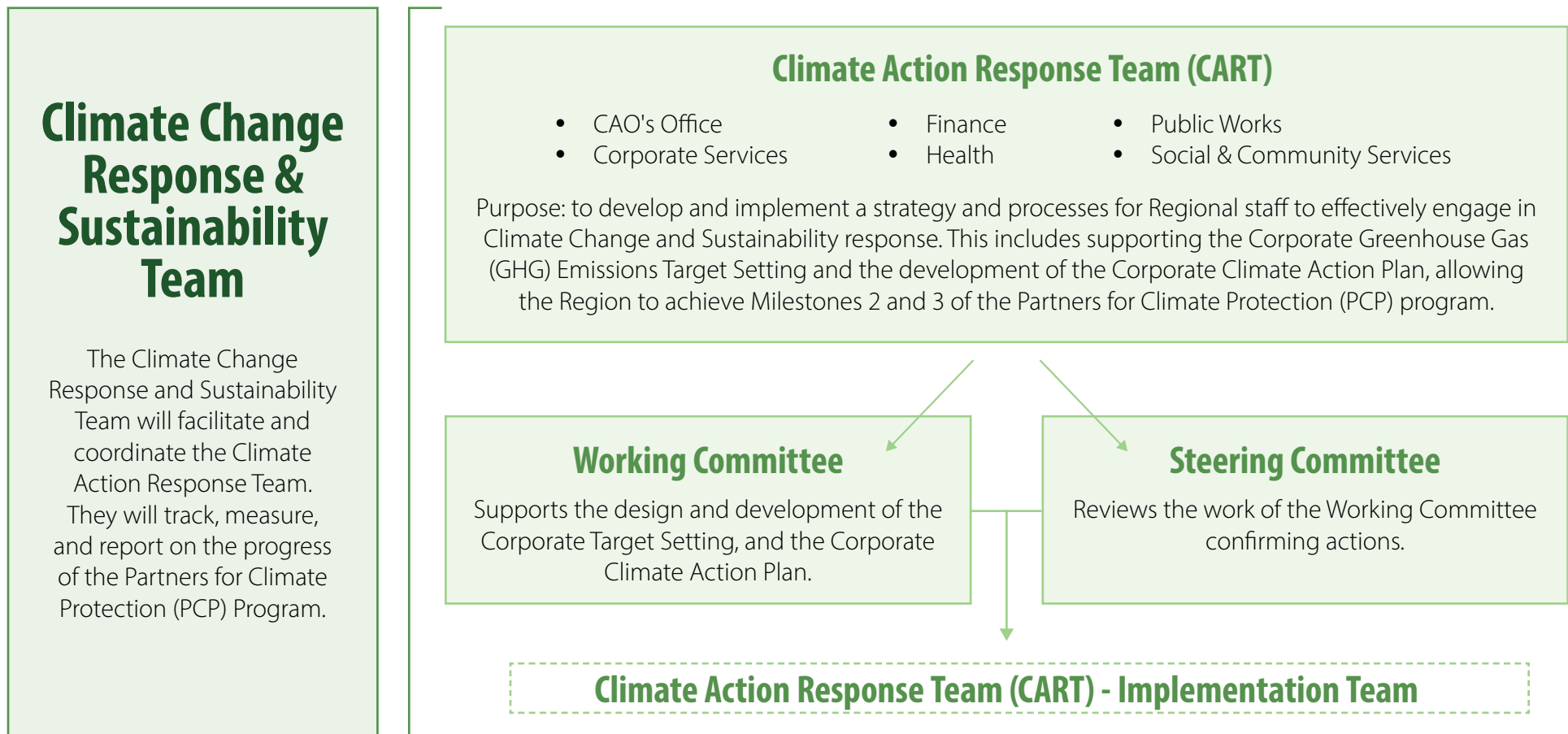




# Climate Action Response Team (CART)

In order to advance Milestones 2 and 3 and support the Region’s climate response, Halton Region established the Climate Action Response Team in 2022. The Climate Action Response Team is comprised of departments and divisions within the Region that have a connection to mitigation or adaptation actions. To address this first phase of work, the Climate Action Response Team collectively determined four themes, recommended potential actions, and a target to propel Regional climate results as presented in this plan.

The Climate Action Response Team will continue to support advancing Milestones 4 and 5 (implementation and reporting on progress of the Corporate Climate Action Plan) of the Partners for Climate Protection (PCP) program through the ongoing review of Regional services, operations and greenhouse gas (GHG) emissions.



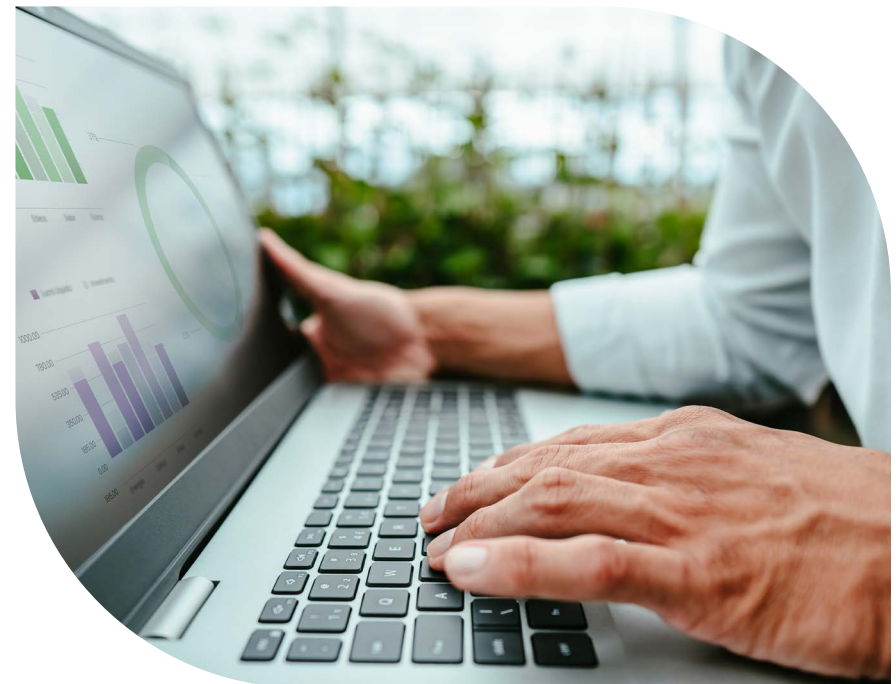


# GHG Emissions and Targets

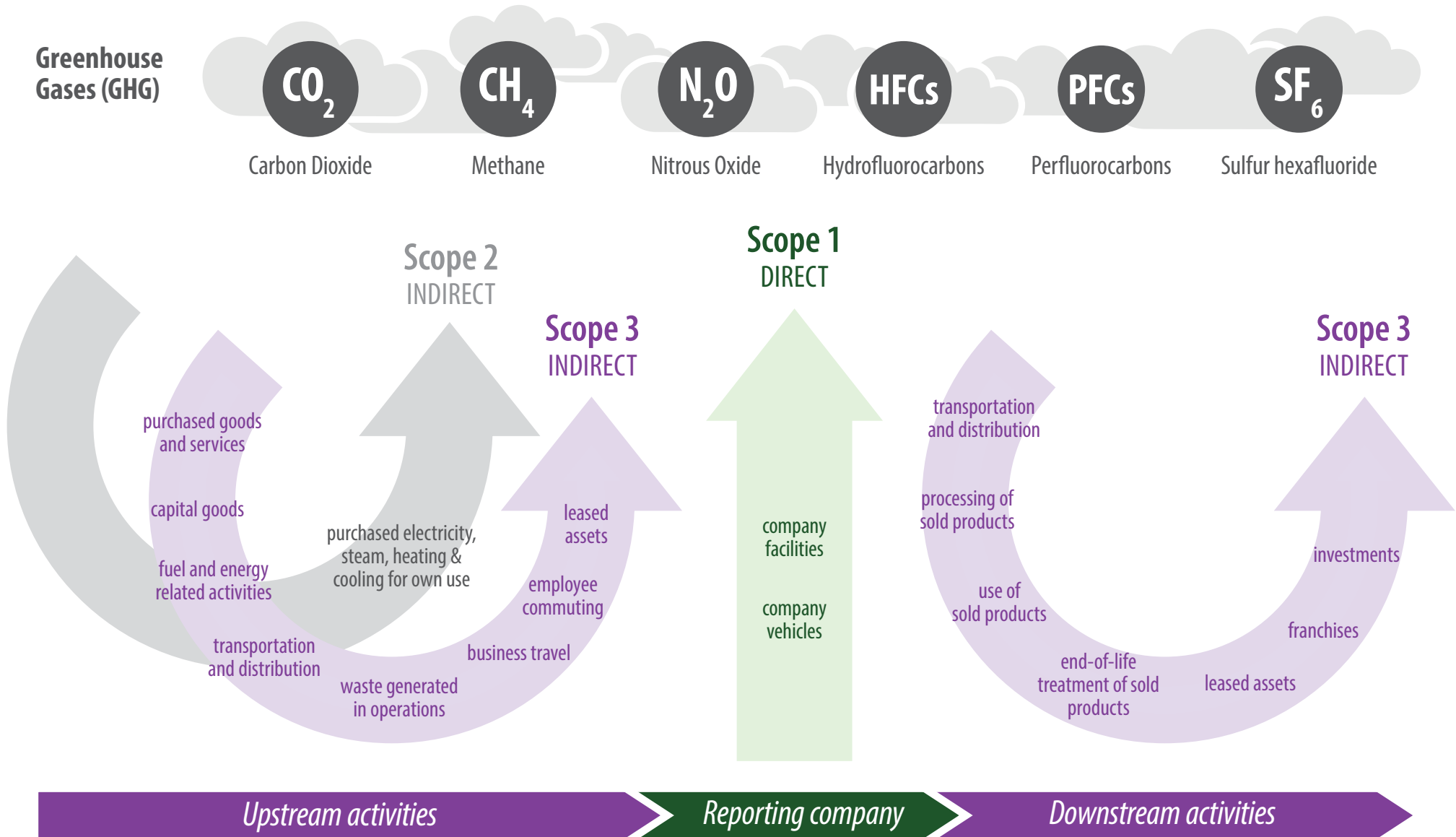
Establishing an emissions baseline is important in developing an approach to meet emissions reduction targets and monitoring progress. The year 2019 is used as the baseline reporting year and annual progress will be compared to the greenhouse gas (GHG) emissions data from this year. 2019 was chosen as the baseline year for the Region's emissions inventory due to several factors. In 2014, Ontario eliminated coal-fired plants from the provincial energy grid, significantly reducing the amount of greenhouse gas (GHG) emissions from electricity usage. Using a baseline date after this time ensures that reductions from this change are not included and corporate efforts are appropriately reflected. Data collection plays a primary role in the decision as well. Significant amounts of time are needed to collect the inputs needed to calculate emissions. Furthermore, the impacts of the COVID-19 pandemic would have impacted corporate greenhouse gas (GHG) emissions and would not truly represent the Region's operations and services.



An inventory of greenhouse gas (GHG) emissions produced by Halton Region in 2019 can be found on page 16, which illustrates the distribution among the utility, fuel and waste corporate sectors. The data from 2019 shows that the Region's total corporate greenhouse gas (GHG) emissions were 18,152 tonnes of carbon dioxide equivalent (CO<sub>2</sub>e). While the protocol outlined in the Partners for Climate Protection (PCP) was used to determine this inventory, the Region acknowledges that these emissions do not fully represent all the contributors of greenhouse gas (GHG) emissions. While it is known that there are other sources of emissions, at this time the Partners for Climate Protection (PCP) program does not include these in their protocols and the Region's capacity for measurement of these emissions is still under development. This Corporate Climate Action Plan and our current climate response will measure and track Scope 1 and 2 greenhouse gas (GHG) emissions only as they relate to waste, fuel and the use of natural gas and energy. However, emissions from corporate sectors such as wastewater treatment and embodied carbon were not considered, nor did the Region apply any offsets or sequestration measures. As the Region's work progresses, emissions reporting mechanisms will improve, and progress will be communicated through future iterations of climate action plans and reports.



# Overview of Greenhouse Gas (GHG) Protocol scopes and emissions across the value chain



Adapted from: [Corporate-Value-Chain-Accounting-Reporting-Standard\\_041613\\_2.pdf \(ghgprotocol.org\)](#), page 7



## 2019 Corporate Greenhouse Gas (GHG) Emissions Inventory

Corporate Sectors	Greenhouse Gas (GHG) Emissions (CO <sub>2</sub> e tonnes)
Buildings	4,751
Streetlights & Traffic Lights	214
Water & Wastewater	5,871
Vehicle (Fleet)	6,286
Waste	1,030
<b>Total Corporate Greenhouse Gas (GHG) Footprint</b>	<b>18,152</b>

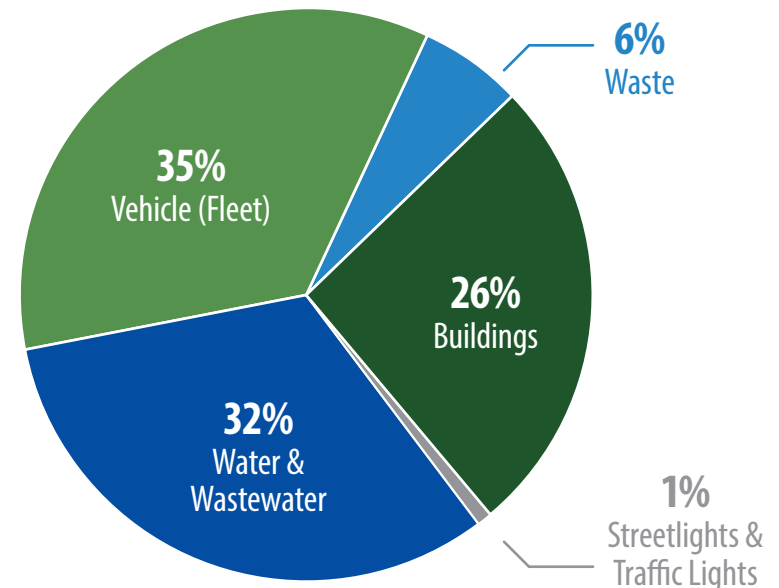
\* the data highlighted above only encompasses emissions for the sectors listed above. A detailed definition of the emissions associated with each sector listed can be found in the Appendix B. This data represents raw emissions data without the adjustment of certain variables, such as weather. These emissions may change overtime based on factors out of the Regions control, such as the carbon intensity of the electricity grid. Please note as information, technologies, and data becomes more available, the reporting of greenhouse gas (GHG) emissions will be represented in greater detail with the inclusion of additional sources.

The vehicle (fleet) sector was the largest source of greenhouse gas (GHG) emissions for Halton Region in 2019, accounting for approximately 35 per cent of total annual emissions. Fleet is followed by the water & wastewater, and buildings sector, which generate approximately 32 percent and 26 percent, respectively, from combined electricity and natural gas usage.

Based on the 2019 baseline data, background information assembled by the Climate Response and Sustainability Team (CCRST), and examples from other municipalities, the Climate Action Response Team (CART) recommended the Region should implement a target of achieving **net zero by 2045**. Senior Leadership has approved this target and it will be presented to Regional Council in fall 2023 for endorsement.

While this recommendation aligns with federal targets and current practice, there are many factors that may influence this work. Staff will continue to monitor progress, external advances, as well as new and emerging technologies to adapt this target as required to meet corporate climate ambitions.

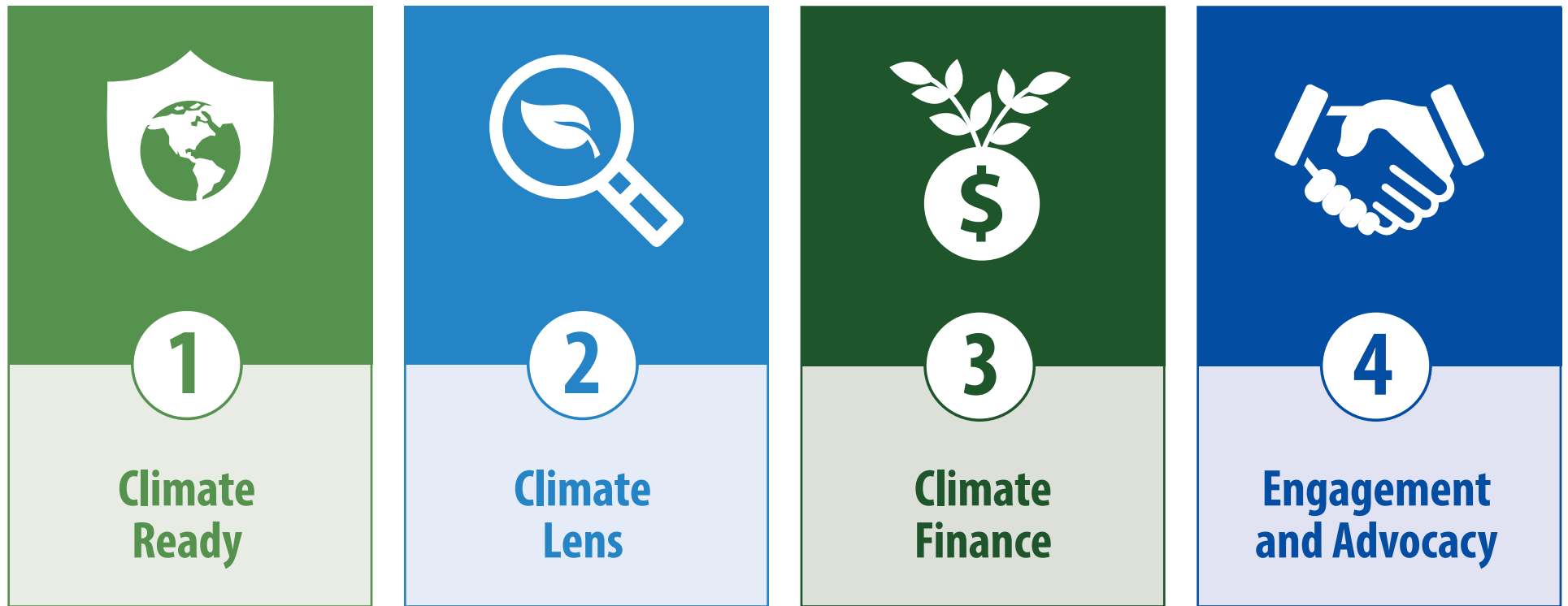
## Halton Region Corporate Emissions Breakdown



# Halton Region's Themes

The 2023-2026 Climate Action Plan is the foundation that guides Halton's work to accelerate its climate response. This Plan will act as a framework for climate action for the Region's corporate activities and is flexible to ensure it is responsive to technical advancements and a shifting regulatory environment. It allows the Region to adapt to the changing climate, establish a pathway for greenhouse gas (GHG) emissions reduction efforts, and will further support Regional partners and partnerships.

This Plan includes four themes to support the Region's climate change actions:









Each theme includes Halton Region's commitment to advance climate action. The breadth of the work required on climate change extends beyond the outlines of this plan. Currently, these themes and actions are identified as the most critical and necessary measures for success.











## Theme 1: Climate Ready

Climate Ready allows the Region to mitigate and adapt to the impacts of climate change, safeguarding corporate assets and service deliverables. This theme advances greenhouse gas (GHG) emissions reduction efforts and ensures that the Region is planning, preparing and poised to respond to future climate impacts. To ensure a holistic approach to address the complexity of climate change, both mitigation and adaptation have been integrated within this theme. This will ensure that the Region is ready to continue to serve the Halton community and support climate transitions.

### RECOMMENDED ACTIONS:

 MITIGATION  ADAPTATION  BOTH

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Incorporate climate change considerations into asset management planning	Increase the resiliency of corporate assets	Public Works (PW)	
Optimize building efficiencies	Reduce energy usage across corporate facilities	Corporate Services	
Advance greenhouse gas (GHG) emissions inventory and reduction efforts	Move forward with Council direction, the Partners for Climate Protection (PCP) program, and Strategic Business Plan	Climate Change Response and Sustainability Team (CCRST)	
Explore opportunities for greater efficiencies of water & wastewater treatment plants, facilities, and landfill site buildings and processes	Explore opportunities for greater efficiencies of wastewater/ water treatment plants, facilities, and landfill site	Public Works (PW)	
Measuring, tracking, monitoring, and mitigating greenhouse gas (GHG) emissions	Ensure the Region is making progress with its greenhouse gas (GHG) emissions reduction efforts	Climate Change Response and Sustainability Team (CCRST)	
Electrify (rightsizing) corporate fleet	Reduce greenhouse gas (GHG) emissions as a result of fuel usage	Corporate Services	

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Increase internal electric vehicle (EV) Infrastructure	Support the switch to electric vehicles (EV) for the Region's corporate fleet	Corporate Services	
Advance a Regional electric vehicles (EV) strategy	Increase electric vehicles (EV) uptake across the Halton Community	Climate Change Response and Sustainability Team (CCRST)	
Conclude a renewable energy generation study	Explore reducing the Region's reliance on natural gas and electricity grids and ensure resiliency to climate impacts	Public Works (PW)	
Establish climate change and health vulnerability assessments	Identify the top climate risks for Halton Region and the Halton Community	Health	
Ensure Regional infrastructure and assets are resilient	Ensure that corporate services and assets can serve the Halton Community during extreme weather events	Public Works (PW)	
Update Regional Emergency Response Plan	Increase the Region's ability to respond to extreme weather events	Corporate Services	
Update Emergency Preparedness Actions	Maintain business continuity for Halton Region to ensure services and operations are functional during extreme weather events	Corporate Services	
Explore circular economy initiatives for applicability to the Region's services and operations	Increase efficiency and reduce waste	Public Works (PW)	
Fuel switching	Decrease greenhouse gas (GHG) emissions	Corporate Services	
Update Regional Community Emergency Notification System	Ensure Halton residents are notified of imminent or ongoing extreme weather events	Corporate Services	



## TO ASSESS PROGRESS THE REGION WILL:

- Work to advance asset management planning to ensure climate change considerations are tracked and measured.
- Utilize its baseline and continuously measure emissions, working together to advance solutions to reduce these emissions in a fiscal and prudent manner. The Region is positioned to take advantage of new opportunities presented by decarbonization technologies and advancements and the Region supports a managed transition that can be tracked, measured and reported. This will be done using the potential pathways to reduce greenhouse gas (GHG) emissions as determined by staff.
- Explore the rightsizing of the corporate fleet, working with partner agencies to determine the best next steps.
- Share outcomes from studies and strategies and, when appropriate, work with partners to advance shared measurements, common agendas and communicate outcomes.
- Share outcomes and learnings from our health vulnerability assessments. The Region will work with its partners to advance this work in a cohesive and collective manner.
- Report on our updated Emergency Response Plan and Emergency Preparedness Actions.



## THE REGION'S COMMITMENT:

The Region acknowledges that Regional municipal assets and service deliverables must be prepared to deal with the impacts of climate change. The Region will be responsive and reduce corporate emissions as per Council direction, the Partners for Climate Protection (PCP) program and the Strategic Business Plan. The Region will measure what matters and reduce emissions in the most efficient and effective way. The Region will strive to learn, adopt best practices and share results with the Halton community. Significantly decarbonizing Regional services is essential to meeting corporate targets. This work will support the Halton community to be prepared for the changing climate and highlight regional leadership that advances collective synergies and opportunities.



## Theme 2: Climate Lens

A climate lens provides a pathway to integrate climate change considerations, impacts, risks, and vulnerabilities into all decisions, reports, policies, and initiatives. By operationalizing climate change into processes, the Region will be poised to create better climate solutions and encourage behavioral change across the organization. The Region's interpretation of a climate lens builds upon this definition by recognizing that inequalities exist in climate action. The inclusion of Equity, Diversity, and Inclusion (EDI) efforts and the incorporation of Indigenous Knowledge will elevate a deeper understanding of climate change across Regional staff, departments and divisions.

### RECOMMENDED ACTIONS:

**M** MITIGATION    **A** ADAPTATION    **B** BOTH

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Explore establishing Climate Considerations into all Council Reports	Currently, many other municipalities and Regions include a climate considerations component in their Council reports, including Burlington, Halton Hills and Oakville. It is recommended Halton aligns with current practice and ensures that climate impacts, risks, and vulnerabilities are considered as part of the decision making process	Corporate Services	<b>B</b>
Explore Climate considerations to be incorporated into internal policies and reports		Climate Change Response and Sustainability Team (CCRST)	<b>B</b>
Explore the use of a project tracker to measure, track, report and communicate Regional climate change work	Mechanism for the Region to monitor progress and effectively communicate its climate change work	Climate Change Response and Sustainability Team (CCRST)	<b>B</b>
Integrate Equity, Diversity, and Inclusion (EDI) into climate change efforts	Ensure equity across the Region's climate change initiatives	Equity, Diversity, and Inclusion (EDI) Team	<b>B</b>
Incorporate Indigenous Knowledge into climate change efforts	Elevate a deeper understanding of climate change	Government Relations	<b>B</b>

## TO ASSESS PROGRESS THE REGION WILL:

- Explore a mechanism to quantify and qualify climate considerations in council reports.
- Explore a mechanism to quantify and qualify climate considerations in internal policies and reports.
- Ensure a method of measurement is in place for the integration of Equity, Diversity, and Inclusion (EDI) within the Corporate Climate Change Plan.
- Deepen relationships with First Nations and communities to ensure authentic Indigenous knowledge is embedded within climate change efforts.

## THE REGION'S COMMITMENT:

The Region acknowledges that behavioral changes will advance climate work, and will work to support this evolution. The Region will ensure that it continues to create synergies between departments and divisions, elevating a deeper understanding of climate change. The Region will ensure that policies and initiatives consider the potential impacts of climate change. The Region will strive to support its partners, sharing work, and supporting the application of a climate lens on a larger system that supports the common good.





## Theme 3: Climate Finance

According to the United Nations, there is an estimated return of \$4 USD for every dollar invested in the climate transition. Respected organizations such as the [Chartered Professional Accountants of Canada](#) note the importance of involving finance professionals in preparing for climate change. Additionally, [Moody's](#), a major financial risk assessment agency, supports the critical role of climate finance in making better, faster decisions to support an organization's bottom line. Responding to the climate crisis is not about whether we do it, it's about how we do it. We know the costs will be significant but as noted earlier, the risks and opportunities can be navigated effectively with a robust plan. Halton Region has a long standing commitment to financial stability and a reputation for prudent management. A focus on climate finance supports the means to ensure credible forecasting and incremental preparation and sets the Region up to benefit from partnerships, external funding sources and investments.

### RECOMMENDED ACTIONS:

M MITIGATION
 A ADAPTATION
 B BOTH

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Explore the advancement of a carbon budget, offering a data driven approach to understanding our greenhouse gas (GHG) emissions based on recognized accounting principles	Supports Halton Region advance climate change initiatives and targets	Climate Change Response and Sustainability Team (CCRST)	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 6px;">B</span>
Explore the use of the Task Force on Climate Related Financial Disclosures (TCFD)	Provides Halton Region with a standardized and transparent framework to assess and communicate the impacts of climate related risks and opportunities. It proactively sets the Region up for potential regulatory disclosure requirements as well as access to significant funding opportunities that require Task Force on Climate Related Financial Disclosures (TCFD)	Climate Change Response and Sustainability Team (CCRST)	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 6px;">B</span>
Explore alignment with Moody's climate change recommendations	Supports the Region in ensuring that the Region's credit rating accounts for climate change risks Supports Halton Region to determine financial quantification of climate risks and their impact on the Region's credit rating	Finance	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 6px;">B</span>
Establish a green procurement policy	To reduce Halton's greenhouse gas (GHG) emissions, support climate friendly options for products and services, and encourage innovation	Corporate Services	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 6px;">B</span>

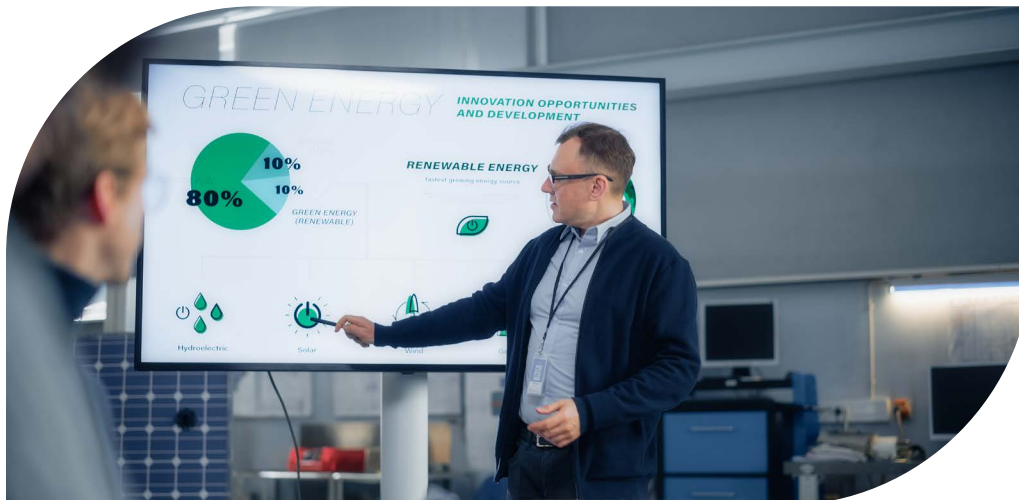


## TO ASSESS PROGRESS THE REGION WILL:

- Undertake a feasibility assessment of instituting a carbon budget.
- Undertake an assessment and review of the recommendation to establish the use of the Task Force on Climate Related Financial Disclosures (TCFD) as an annual report to assess progress on climate related governance, risks and opportunities, strategy and metrics/targets using the maturity index that is provided as part of this framework.

## THE REGION'S COMMITMENT:

The Region will explore tools and processes to support the financial aspects of the climate transition to ensure continued financial excellence and open pathways to expand corporate prosperity. This will be done in a manner that addresses both risks and opportunities with a focus on stability and transparency.







## Theme 4: Engagement and Advocacy

Engagement and Advocacy builds Regional capacity to increase climate literacy, broker partnerships, reinforce mutually beneficial activities, and strengthen corporate climate action. Adopting a common language will support the uptake of Regional programs and services that advance community preparedness, resilience, and response.

### RECOMMENDED ACTIONS:

 MITIGATION  ADAPTATION  BOTH

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Advance partnerships that align with Regional climate change initiatives	Advance collective synergies and opportunities that will reinforce mutually beneficial work	Climate Change Response and Sustainability Team (CCRST)	
Work with local municipalities to ensure alignment and mutually reinforcing activities	Ensure there is no duplication of work and elevate the work already being done	Climate Change Response and Sustainability Team (CCRST)	
Work with diverse stakeholders to deepen climate action	Collaboration will help advance climate change work across the region	Climate Change Response and Sustainability Team (CCRST)	
Develop a corporate climate change communication strategy	Clearly communicate work to Regional staff and the Halton Community	Corporate Services	

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Provide climate change training opportunities	Increasing climate change literacy will create climate change leaders to advance climate change work	Climate Change Response and Sustainability Team (CCRST)	B
Outreach and engagement to foster climate knowledge		Climate Change Response and Sustainability Team (CCRST)	B
Create experiential opportunities to deepen learning		Climate Change Response and Sustainability Team (CCRST)	B
Knowledge mobilization to increase climate literacy		Climate Change Response and Sustainability Team (CCRST)	B
Emergency preparedness actions	Help the Halton Community understand measures they can take to protect themselves from climate change risks and impacts	Corporate Services	A

## TO ASSESS PROGRESS THE REGION WILL:

- Track the number of partnerships established.
- Track the number of individuals utilizing services and programs.
- Track the number of events and engagement sessions.

## THE REGION'S COMMITMENT:

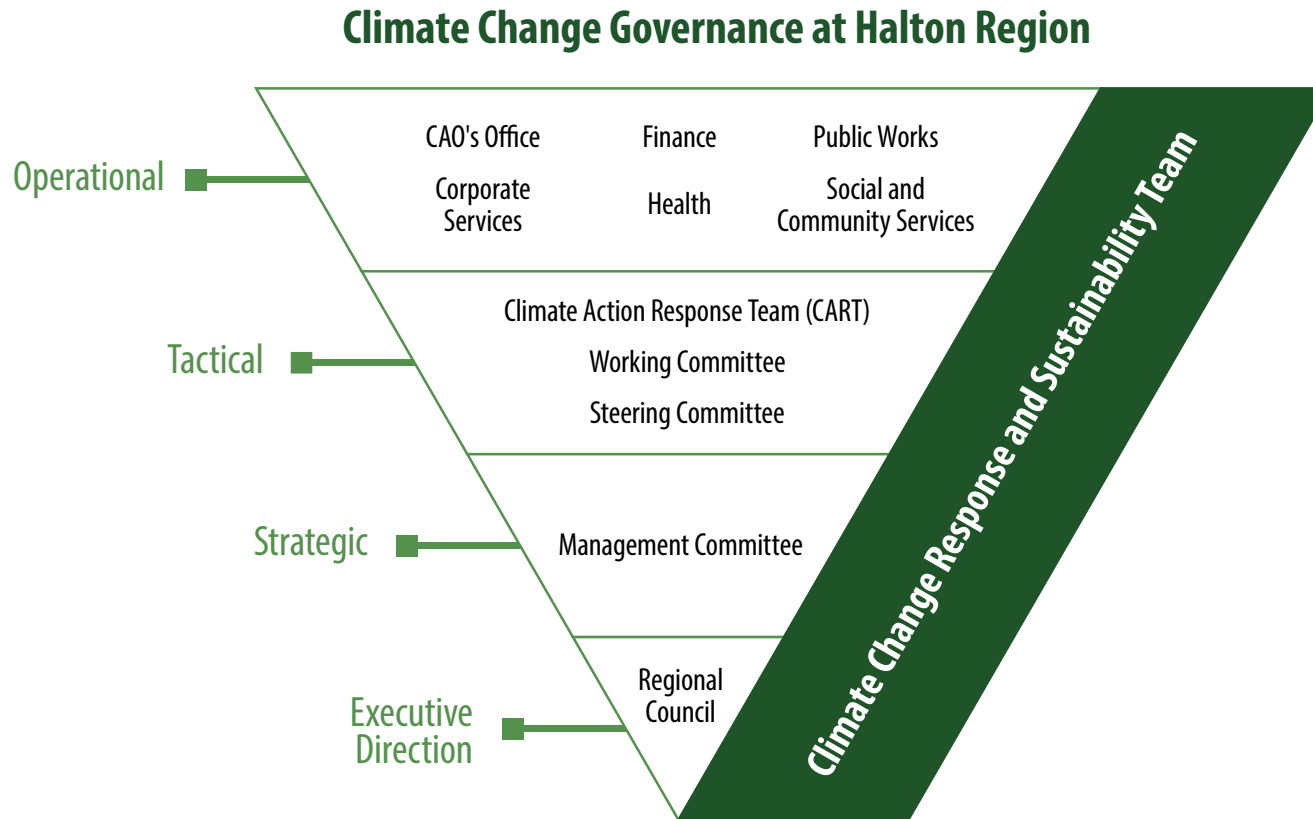
Knowledge mobilization will advance Regional climate work and the Region will work to support this transition. The Region will continue to create synergies between partners and the community to deepen an understanding of climate change. The Region will strive to support its partners, sharing work and supporting mutually beneficial activities to support the common good. The Region will establish clear communications that strengthen the coordination and facilitation of climate action by the Region and its partners.





# Governance, Monitoring & Reporting

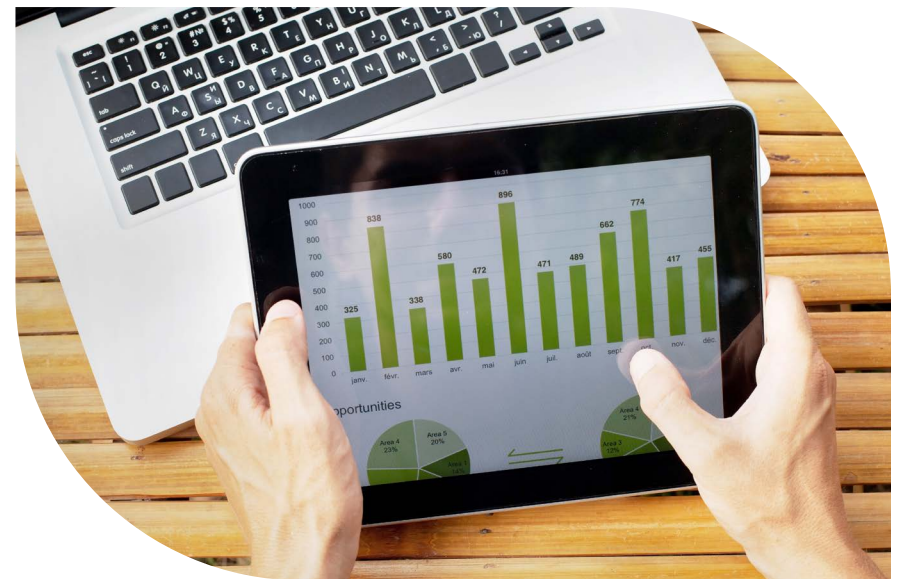
The Climate Action Response Team will act as the advisory body for this work, acting as an interface between the plan and their respective departments. The Climate Action Response Team is comprised of representatives from different departments and divisions that through their service deliverables and operations, intersect and align with the Region's climate change response. The Climate Action Response Team will support the tactics related to the greenhouse gas (GHG) emissions target and the Corporate Climate Action Plan. The Climate Change Response and Sustainability Team will coordinate and facilitate this effort, ensuring due diligence, oversight, reporting and a collective spirit and intent. Halton Region's Management Committee will ensure the plan and this work have strategic direction, and align with other corporate initiatives and operations. Halton Regional Council will provide executive direction and endorse and approve the greenhouse gas (GHG) emissions targets and the Corporate Climate Action Plan. This governance structure will drive action and results that will support implementation of the Plan and demonstrate Regional leadership.



Relevant metrics and a consistent reporting framework are essential to support accountability and transparency. This plan consolidates the efforts for the Region's climate transition, allowing us to roll up these metrics on a corporate wide basis and report on progress. It is important to ensure that the metrics used are able to truly reflect action. Where feasible, specific Key Performance Indicators (KPIs) have been outlined for the themes and actions set out in the plan, as well as alignment with the Sustainable Development Goals (SDGs). Some actions will require a more adaptive approach to metrics. For those, the Climate Change Response and Sustainability Team have provided higher level indications of progress and will develop more detailed Key Performance Indicators (KPIs) as they move forward.

Updates on the implementation of the Corporate Plan will be provided through an annual report to Council and communicated to the community. The Climate Change Response and Sustainability Team, with the support of the of the Climate Action Response Team, will be responsible for coordinating this effort including collating the metrics and reporting.

Every level of government from national to local is shifting rapidly to introduce legislation, policies, programs and initiatives to address climate. This is the first iteration of a corporate climate plan for Halton Region. It is anticipated that a review will be undertaken no later than 2026 to ensure alignment with the timeframe of the 2023-2026 Strategic Business plan, evolving technologies and the rapidly shifting landscape around climate change. Regional staff will remain attentive to these factors to ensure corporate climate ambition continues to move forward.





## Moving Forward

While the Region recognizes its role in addressing climate, it is only through collective action that progress can be advanced at the level required to effect real change. Efforts are being made across all sectors to advance actions to mitigate and adapt to the changing climate, including a number of robust programs through the federal government. The Region supports a collective action approach and looks forward to working collaboratively with all of its partners from local to global to tackle this challenge.

The need for accelerated action is clear. Halton Region remains committed to combating climate change and transitioning to a resilient, low-carbon future. The Region has listened and heard the Halton community and its partners. The Region has listened and heard from its partners and the community and in response, an ambitious corporate climate plan is being delivered to achieve its commitments. As a member of the community, the Region acknowledges its role in being a part of local solutions and supports working collectively to deepen existing partnerships and broker new ones to support its climate response. Significant achievements have already been accomplished through this collective approach, and the Region is optimistic as it faces the global challenge of climate change. This plan helps the Region use its resources and expertise to achieve its climate transition setting the path forward for a strong, healthy, and resilient corporation that is equitable, diverse, and inclusive.





## THE REGION'S COMMITMENT:

The Region will establish the Climate Action Response Team Implementation Body. This entity will have members from departments across the corporation and will be driving the implementation of this plan. This team will identify and advance initiatives with a focus on those that are both pragmatic and fiscally responsible. The Climate Action Response Team Implementation Body will be coordinated and facilitated by the Climate Change Response and Sustainability Team, who will track, measure and support this work. The Climate Change Response and Sustainability Team will bring results to Management Committee for their review and endorsement. The Climate Change Response and Sustainability Team will provide a yearly review of this work to Regional Council to ensure transparency and results.

Brokering and advancing partnerships is central to prudently implement the climate change initiatives outlined in this plan. The Climate Change Response and Sustainability Team will facilitate and coordinate established and new partnerships. This will support collective climate action that will be mutually beneficial for Halton Region and the community.











































# Appendix A: Summary of Actions with Lead Departments or Divisions and Related Sustainable Development Goals

The United Nations Sustainable Development Goals (SDGs) are a collection of 17 goals that aim to address global challenges. The goals set an ambitious target to build a more sustainable, safe and prosperous future for all. The final 2023-2026 Halton Corporate Climate Action Plan will outline the Region's support for these universal goals and demonstrate the alignment between the Sustainable Development Goals (SDGs) and the Region's climate change initiatives.



## THEME 1: CLIMATE READY













ACTION	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Incorporate climate change considerations into asset management planning	Public Works (PW)	  
Optimize building efficiencies	Corporate Services	 
Advance greenhouse gas (GHG) emissions inventory and reduction efforts	Climate Change Response and Sustainability Team (CCRST)	 
Explore opportunities for greater efficiencies of water & wastewater treatment plants, facilities, and landfill site buildings and processes	Public Works (PW)	  
Measuring, tracking, monitoring, and mitigating greenhouse gas (GHG) emissions	Climate Change Response and Sustainability Team (CCRST)	 
Electrify (rightsizing) corporate fleet	Corporate Services	
Increase internal electric vehicle (EV) infrastructure	Corporate Services	
Advance a Regional electric vehicles (EV) strategy	Climate Change Response and Sustainability Team (CCRST)	 
Conclude a renewable energy generation study	Public Works (PW)	    

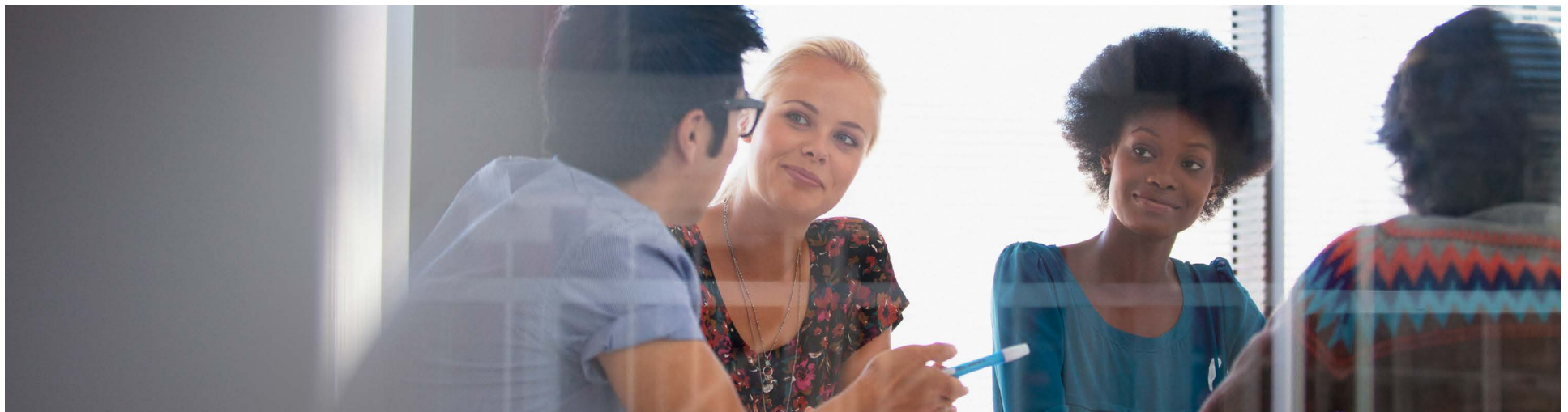
ACTION	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Establish climate change and health vulnerability assessments	Health	  
Ensure Regional infrastructure and assets are resilient	Public Works (PW)	  
Update Regional Emergency Response plan	Corporate Services	  
Update Emergency Preparedness Actions	Legislative and Planning Services (LPS)	  
Explore circular economy initiatives for applicability to the Region's services and operations	Public Works (PW)	 
Fuel Switching	Corporate Services	
Update Regional Community Emergency Notification System	Corporate Services	   











## THEME 2: CLIMATE LENS

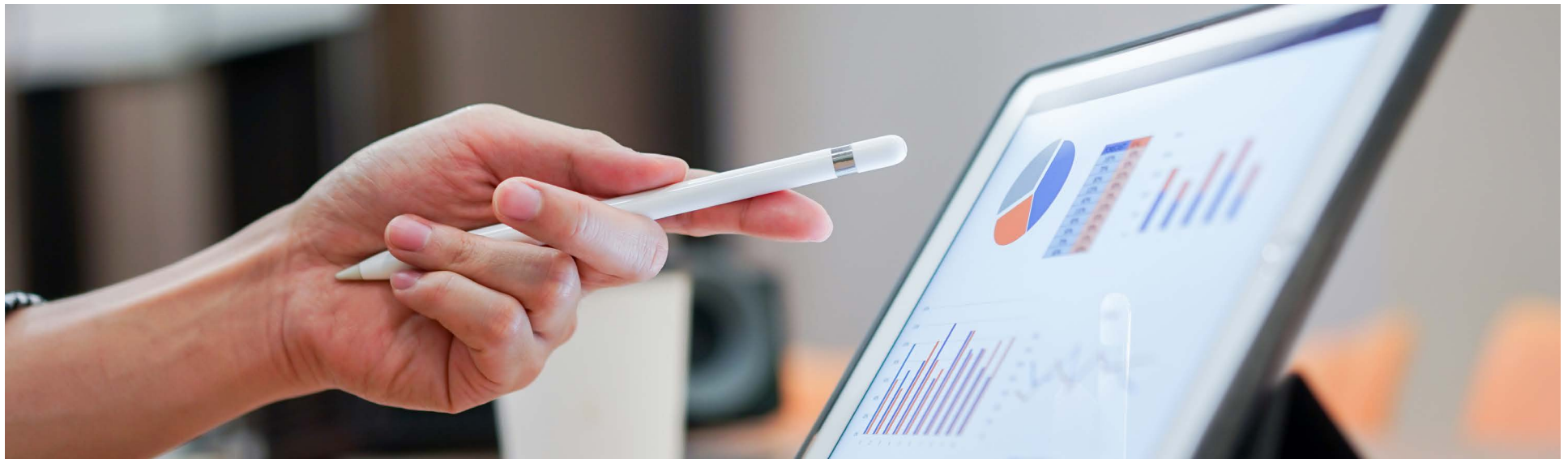
ACTIONS	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Establish Climate Considerations into all Council Reports	Corporate Services	 
Explore climate considerations to be incorporated into internal policies and reports	Climate Change Response and Sustainability Team (CCRST)	  
Explore a project tracker to measure, track, report and communicate Regional climate change work	Climate Change Response and Sustainability Team (CCRST)	
Integrate Equity, Diversity, and Inclusion (EDI) into climate change efforts	Equity, Diversity, and Inclusion (EDI) Team	  
Incorporate Indigenous Knowledge into climate change efforts	Government Relations	  














### THEME 3: CLIMATE FINANCE

ACTION	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Explore the advancement of a carbon budget, offering a data driven approach to understanding our greenhouse gas (GHG) emissions based on recognized accounting principles	Finance	
Explore the use of the Task Force on Climate Related Financial Disclosures (TCFD)	Finance	
In addition to the Task Force on Climate Related Financial Disclosures (TCFD) explore alignment with Moody's climate change recommendations.	Finance	
Establish a green procurement policy	Corporate Services	  



## THEME 4: ENGAGEMENT AND ADVOCACY

ACTION	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Advance partnerships that align with Regional climate change initiatives	Climate Change Response and Sustainability Team (CCRST)	
Work with local municipalities to ensure alignment and mutually reinforcing activities	Climate Change Response and Sustainability Team (CCRST)	
Work with diverse stakeholders to deepen climate action	Climate Change Response and Sustainability Team (CCRST)	
Develop a corporate climate change communication strategy	Corporate Services	
Climate change training to increase climate literacy	Climate Change Response and Sustainability Team (CCRST)	
Outreach and engagement to foster climate knowledge	Climate Change Response and Sustainability Team (CCRST)	
Create experiential opportunities to deepen learning	Climate Change Response and Sustainability Team (CCRST)	
Knowledge mobilization to increase climate literacy	Climate Change Response and Sustainability Team (CCRST)	
Emergency preparedness actions	Corporate Services	

# Appendix B: Additional Information on Corporate Greenhouse Gas (GHG) Emissions Inventory

## Definitions of Corporate Sectors:

**Buildings:** All corporate buildings owned & operated by Halton Region, including HRPS and HWMS; excluding HCHC and leased facilities that the Region does not pay utilities for

**Streetlights and Traffic Lights:** All inter-related street and traffic lights along the Regional road network, excluding Boundary Roads and other agency municipal infrastructure (e.g.- MTO, 407, Lower-tier etc.)

**Water and Wastewater:** All water and waste water facilities including pumping stations, treatment plants, buildings and water reservoirs

**Vehicle (Fleet):** All Regional Fleet (PW, HRPS and EMS) and equipment that fuel at the Regional Operational Centers and/or at retail

**Corporate Waste Management:** Waste that is collected from our corporate sites but is not managed through Regional landfill operations. This waste is not managed by commercial waste service providers and is not accounted for in the Community GHG Inventory

**Methodology:** Halton Region's corporate greenhouse gas (GHG) emissions inventory was developed by the Region's Energy, Fleet, and Facilities Team. Utilizing the Energy and Environmental Management System (EEMS) and best practice methods from the Partners for Climate Protection (PCP) protocol and the Greenhouse Gas Protocol for Cities (GPC), the team determined the raw emissions data for the corporate sectors listed above, focusing specifically on energy, natural gas, fuel, and waste. Currently, the data highlighted only encompasses emissions for the sectors listed. This data represents raw emissions data without the adjustment of certain variables, such as weather. These emissions may change over time based on factors out of the Region's control, such as the carbon intensity of the electricity grid. Please note as information, technologies, and data becomes more available, the reporting of greenhouse gas (GHG) emissions will be represented in greater detail with the inclusion of additional sources.

# Appendix C: Glossary

**Adaptation:** Preparation and adjustment in natural or human systems to reduce the negative impacts of a changing climate, which moderates, harms, or takes advantage of beneficial opportunities.

**Adaptive Capacity:** The ability of a system to adjust to the effects or impacts of climate change while mitigating potential damages, taking advantage of opportunities, or coping/responding to consequences.<sup>1</sup>

**Carbon Budget:** The cumulative amount of carbon dioxide (CO<sub>2</sub>) emissions allowed over a period of time while remaining within a certain temperature threshold. Exceeding this limit will result in higher temperatures.<sup>2</sup>

**Carbon Dioxide (CO<sub>2</sub>):** A naturally occurring, heat-trapping gas that is a by-product of burning fossil fuels and biomass, and is released from other human activities such as land-use changes, deforestation, and other industrial processes.<sup>1</sup>

**Carbon Footprint:** The total greenhouse gas (GHG) emissions that are released into the atmosphere each year caused by an individual, family, organization, company, event, or service.<sup>1</sup>

**Carbon Pricing:** A fee placed on emitting carbon and/or an incentive that is offered for emitting less carbon.<sup>3</sup>

**Carbon Sequestration:** The process of capturing and removing carbon from the atmosphere and storing it in a reservoir. Terrestrial or biological carbon sequestration is where plants and trees absorb carbon dioxide, release the oxygen, and store the carbon.<sup>1</sup>

<sup>1</sup> [Glossary of Climate Change Terms | Climate Change | US EPA](#)

<sup>2</sup> [Carbon Budget Explained - Carbon Tracker Initiative](#)

**Climate:** The long term and average weather conditions for a specific area.<sup>1</sup>

**Climate Action Response Team (CART):** Established in September 2022, this was the initial cross departmental team whose function was to support and drive the development of the Region's Corporate Climate Action Plan.

**Climate Action Response Team (CART) Implementation Body:** Established as part of the 2023-2026 Halton Corporate Climate Action Plan, this entity is comprised of members from across the corporation and will be responsible for driving the implementation of the Corporate Climate Action Plan.

**Climate Equity:** Ensures everyone, regardless of income, race and other characteristics receives a just distribution of environmental benefits and climate protection while simultaneously removing unequal burdens.<sup>4</sup>

**Climate Change:** The long term changes in current climatic conditions such as temperature, wind patterns and/or precipitation.<sup>1</sup>

**Climate Change Response and Sustainability Team (CCRST):** Regional staff team under Strategic Initiatives and Government Relations responsible for coordinating the metrics and annual reporting of the 2023-2026 Halton Corporate Climate Plan to Council and the public, with the support of CART.

<sup>3</sup> [About Carbon Pricing – United Nations Climate Change](#)

<sup>4</sup> [Defining Climate Equity | Louisiana Government; Climate Equity | UCLA Luskin Center for Innovation](#)

**Climate Justice:** Acknowledges that the impacts of climate change are greater on low-income communities, communities of colour and immigrant communities who are the least responsible for climate change emissions around the world.<sup>5</sup>

**Climate Literacy:** An understanding of human influence on climate and the influence of climate on human systems and society.<sup>6</sup>

**Climate Ready:** Actions under this theme will allow Halton Region to mitigate and adapt to the impacts of climate change, safeguarding corporate assets and service deliverables.

**Decarbonization:** The process of reducing carbon dioxide emissions to achieve a lower output of greenhouse gases into the atmosphere.<sup>7</sup>

**Ecological Mismatch:** Ecological mismatch is a concept that refers to the consequences of climate change to the natural environment. It occurs when the timing of natural events, such as the blooming of plants or the migration of animals, is disrupted by changes in the environment. This can cause problems for species that rely on these events to survive and reproduce.<sup>8</sup>

**Electric Vehicle (EV):** Contain a battery instead of a gasoline tank, and have an electric motor instead of an internal combustion engine.<sup>9</sup>

**Electric Vehicle (EV) Infrastructure:** Charging equipment for electric vehicles including public and private charging stations.<sup>10</sup>

**Emissions:** The release of greenhouse gases (GHG) into the Earth's atmosphere.<sup>1</sup>

**Emissions Baseline Year:** A reference point in time against which future emission reductions are calculated.<sup>11</sup>

**Federation of Canadian Municipalities (FCM):** An advocacy group bringing together around 2,000 municipalities across Canada.<sup>12</sup>

**Fleet Rightsizing:** A management practice used to build and maintain a vehicle inventory that reduces emissions without compromising fleet activities.<sup>13</sup>

**Fossil Fuel:** Comes from decomposing plants and animals that have been turned into crude oil, coal, natural gas, or heavy oils. This occurs from the exposure to heat and pressure in the earth's crust over hundreds of millions of years.<sup>1</sup>

**Fuel Switching:** Changing from one type of fuel source to another.<sup>1</sup>

**Global Average Temperature:** The Earth's mean surface air temperature averaged over the entire planet.<sup>1</sup>

**Global Warming:** The global average increase in the Earth's surface temperature.<sup>1</sup>

**Greenhouse Effect:** The trapping of the sun's heat by gases in the Earth's atmosphere near the surface.<sup>1</sup>

<sup>5</sup> [What is Climate Justice? | University of California Center for Climate Justice; Climate Justice | MIT Climate Portal](#)

<sup>6</sup> [What is Climate Literacy? – Georgia State University](#)

<sup>7</sup> [What is Decarbonisation? - TWI](#)

<sup>8</sup> <https://naturalresources.anthro-seminars.net/concepts/ecological-concept-ecological-mismatch/>

<sup>9</sup> [Explaining Electric & Plug-In Hybrid Electric Vehicles - EPA](#)

<sup>10</sup> [Developing Infrastructure to Charge Electric Vehicles – U.S. Department of Energy](#)

<sup>11</sup> [What is a Baseline Year and Why Does it Matter? – Climate Council](#)

<sup>12</sup> [About FCM - FCM](#)

<sup>13</sup> [Rightizing Your Vehicle Fleet to Conserve Fuel – U.S. Department of Energy](#)

**Greenhouse Gas (GHG):** The atmospheric gases responsible for causing climate change. The major greenhouse gases (GHG) are carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O). Less prevalent, but very powerful greenhouse gases (GHG) include hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF<sub>6</sub>).<sup>1</sup>

**Greenhouse Gas (GHG) Inventory:** An estimate of greenhouse gas (GHG) emissions within a defined boundary in a given year. Sources of greenhouse gas (GHG) emissions can include transportation, residential and commercial energy, wastewater treatment, and the decomposition of solid waste.<sup>14</sup>

**Halton Climate Collective (HCC):** Comprised of environmental leaders from the greater Halton area, the Halton Climate Collective looks to lead the effort of transforming to a more climate resilient, low carbon communities.<sup>15</sup>

**Halton Environmental Network (HEN):** A non-profit organization that educates and builds awareness in the community in the hopes of propelling climate action and sustainability.<sup>16</sup>

**Heat Waves:** Lengthy time periods in which excessive heat and high humidity values are seen.<sup>1</sup>

**Indigenous Knowledge:** Refers to the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples.<sup>17</sup>

**Key Performance Indicators (KPIs):** Quantifiable indicators used to set targets and track progress towards an intended result.<sup>18</sup>

<sup>14</sup> [Greenhouse gas inventories | Indiana University](#)

<sup>15</sup> [Our Mission – Halton Climate Collective](#)

<sup>16</sup> [About Us | Halton Environmental Network | Quality of Life for all Living Things \(haltonenvironet.ca\)](#)

**Knowledge Mobilization:** Knowledge Mobilization occurs when research knowledge is applied to help facilitate real-world impact on policy and society. It is the process of adapting knowledge to increase research uptake and inform decisions.<sup>19</sup>

**Mitigation:** Relates to strategies and programs that aim to reduce greenhouse gas (GHG) emissions and the impact that humans have on the environment.<sup>1</sup>

**Natural Gas:** Underground deposits of gas mainly consisting of methane that is used as fuel.<sup>1</sup>

**Partners for Climate Protection (PCP):** A joint venture of ICLEI and the Federation of Canadian Municipalities, the Partners for Climate Protection program helps municipalities reduce emissions by providing a five step framework to plan the journey.<sup>20</sup>

**Renewable Energy:** Sources of energy that replenish naturally such as solar, wind, geothermal, hydro, and biomass.<sup>1</sup>

**Resilience:** The capability to have minimum damage to the environment, social wellbeing, and the economy from multi hazard threats. This is achieved through anticipation, preparation, and recovery planning.<sup>1</sup>

**Strategic Business Plan (SBP):** Halton Region's Strategic Business Plan sets the strategic direction and priorities for Council's four-year term of office. Through Halton's Strategic Business Plan (2023-2026), Climate is identified as a key pillar.<sup>21</sup>

<sup>17</sup> [Indigenous Knowledge – Canada.ca](#)

<sup>18</sup> [What is a Key Performance Indicator \(KPI\)? \(kpi.org\)](#)

<sup>19</sup> <https://www.torontomu.ca/research/resources/km/>

<sup>20</sup> [About - Partners for Climate Protection \(pcp-ppc.ca\)](#)

<sup>21</sup> [Strategic Planning for 2023-2026 – Halton Region](#)



**Sustainable Development Goals (SDGs):** An integrated set of 17 goals adopted by the United Nations in 2015 recognizing that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability.<sup>22</sup>

**Task Force on Climate-Related Financial Disclosures (TCFD):** The TCFD reports on the impact that an organization has on the global climate by streamlining information to make it easier to compare with. This clearer information will help organizations incorporate climate risks into decision making processes.<sup>23</sup>

**Vector-borne disease:** Vector-borne diseases are human illnesses caused by parasites, viruses and bacteria that are transmitted by vectors. Vectors are living organisms that can transmit infectious pathogens between humans, or from animals to humans.<sup>24</sup>

**Vulnerability:** Vulnerability is dependent on magnitude, sensitivity, and adaptive capacity and relates to a system's susceptibility and ability to cope with climate events/variability.<sup>1</sup>



<sup>22</sup> [Sustainable Development Goals | United Nations Development Programme \(undp.org\)](https://www.un.org/sustainabledevelopment/)

<sup>23</sup> [What is the TCFD and why does it matter? \(deloitte.com\)](https://www.deloitte.com/au/en/issues/climate-sustainability/what-is-the-tcfd-and-why-does-it-matter.html)

<sup>24</sup> <https://www.who.int/news-room/fact-sheets/detail/vector-borne-diseases>

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# HALTON REGION Corporate Climate Action Plan





## Message from Halton Regional Chair Gary Carr

On behalf on Regional Council, I am proud to present our Corporate Climate Change Plan. This plan is a significant milestone in our climate response: it sets a clear target and outlines a path to accelerate our collective action.

Halton Region's commitment to addressing climate change has always been a top priority and integrated in our strategic planning and decision-making processes. In September 2019, Regional Council joined other municipalities in unanimously declaring a climate emergency and climate change is a central theme in our 2023-2026 Strategic Business Plan.

Reducing greenhouse gases and achieving measurable outcomes is most effective through collaboration and partnership with the community. This plan highlights the shared commitment across our entire organization, outlining how Regional departments can work together to implement impactful actions and achieve our goals.

We will monitor our progress together and report on a regular basis to make sure we are doing what we set out to do. I would like thank Halton's Climate Action Response Team and everyone who contributed their expertise and time to this plan. Your work will keep our community healthy, keep our infrastructure resilient and ensure future generations can enjoy this great place to live, work, raise a family and retire.

Sincerely,

*Gary Carr*  
*Halton Regional Chair*

## Indigenous Land Acknowledgment

Boozhoo, She:kon , Tanshi, Greetings!

Halton Region acknowledges the Treaty Lands of the Mississaugas of the Credit First Nation as well as the Traditional Territory of the Haudenosaunee, Huron-Wendat and Anishinabek on which we gather.

In stewardship with Mother Earth and the enduring Indigenous presence connected to these lands we acknowledge the Indigenous Nations of the past, present and future.

In the spirit of ally-ship and mutual respect, we will take the path of Truth and Reconciliation to create change, awareness and equity as we strive to elevate the collective consciousness of society.

Miigwetch, Nia:wen, Marsi, Thank you

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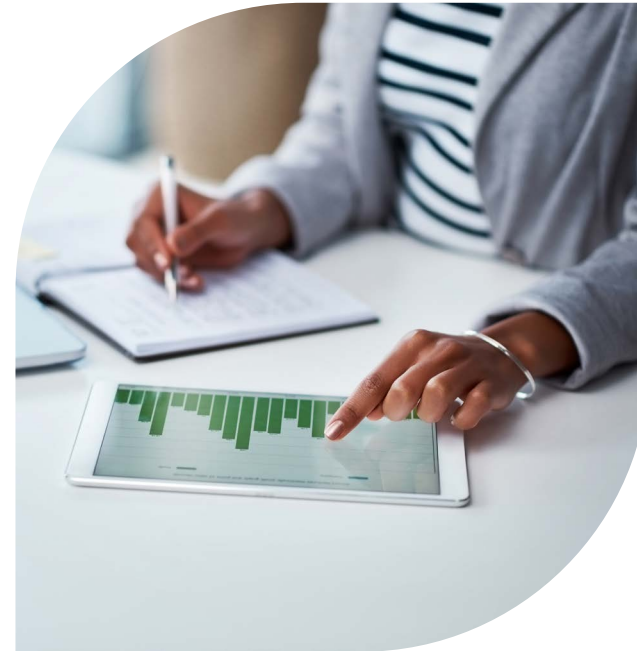


# Halton Region's Plan and its Purpose

On September 11, 2019, Halton Regional Council unanimously approved a motion to join municipalities across Canada in declaring a climate emergency, deepening Halton's commitment to protecting and improving the resilience of the economy, environment and community along with acknowledging the impact that climate change will have on the future.

The Corporate Climate Action Plan has been prepared to ensure Halton Region is responding to climate change and accompanies report number CA-16-23. Halton Region acknowledges its role to support the mitigation and adaptation required to address the climate emergency unanimously declared by Council. Halton Region understands the need to reduce its corporate greenhouse gas (GHG) emissions, to create resilient infrastructure and services to respond to the impacts of climate change and its role to support collective action with partners, stakeholders and community members.

Halton is not immune to the impacts of climate change. The region has already witnessed many severe weather events such as floods, high winds, tornadoes, ice storms and extreme heat and cold days. This will continue to pose serious risks to the Region's infrastructure and resources, and threaten the Halton communities' health, safety and prosperity. It has never been more clear that to limit global warming and prevent the most catastrophic impacts of climate change, we need to collectively do our part to accelerate the Region's climate transition.





To help achieve this, Halton's 2023-2026 Strategic Business Plan identifies climate change and the environment as one of its strategic themes. The goals, actions and measures under this theme align with the United Nations Sustainable Development Goals. The Sustainable Development Goals are a collection of 17 goals that aim to address global challenges and set an ambitious target to build a more sustainable, safe and prosperous future for all. The alignment of the Sustainable Development Goals to the actions in this plan are identified in Appendix A. The Corporate Climate Action Plan has four themes and recommended actions that provide additional direction to focus the efforts of the Region that align with the priorities in the 2023-2026 Strategic Business Plan.



The need for accelerated action is clear. Halton Region is committed to addressing climate change and transitioning to a resilient, low-carbon future. The Region has listened and heard the Halton community and its partners and is delivering an ambitious plan to achieve its commitments. Local solutions, supporting collective action, and deepening existing partnerships, and brokering new ones to advance its climate response will be critical. Significant achievements have already been accomplished with the help of all levels of government, First Nations, Indigenous communities, partners, local businesses, and educational institutions. The Region is optimistic as it faces the global challenge of climate change and this plan helps utilize resources and expertise to achieve its climate transition ensuring a strong, healthy, and resilient organization that is equitable, diverse, and inclusive.

## HALTON REGION'S CORPORATE VISION



A welcoming and inclusive community that is sustainable, economically strong, equitable and safe.

## HALTON REGION'S CORPORATE CLIMATE MISSION



A resilient corporation that achieves net zero by 2045 that provides a safe and healthy community for all Halton residents now and into the future.

## GOALS



- Achieve the Milestones of the Partners for Climate Protection (PCP) Program
- Reduce Greenhouse Gas (GHG) Emissions
- Increase Climate Resiliency and Preparedness

## THEMES



Climate Ready



Climate Lens



Climate Finance



Engagement and Advocacy

## ACTIONS



### Mitigation

- Buildings
- Transportation
- Energy Conservation and Sources
- Waste Management
- Water and Wastewater Treatment Plants and Facilities

### Both

- Finance
- Asset Management
- Climate Change Considerations
- Partnerships
- Climate Literacy
- Natural Environment
- Water Conservation

### Adaptation

- Emergency preparedness
- Safeguarding our Corporate Assets & Service Deliverables
- Human Health
- Flooding Protection
- Climate Migration

## IMPLEMENTATION



- Reporting and Transparency
- Capacity Building
- Brokering Partnerships
- Readiness and Timing

More information on Partners for Climate Protection (PCP) program found on page 11

# Climate Change Impacts, Risks and Opportunities in Halton




Halton is experiencing the impacts of climate change firsthand. Extreme precipitation has caused an increase in flood events leading to significant damage to properties and infrastructure. Severe ice storms and wind events have also increased the risk of both infrastructure and property damage. Rising temperatures are directly affecting health through heat stress impacts and indirectly by increasing the risk of exposure to vector borne diseases such as Lyme disease and West Nile virus. Halton's local agricultural community has been sharing their challenges with drought and flooding, and we are seeing a mismatching of ecological timings affecting numerous native species including damages to urban forests.

These climate impacts have direct results on both risks and opportunities to Regional programs and services. It is important to effectively respond to the following potential impacts:

- changing policies and regulations, such as carbon pricing and increased regulations around greenhouse gas (GHG) emissions;
- impacts to the Region's infrastructure;
- escalating energy costs; and
- potential risks around litigation for failures to mitigate or adapt.

An effective and proactive response will help eliminate these risks and provide opportunities for increased efficiency, cost savings and additional access to funding.

## Climate Change Risks in Halton

	Freezing Rain/ Ice Storms		Flood – Riverine
	Tornadoes		Extreme Temperatures – Cold Waves, Heat Waves
	Flood – Urban		Human Health Epidemics
	Critical Infrastructure Failure – Watermain Network, Pumping Stations		Windstorms
	Energy Emergency (Supply) – Power Outages		Financial Risks
	Air Quality		

**Please see Appendix D**

Adapted from the Region's Hazard Identification and Risk Assessment (HIRA)



# Climate Change Opportunities in Halton Region



Align with [Moody's](#) best practice policies to maintain the Region's AAA Credit rating. This will allow the Region to access the best possible capital financing rates and minimize long-term infrastructure and capital financing costs.



Explore opportunities to optimize buildings and fleet operations.



Increased resiliency of corporate assets.



Cost savings through shifting to low emission energy sources.



Attracting businesses and investors through sustainable-finance opportunities and emerging climate-related markets.



Increased partnership opportunities between Regional departments, different levels of government, community groups, organizations and businesses.



Access to climate financing opportunities including grants and funding programs.



Advocate for a safe and healthy community for all Halton residents now and into the future.



Demonstrating climate leadership and advancing climate advocacy.



Integrate Indigenous knowledge and Equity, Diversity and Inclusion (EDI) practices to shape and advance climate solutions.



Advance renewable energy sources and improved methods of energy management to sustain reliable energy sources.



Increasing the adaptive capacity of those who may disproportionately feel the effects of climate change.

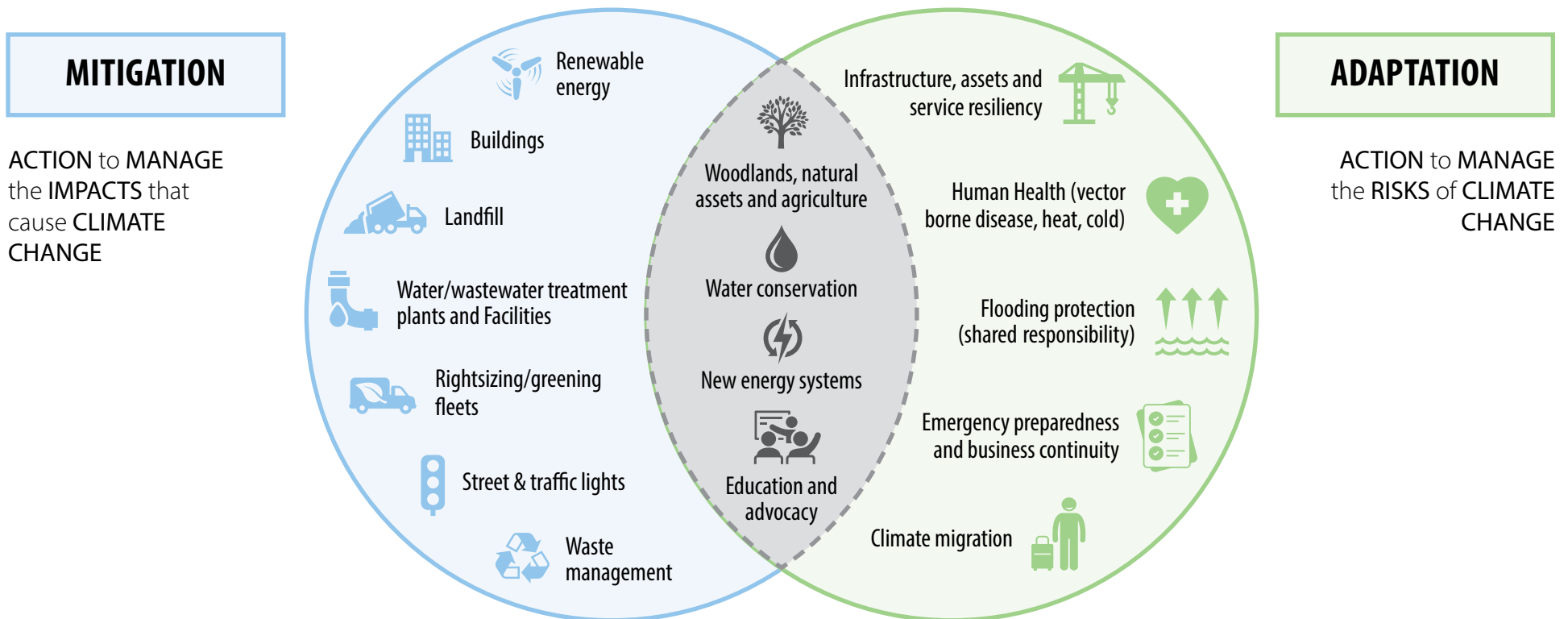
**Please see Appendix D**

# Mitigation and Adaptation

To manage the risk and to propel the opportunities outlined in the diagrams above, Halton Region must take a holistic approach when advancing its climate change response. It's important to address factors contributing to climate change as well as preparing for the impacts, minimizing risk and increasing resiliency. This plan addresses both. A primary cause of climate change is greenhouse gas (GHG) emissions, mainly from the burning of fossil fuels for electricity, heat, and transportation.

**Mitigation** refers to the efforts to reduce, prevent or absorb greenhouse gas (GHG) emissions while preventing further damage from occurring. Mitigation is critical to avoiding more catastrophic climate impacts. In the Halton Community, efforts need to focus on the highest sources of greenhouse gas (GHG) emissions: buildings and transportation ([Halton Region 2019 Community Greenhouse Gas Emissions Inventory](#)).

**Adaptation** refers to the preparation, management and ability to respond proactively to actual or expected climate events. In Halton, climate variability and extreme weather frequency have increased the number of climate risks for the region, including floods, droughts, high winds, and storms. Preparing the Region's services, programs and infrastructure to navigate these risks is vital.



# Halton Region's Response

## 2016–2019

- Member of Great Lakes St. Lawrence Cities Initiative (2016)
- Green Building Policy for New Construction and Renovation (2016)
- Conservation and Demand Management Energy Plan (2019–2023)
- Declaration of Climate Emergency (2019)

## 1995–2010

- First Regional Official Plan (1995) and State of the Environment Report (1996)
- Sustainable Halton (2006)
- Partners for Climate Protection (PCP) Program (2007)
- Halton Region Strategic Plan commits to environmental leadership (2007–2010)
- Inter-municipality Advisory Committee on Sustainability (2009)

## 2020–2023

- Climate Change Discussion Paper (2020)
- Halton Region Climate Change Response Update Report (2021)
- Partnership with Halton Environmental Network to advance Community Climate Plan (2021)
- Launched Climate Action Response Team (CART) to advance development of Corporate Climate Action Plan (2022)
- Completed Milestones 1 and 2 for the Partners for Climate Protection (PCP) Program
- Halton Region's Solid Waste Management Strategy (2022)

## 2011–2015

- Corporate Sustainability Plan (2010)
- Corporate Energy Management Plan (2014–2019)
- Basement Flooding Mitigation Program (2015)
- Halton Community Housing Energy Management Plan (2015)

More information on Partners for Climate Protection (PCP) program found on page 11

## Partners for Climate Protection (PCP) Program

Since 2014, Halton Region has participated in the Partners for Climate Protection (PCP) Program, an initiative from the Federation of Canadian Municipalities (FCM). The Partners for Climate Protection Program is made up of more than 500 members from across Canada. The program guides municipalities through a Milestone Framework to help them take action on climate change.

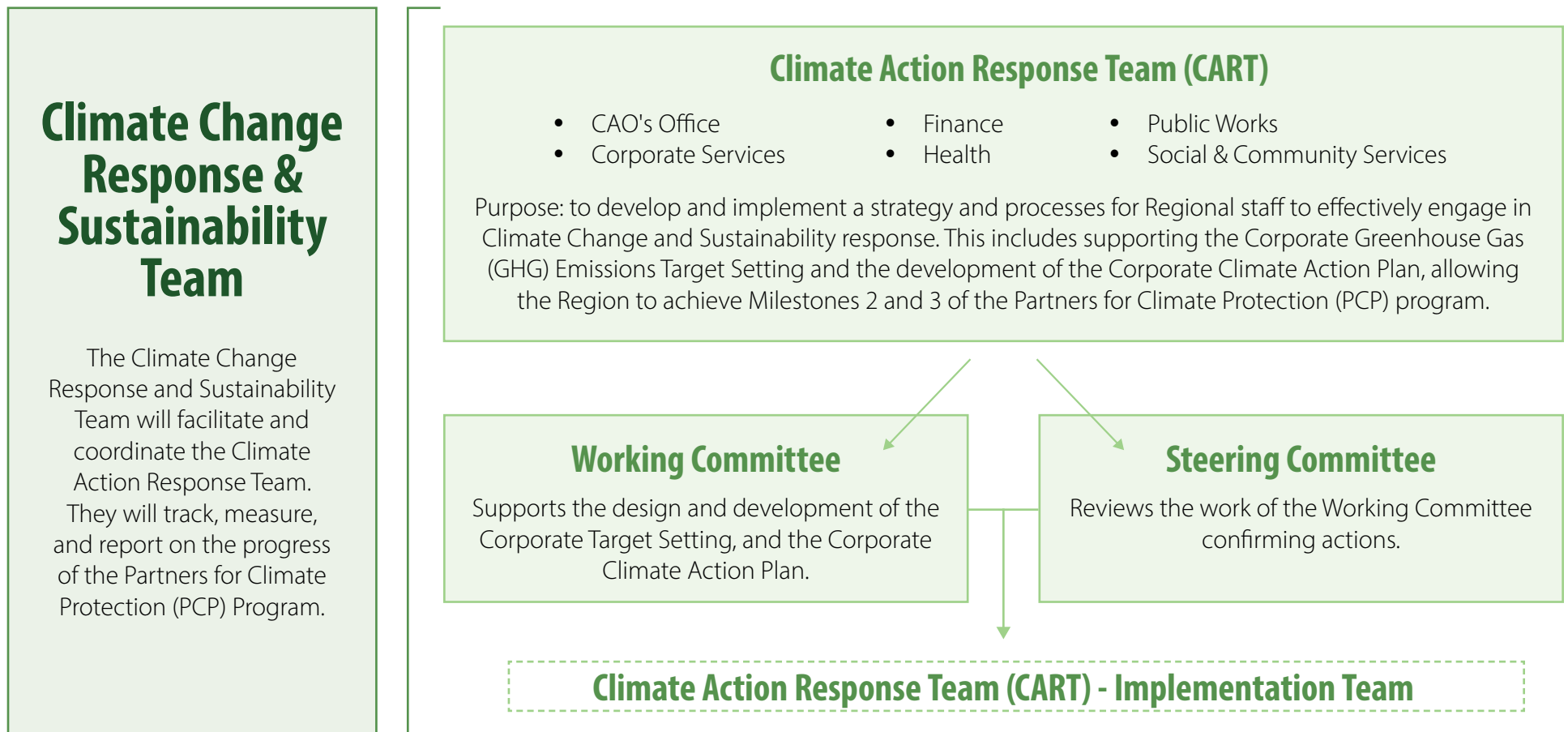
In 2014, Halton Region achieved its first Milestone by establishing a baseline of its greenhouse gas (GHG) emissions. Since achieving this milestone, the Region has updated its emissions baseline year to 2019. Currently, Regional staff are advancing milestones 2 and 3—setting a corporate greenhouse gas (GHG) target and developing a corporate climate plan—which will be achieved with Regional Council endorsement of the corporate GHG emissions reduction target and this Corporate Climate Action Plan.



# Climate Action Response Team (CART)

In order to advance Milestones 2 and 3 and support the Region's climate response, Halton Region established the Climate Action Response Team in 2022. The Climate Action Response Team is comprised of departments and divisions within the Region that have a connection to mitigation or adaptation actions. To address this first phase of work, the Climate Action Response Team collectively determined four themes, recommended potential actions, and a target to propel Regional climate results as presented in this plan.

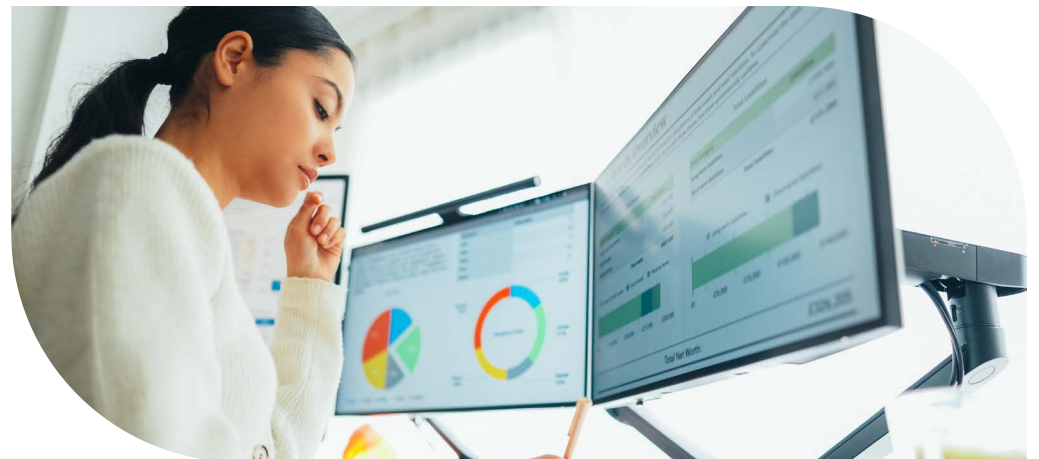
The Climate Action Response Team will continue to support advancing Milestones 4 and 5 (implementation and reporting on progress of the Corporate Climate Action Plan) of the Partners for Climate Protection (PCP) program through the ongoing review of Regional services, operations and greenhouse gas (GHG) emissions.





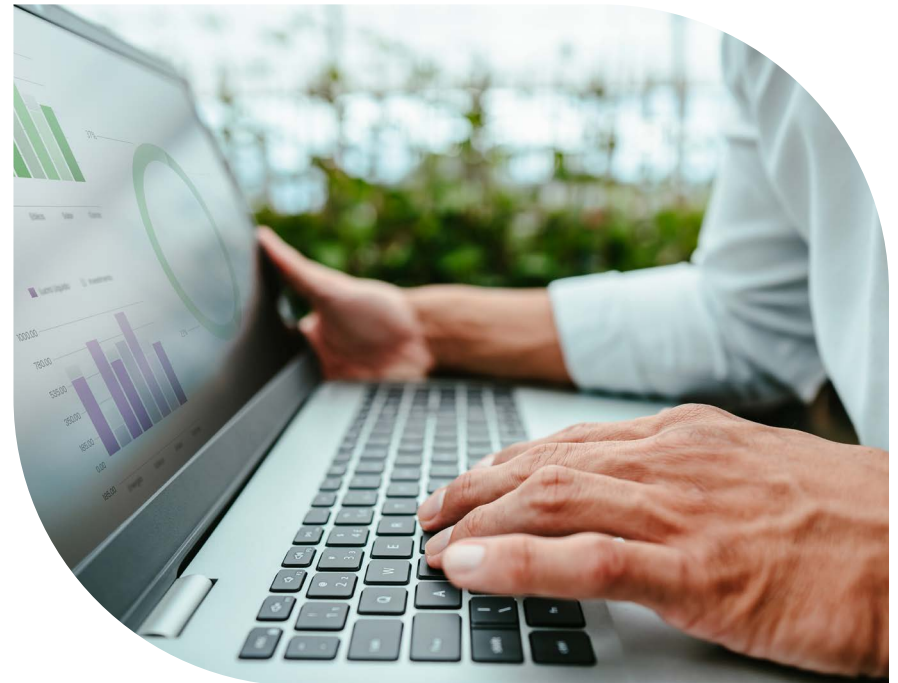
# GHG Emissions and Targets

Establishing an emissions baseline is important in developing an approach to meet emissions reduction targets and monitoring progress. The year 2019 is used as the baseline reporting year and annual progress will be compared to the greenhouse gas (GHG) emissions data from this year. 2019 was chosen as the baseline year for the Region's emissions inventory due to several factors. In 2014, Ontario eliminated coal-fired plants from the provincial energy grid, significantly reducing the amount of greenhouse gas (GHG) emissions from electricity usage. Using a baseline date after this time ensures that reductions from this change are not included and corporate efforts are appropriately reflected. Data collection plays a primary role in the decision as well. Significant amounts of time are needed to collect the inputs needed to calculate emissions. Furthermore, the impacts of the COVID-19 pandemic would have impacted corporate greenhouse gas (GHG) emissions and would not truly represent the Region's operations and services.

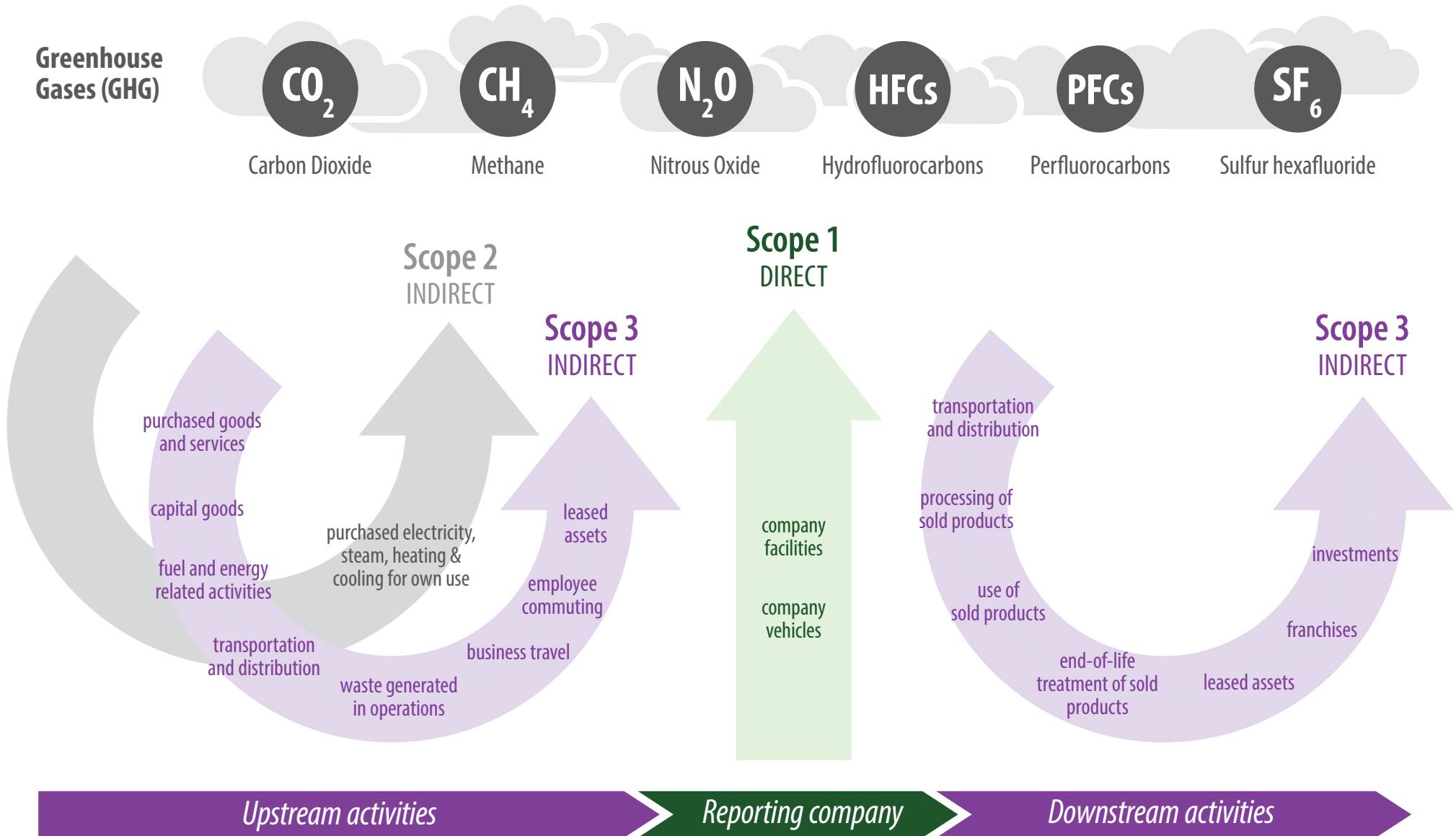




An inventory of greenhouse gas (GHG) emissions produced by Halton Region in 2019 can be found on page 16, which illustrates the distribution among the utility, fuel and waste corporate sectors. The data from 2019 shows that the Region's total corporate greenhouse gas (GHG) emissions were 18,152 tonnes of carbon dioxide equivalent (CO<sub>2</sub>e). While the protocol outlined in the Partners for Climate Protection (PCP) was used to determine this inventory, the Region acknowledges that these emissions do not fully represent all the contributors of greenhouse gas (GHG) emissions. While it is known that there are other sources of emissions, at this time the Partners for Climate Protection (PCP) program does not include these in their protocols and the Region's capacity for measurement of these emissions is still under development. This Corporate Climate Action Plan and our current climate response will measure and track Scope 1 and 2 greenhouse gas (GHG) emissions only as they relate to waste, fuel and the use of natural gas and energy. However, emissions from corporate sectors such as wastewater treatment and embodied carbon were not considered, nor did the Region apply any offsets or sequestration measures. As the Region's work progresses, emissions reporting mechanisms will improve, and progress will be communicated through future iterations of climate action plans and reports.



# Overview of Greenhouse Gas (GHG) Protocol scopes and emissions across the value chain



Adapted from: [Corporate-Value-Chain-Accounting-Reporting-Standard\\_041613\\_2.pdf \(ghgprotocol.org\)](#), page 7



## 2019 Corporate Greenhouse Gas (GHG) Emissions Inventory

Corporate Sectors	Greenhouse Gas (GHG) Emissions (CO <sub>2</sub> e tonnes)
Buildings	4,751
Streetlights & Traffic Lights	214
Water & Wastewater	5,871
Vehicle (Fleet)	6,286
Waste	1,030
<b>Total Corporate Greenhouse Gas (GHG) Footprint</b>	<b>18,152</b>

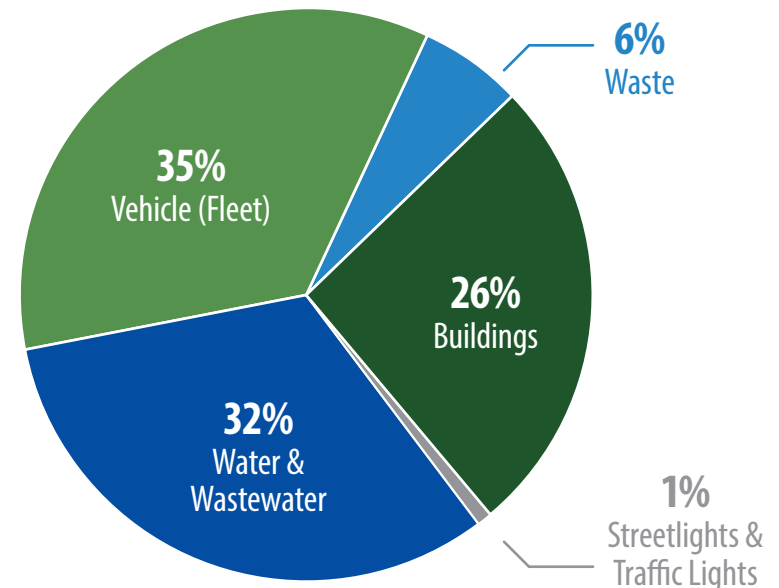
\* the data highlighted above only encompasses emissions for the sectors listed above. A detailed definition of the emissions associated with each sector listed can be found in the Appendix B. This data represents raw emissions data without the adjustment of certain variables, such as weather. These emissions may change overtime based on factors out of the Regions control, such as the carbon intensity of the electricity grid. Please note as information, technologies, and data becomes more available, the reporting of greenhouse gas (GHG) emissions will be represented in greater detail with the inclusion of additional sources.

The vehicle (fleet) sector was the largest source of greenhouse gas (GHG) emissions for Halton Region in 2019, accounting for approximately 35 per cent of total annual emissions. Fleet is followed by the water & wastewater, and buildings sector, which generate approximately 32 percent and 26 percent, respectively, from combined electricity and natural gas usage.

Based on the 2019 baseline data, background information assembled by the Climate Response and Sustainability Team (CCRST), and examples from other municipalities, the Climate Action Response Team (CART) recommended the Region should implement a target of achieving **net zero by 2045**. Senior Leadership has approved this target and it will be presented to Regional Council in fall 2023 for endorsement.

While this recommendation aligns with federal targets and current practice, there are many factors that may influence this work. Staff will continue to monitor progress, external advances, as well as new and emerging technologies to adapt this target as required to meet corporate climate ambitions.

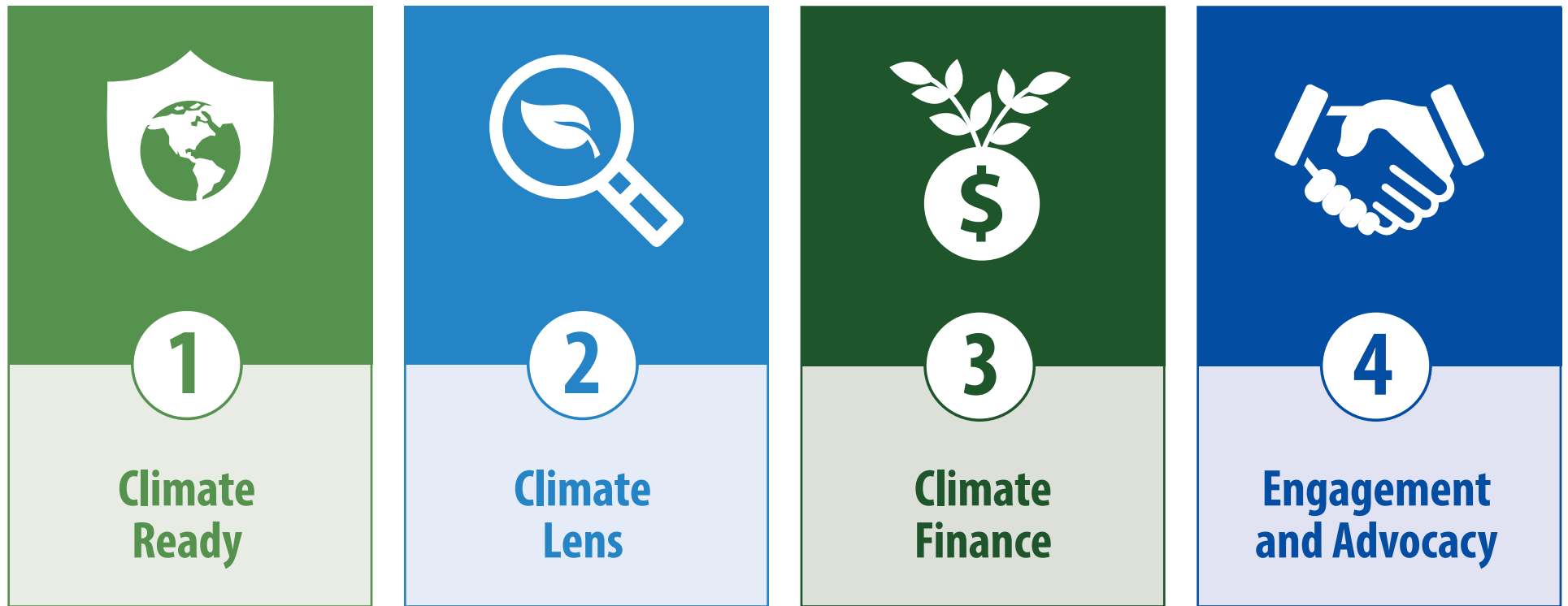
## Halton Region Corporate Emissions Breakdown



# Halton Region's Themes

The 2023-2026 Climate Action Plan is the foundation that guides Halton's work to accelerate its climate response. This Plan will act as a framework for climate action for the Region's corporate activities and is flexible to ensure it is responsive to technical advancements and a shifting regulatory environment. It allows the Region to adapt to the changing climate, establish a pathway for greenhouse gas (GHG) emissions reduction efforts, and will further support Regional partners and partnerships.

This Plan includes four themes to support the Region's climate change actions:









Each theme includes Halton Region's commitment to advance climate action. The breadth of the work required on climate change extends beyond the outlines of this plan. Currently, these themes and actions are identified as the most critical and necessary measures for success.











## Theme 1: Climate Ready

Climate Ready allows the Region to mitigate and adapt to the impacts of climate change, safeguarding corporate assets and service deliverables. This theme advances greenhouse gas (GHG) emissions reduction efforts and ensures that the Region is planning, preparing and poised to respond to future climate impacts. To ensure a holistic approach to address the complexity of climate change, both mitigation and adaptation have been integrated within this theme. This will ensure that the Region is ready to continue to serve the Halton community and support climate transitions.

### RECOMMENDED ACTIONS:

 MITIGATION  ADAPTATION  BOTH

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Incorporate climate change considerations into asset management planning	Increase the resiliency of corporate assets	Public Works (PW)	
Optimize building efficiencies	Reduce energy usage across corporate facilities	Corporate Services	
Advance greenhouse gas (GHG) emissions inventory and reduction efforts	Move forward with Council direction, the Partners for Climate Protection (PCP) program, and Strategic Business Plan	Climate Change Response and Sustainability Team (CCRST)	
Explore opportunities for greater efficiencies of water & wastewater treatment plants, facilities, and landfill site buildings and processes	Explore opportunities for greater efficiencies of wastewater/ water treatment plants, facilities, and landfill site	Public Works (PW)	
Measuring, tracking, monitoring, and mitigating greenhouse gas (GHG) emissions	Ensure the Region is making progress with its greenhouse gas (GHG) emissions reduction efforts	Climate Change Response and Sustainability Team (CCRST)	
Electrify (rightsizing) corporate fleet	Reduce greenhouse gas (GHG) emissions as a result of fuel usage	Corporate Services	

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Increase internal electric vehicle (EV) Infrastructure	Support the switch to electric vehicles (EV) for the Region's corporate fleet	Corporate Services	
Advance a Regional electric vehicles (EV) strategy	Increase electric vehicles (EV) uptake across the Halton Community	Climate Change Response and Sustainability Team (CCRST)	
Conclude a renewable energy generation study	Explore reducing the Region's reliance on natural gas and electricity grids and ensure resiliency to climate impacts	Public Works (PW)	
Establish climate change and health vulnerability assessments	Identify the top climate risks for Halton Region and the Halton Community	Health	
Ensure Regional infrastructure and assets are resilient	Ensure that corporate services and assets can serve the Halton Community during extreme weather events	Public Works (PW)	
Update Regional Emergency Response Plan	Increase the Region's ability to respond to extreme weather events	Corporate Services	
Update Emergency Preparedness Actions	Maintain business continuity for Halton Region to ensure services and operations are functional during extreme weather events	Corporate Services	
Explore circular economy initiatives for applicability to the Region's services and operations	Increase efficiency and reduce waste	Public Works (PW)	
Fuel switching	Decrease greenhouse gas (GHG) emissions	Corporate Services	
Update Regional Community Emergency Notification System	Ensure Halton residents are notified of imminent or ongoing extreme weather events	Corporate Services	

## TO ASSESS PROGRESS THE REGION WILL:

- Work to advance asset management planning to ensure climate change considerations are tracked and measured.
- Utilize its baseline and continuously measure emissions, working together to advance solutions to reduce these emissions in a fiscal and prudent manner. The Region is positioned to take advantage of new opportunities presented by decarbonization technologies and advancements and the Region supports a managed transition that can be tracked, measured and reported. This will be done using the potential pathways to reduce greenhouse gas (GHG) emissions as determined by staff.
- Explore the rightsizing of the corporate fleet, working with partner agencies to determine the best next steps.
- Share outcomes from studies and strategies and, when appropriate, work with partners to advance shared measurements, common agendas and communicate outcomes.
- Share outcomes and learnings from our health vulnerability assessments. The Region will work with its partners to advance this work in a cohesive and collective manner.
- Report on our updated Emergency Response Plan and Emergency Preparedness Actions.



## THE REGION'S COMMITMENT:

The Region acknowledges that Regional municipal assets and service deliverables must be prepared to deal with the impacts of climate change. The Region will be responsive and reduce corporate emissions as per Council direction, the Partners for Climate Protection (PCP) program and the Strategic Business Plan. The Region will measure what matters and reduce emissions in the most efficient and effective way. The Region will strive to learn, adopt best practices and share results with the Halton community. Significantly decarbonizing Regional services is essential to meeting corporate targets. This work will support the Halton community to be prepared for the changing climate and highlight regional leadership that advances collective synergies and opportunities.



## Theme 2: Climate Lens

A climate lens provides a pathway to integrate climate change considerations, impacts, risks, and vulnerabilities into all decisions, reports, policies, and initiatives. By operationalizing climate change into processes, the Region will be poised to create better climate solutions and encourage behavioral change across the organization. The Region's interpretation of a climate lens builds upon this definition by recognizing that inequalities exist in climate action. The inclusion of Equity, Diversity, and Inclusion (EDI) efforts and the incorporation of Indigenous Knowledge will elevate a deeper understanding of climate change across Regional staff, departments and divisions.

### RECOMMENDED ACTIONS:

**M** MITIGATION    **A** ADAPTATION    **B** BOTH

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Explore establishing Climate Considerations into all Council Reports	Currently, many other municipalities and Regions include a climate considerations component in their Council reports, including Burlington, Halton Hills and Oakville. It is recommended Halton aligns with current practice and ensures that climate impacts, risks, and vulnerabilities are considered as part of the decision making process	Corporate Services	<b>B</b>
Explore Climate considerations to be incorporated into internal policies and reports		Climate Change Response and Sustainability Team (CCRST)	<b>B</b>
Explore the use of a project tracker to measure, track, report and communicate Regional climate change work	Mechanism for the Region to monitor progress and effectively communicate its climate change work	Climate Change Response and Sustainability Team (CCRST)	<b>B</b>
Integrate Equity, Diversity, and Inclusion (EDI) into climate change efforts	Ensure equity across the Region's climate change initiatives	Equity, Diversity, and Inclusion (EDI) Team	<b>B</b>
Incorporate Indigenous Knowledge into climate change efforts	Elevate a deeper understanding of climate change	Government Relations	<b>B</b>



## TO ASSESS PROGRESS THE REGION WILL:

- Explore a mechanism to quantify and qualify climate considerations in council reports.
- Explore a mechanism to quantify and qualify climate considerations in internal policies and reports.
- Ensure a method of measurement is in place for the integration of Equity, Diversity, and Inclusion (EDI) within the Corporate Climate Change Plan.
- Deepen relationships with First Nations and communities to ensure authentic Indigenous knowledge is embedded within climate change efforts.

## THE REGION'S COMMITMENT:

The Region acknowledges that behavioral changes will advance climate work, and will work to support this evolution. The Region will ensure that it continues to create synergies between departments and divisions, elevating a deeper understanding of climate change. The Region will ensure that policies and initiatives consider the potential impacts of climate change. The Region will strive to support its partners, sharing work, and supporting the application of a climate lens on a larger system that supports the common good.







## Theme 3: Climate Finance

According to the United Nations, there is an estimated return of \$4 USD for every dollar invested in the climate transition. Respected organizations such as the [Chartered Professional Accountants of Canada](#) note the importance of involving finance professionals in preparing for climate change. Additionally, [Moody's](#), a major financial risk assessment agency, supports the critical role of climate finance in making better, faster decisions to support an organization's bottom line. Responding to the climate crisis is not about whether we do it, it's about how we do it. We know the costs will be significant but as noted earlier, the risks and opportunities can be navigated effectively with a robust plan. Halton Region has a long standing commitment to financial stability and a reputation for prudent management. A focus on climate finance supports the means to ensure credible forecasting and incremental preparation and sets the Region up to benefit from partnerships, external funding sources and investments.

### RECOMMENDED ACTIONS:

M MITIGATION
 A ADAPTATION
 B BOTH

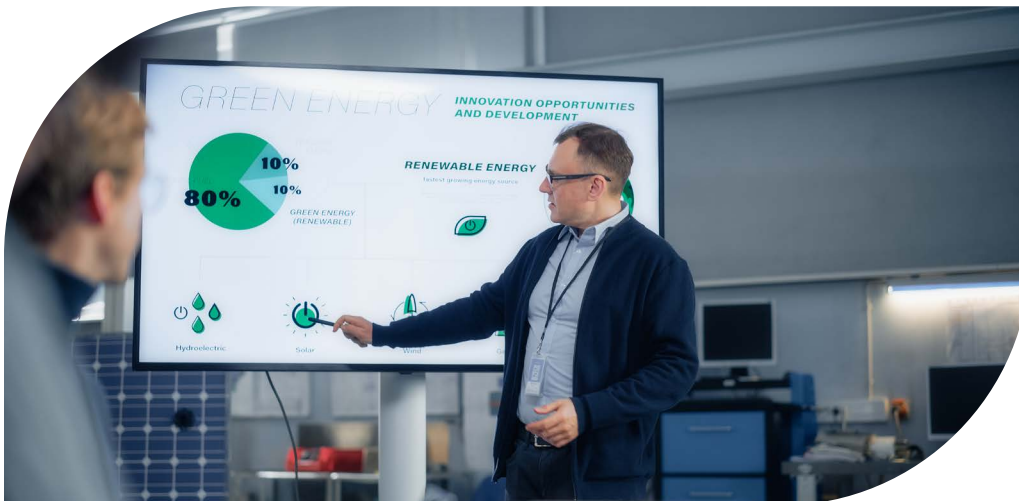
ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Explore the advancement of a carbon budget, offering a data driven approach to understanding our greenhouse gas (GHG) emissions based on recognized accounting principles	Supports Halton Region advance climate change initiatives and targets	Climate Change Response and Sustainability Team (CCRST)	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 6px;">B</span>
Explore the use of the Task Force on Climate Related Financial Disclosures (TCFD)	Provides Halton Region with a standardized and transparent framework to assess and communicate the impacts of climate related risks and opportunities. It proactively sets the Region up for potential regulatory disclosure requirements as well as access to significant funding opportunities that require Task Force on Climate Related Financial Disclosures (TCFD)	Climate Change Response and Sustainability Team (CCRST)	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 6px;">B</span>
Explore alignment with Moody's climate change recommendations	Supports the Region in ensuring that the Region's credit rating accounts for climate change risks Supports Halton Region to determine financial quantification of climate risks and their impact on the Region's credit rating	Finance	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 6px;">B</span>
Establish a green procurement policy	To reduce Halton's greenhouse gas (GHG) emissions, support climate friendly options for products and services, and encourage innovation	Corporate Services	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 6px;">B</span>

## TO ASSESS PROGRESS THE REGION WILL:

- Undertake a feasibility assessment of instituting a carbon budget.
- Undertake an assessment and review of the recommendation to establish the use of the Task Force on Climate Related Financial Disclosures (TCFD) as an annual report to assess progress on climate related governance, risks and opportunities, strategy and metrics/targets using the maturity index that is provided as part of this framework.

## THE REGION'S COMMITMENT:

The Region will explore tools and processes to support the financial aspects of the climate transition to ensure continued financial excellence and open pathways to expand corporate prosperity. This will be done in a manner that addresses both risks and opportunities with a focus on stability and transparency.







## Theme 4: Engagement and Advocacy

Engagement and Advocacy builds Regional capacity to increase climate literacy, broker partnerships, reinforce mutually beneficial activities, and strengthen corporate climate action. Adopting a common language will support the uptake of Regional programs and services that advance community preparedness, resilience, and response.

### RECOMMENDED ACTIONS:

 MITIGATION  ADAPTATION  BOTH

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Advance partnerships that align with Regional climate change initiatives	Advance collective synergies and opportunities that will reinforce mutually beneficial work	Climate Change Response and Sustainability Team (CCRST)	
Work with local municipalities to ensure alignment and mutually reinforcing activities	Ensure there is no duplication of work and elevate the work already being done	Climate Change Response and Sustainability Team (CCRST)	
Work with diverse stakeholders to deepen climate action	Collaboration will help advance climate change work across the region	Climate Change Response and Sustainability Team (CCRST)	
Develop a corporate climate change communication strategy	Clearly communicate work to Regional staff and the Halton Community	Corporate Services	

ACTIONS	PURPOSE	LEAD DEPARTMENT/ DIVISION	MITIGATION, ADAPTATION OR BOTH
Provide climate change training opportunities	Increasing climate change literacy will create climate change leaders to advance climate change work	Climate Change Response and Sustainability Team (CCRST)	B
Outreach and engagement to foster climate knowledge		Climate Change Response and Sustainability Team (CCRST)	B
Create experiential opportunities to deepen learning		Climate Change Response and Sustainability Team (CCRST)	B
Knowledge mobilization to increase climate literacy		Climate Change Response and Sustainability Team (CCRST)	B
Emergency preparedness actions	Help the Halton Community understand measures they can take to protect themselves from climate change risks and impacts	Corporate Services	A



## TO ASSESS PROGRESS THE REGION WILL:

- Track the number of partnerships established.
- Track the number of individuals utilizing services and programs.
- Track the number of events and engagement sessions.

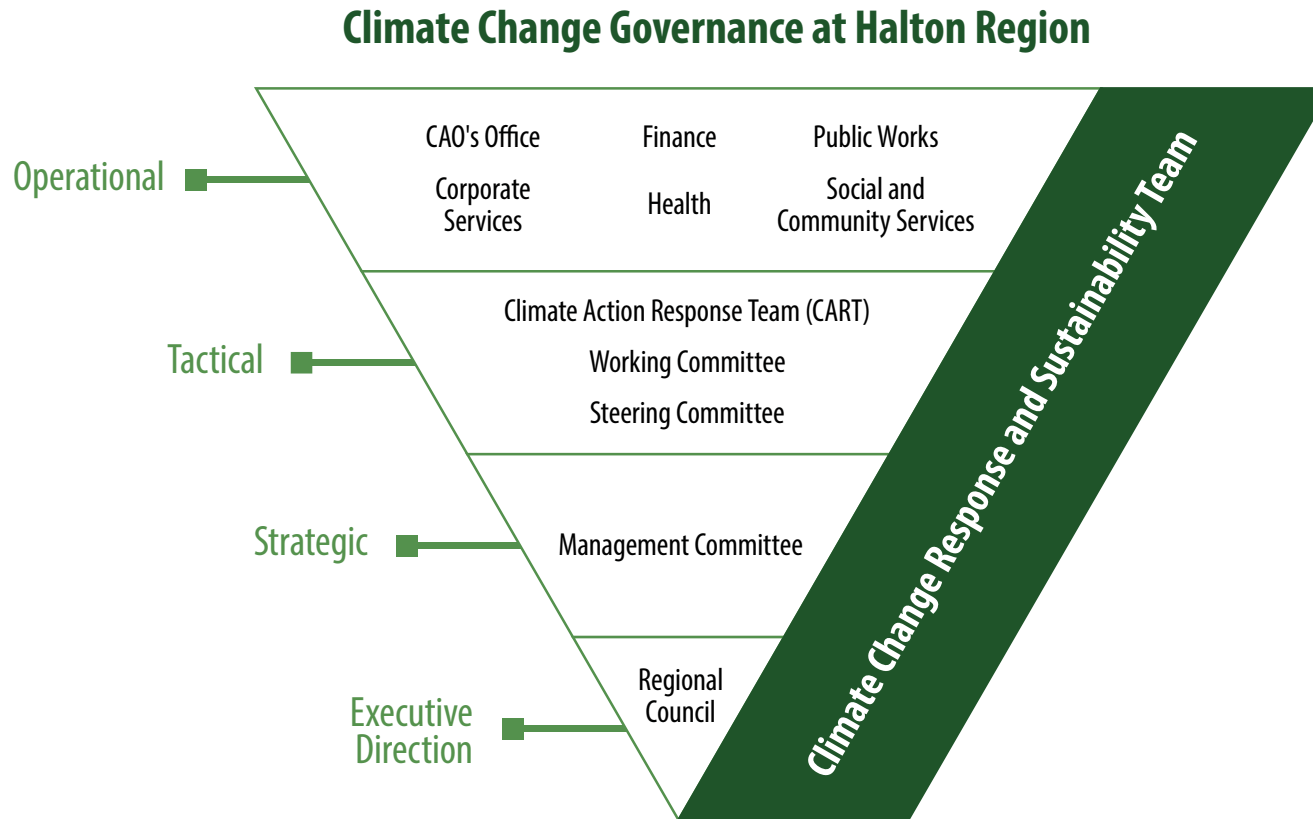
## THE REGION'S COMMITMENT:

Knowledge mobilization will advance Regional climate work and the Region will work to support this transition. The Region will continue to create synergies between partners and the community to deepen an understanding of climate change. The Region will strive to support its partners, sharing work and supporting mutually beneficial activities to support the common good. The Region will establish clear communications that strengthen the coordination and facilitation of climate action by the Region and its partners.



# Governance, Monitoring & Reporting

The Climate Action Response Team will act as the advisory body for this work, acting as an interface between the plan and their respective departments. The Climate Action Response Team is comprised of representatives from different departments and divisions that through their service deliverables and operations, intersect and align with the Region's climate change response. The Climate Action Response Team will support the tactics related to the greenhouse gas (GHG) emissions target and the Corporate Climate Action Plan. The Climate Change Response and Sustainability Team will coordinate and facilitate this effort, ensuring due diligence, oversight, reporting and a collective spirit and intent. Halton Region's Management Committee will ensure the plan and this work have strategic direction, and align with other corporate initiatives and operations. Halton Regional Council will provide executive direction and endorse and approve the greenhouse gas (GHG) emissions targets and the Corporate Climate Action Plan. This governance structure will drive action and results that will support implementation of the Plan and demonstrate Regional leadership.



Relevant metrics and a consistent reporting framework are essential to support accountability and transparency. This plan consolidates the efforts for the Region's climate transition, allowing us to roll up these metrics on a corporate wide basis and report on progress. It is important to ensure that the metrics used are able to truly reflect action. Where feasible, specific Key Performance Indicators (KPIs) have been outlined for the themes and actions set out in the plan, as well as alignment with the Sustainable Development Goals (SDGs). Some actions will require a more adaptive approach to metrics. For those, the Climate Change Response and Sustainability Team have provided higher level indications of progress and will develop more detailed Key Performance Indicators (KPIs) as they move forward.

Updates on the implementation of the Corporate Plan will be provided through an annual report to Council and communicated to the community. The Climate Change Response and Sustainability Team, with the support of the of the Climate Action Response Team, will be responsible for coordinating this effort including collating the metrics and reporting.

Every level of government from national to local is shifting rapidly to introduce legislation, policies, programs and initiatives to address climate. This is the first iteration of a corporate climate plan for Halton Region. It is anticipated that a review will be undertaken no later than 2026 to ensure alignment with the timeframe of the 2023-2026 Strategic Business plan, evolving technologies and the rapidly shifting landscape around climate change. Regional staff will remain attentive to these factors to ensure corporate climate ambition continues to move forward.







## Moving Forward

While the Region recognizes its role in addressing climate, it is only through collective action that progress can be advanced at the level required to effect real change. Efforts are being made across all sectors to advance actions to mitigate and adapt to the changing climate, including a number of robust programs through the federal government. The Region supports a collective action approach and looks forward to working collaboratively with all of its partners from local to global to tackle this challenge.

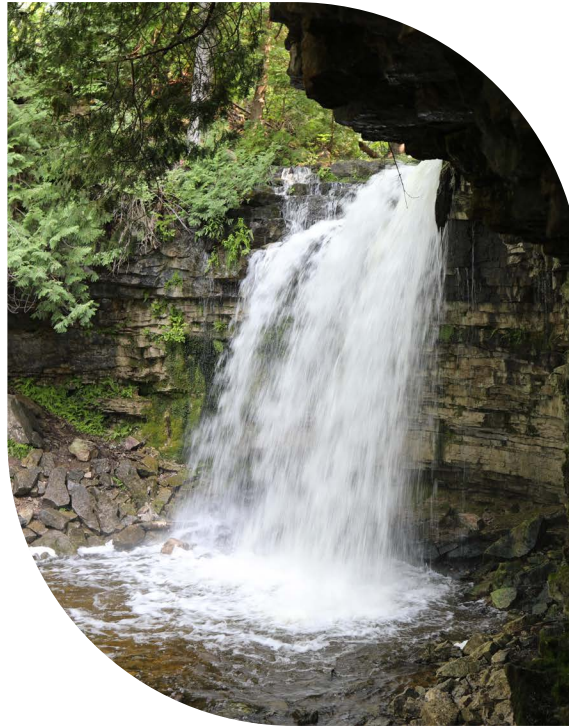
The need for accelerated action is clear. Halton Region remains committed to combating climate change and transitioning to a resilient, low-carbon future. The Region has listened and heard the Halton community and its partners. The Region has listened and heard from its partners and the community and in response, an ambitious corporate climate plan is being delivered to achieve its commitments. As a member of the community, the Region acknowledges its role in being a part of local solutions and supports working collectively to deepen existing partnerships and broker new ones to support its climate response. Significant achievements have already been accomplished through this collective approach, and the Region is optimistic as it faces the global challenge of climate change. This plan helps the Region use its resources and expertise to achieve its climate transition setting the path forward for a strong, healthy, and resilient corporation that is equitable, diverse, and inclusive.



## THE REGION'S COMMITMENT:

The Region will establish the Climate Action Response Team Implementation Body. This entity will have members from departments across the corporation and will be driving the implementation of this plan. This team will identify and advance initiatives with a focus on those that are both pragmatic and fiscally responsible. The Climate Action Response Team Implementation Body will be coordinated and facilitated by the Climate Change Response and Sustainability Team, who will track, measure and support this work. The Climate Change Response and Sustainability Team will bring results to Management Committee for their review and endorsement. The Climate Change Response and Sustainability Team will provide a yearly review of this work to Regional Council to ensure transparency and results.

Brokering and advancing partnerships is central to prudently implement the climate change initiatives outlined in this plan. The Climate Change Response and Sustainability Team will facilitate and coordinate established and new partnerships. This will support collective climate action that will be mutually beneficial for Halton Region and the community.
























# Appendix A: Summary of Actions with Lead Departments or Divisions and Related Sustainable Development Goals




















The United Nations Sustainable Development Goals (SDGs) are a collection of 17 goals that aim to address global challenges. The goals set an ambitious target to build a more sustainable, safe and prosperous future for all. The final 2023-2026 Halton Corporate Climate Action Plan will outline the Region's support for these universal goals and demonstrate the alignment between the Sustainable Development Goals (SDGs) and the Region's climate change initiatives.

















## THEME 1: CLIMATE READY

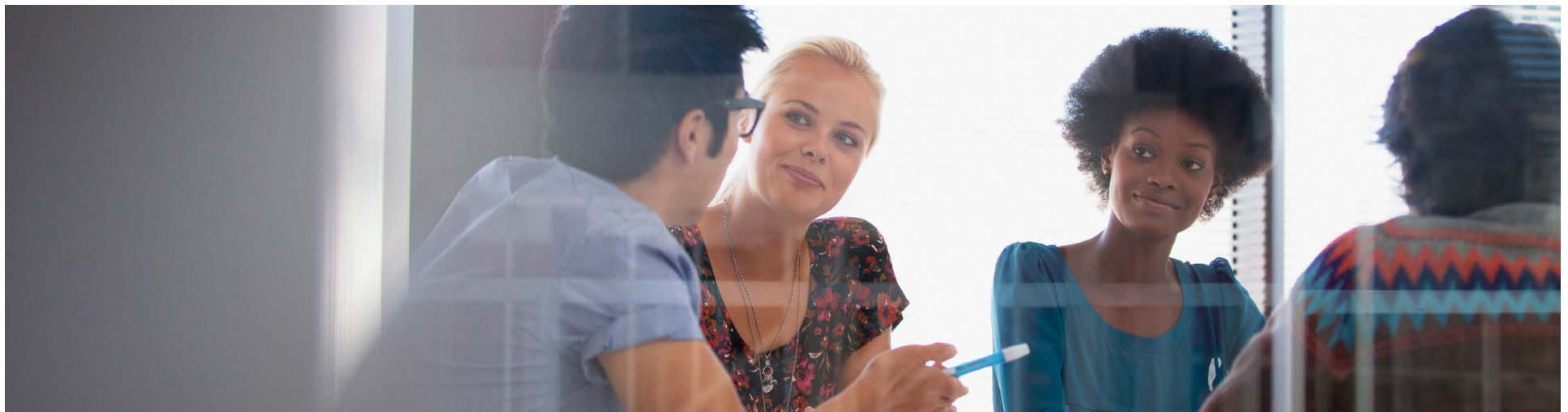
ACTION	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Incorporate climate change considerations into asset management planning	Public Works (PW)	  
Optimize building efficiencies	Corporate Services	 
Advance greenhouse gas (GHG) emissions inventory and reduction efforts	Climate Change Response and Sustainability Team (CCRST)	 
Explore opportunities for greater efficiencies of water & wastewater treatment plants, facilities, and landfill site buildings and processes	Public Works (PW)	  
Measuring, tracking, monitoring, and mitigating greenhouse gas (GHG) emissions	Climate Change Response and Sustainability Team (CCRST)	 
Electrify (rightsizing) corporate fleet	Corporate Services	
Increase internal electric vehicle (EV) infrastructure	Corporate Services	
Advance a Regional electric vehicles (EV) strategy	Climate Change Response and Sustainability Team (CCRST)	 
Conclude a renewable energy generation study	Public Works (PW)	    

ACTION	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Establish climate change and health vulnerability assessments	Health	  
Ensure Regional infrastructure and assets are resilient	Public Works (PW)	  
Update Regional Emergency Response plan	Corporate Services	  
Update Emergency Preparedness Actions	Legislative and Planning Services (LPS)	  
Explore circular economy initiatives for applicability to the Region's services and operations	Public Works (PW)	 
Fuel Switching	Corporate Services	
Update Regional Community Emergency Notification System	Corporate Services	   









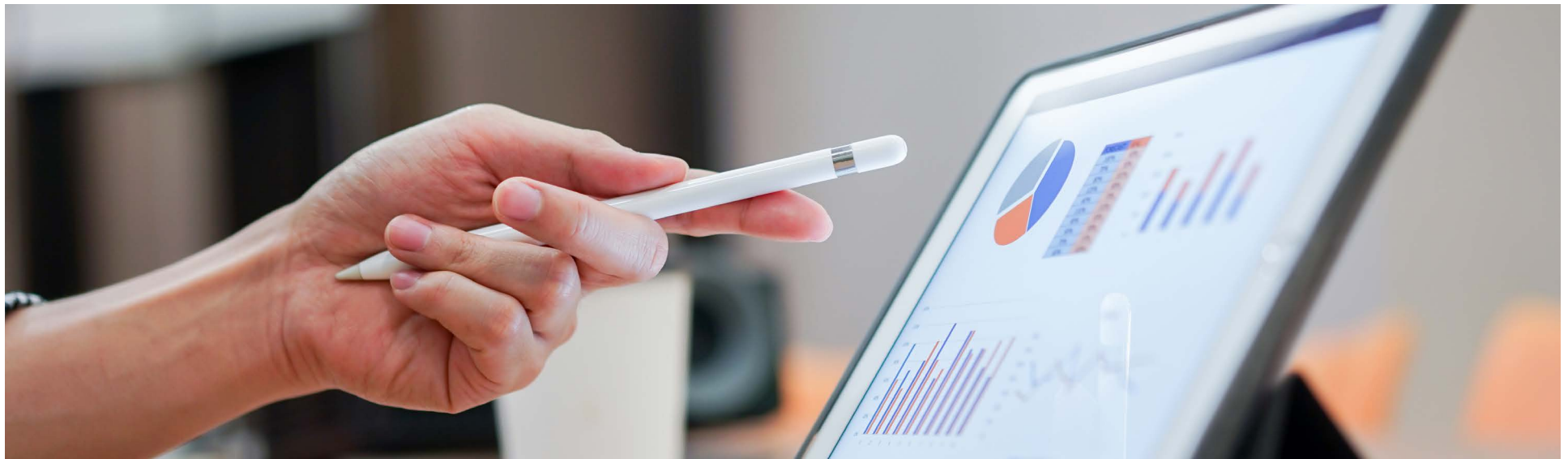
## THEME 2: CLIMATE LENS

ACTIONS	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Establish Climate Considerations into all Council Reports	Corporate Services	 
Explore climate considerations to be incorporated into internal policies and reports	Climate Change Response and Sustainability Team (CCRST)	  
Explore a project tracker to measure, track, report and communicate Regional climate change work	Climate Change Response and Sustainability Team (CCRST)	
Integrate Equity, Diversity, and Inclusion (EDI) into climate change efforts	Equity, Diversity, and Inclusion (EDI) Team	  
Incorporate Indigenous Knowledge into climate change efforts	Government Relations	  












### THEME 3: CLIMATE FINANCE

ACTION	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Explore the advancement of a carbon budget, offering a data driven approach to understanding our greenhouse gas (GHG) emissions based on recognized accounting principles	Finance	
Explore the use of the Task Force on Climate Related Financial Disclosures (TCFD)	Finance	
In addition to the Task Force on Climate Related Financial Disclosures (TCFD) explore alignment with Moody's climate change recommendations.	Finance	
Establish a green procurement policy	Corporate Services	  





## THEME 4: ENGAGEMENT AND ADVOCACY

ACTION	LEAD DEPARTMENT/DIVISION	RELATED SUSTAINABLE DEVELOPMENT GOALS (SDGS)
Advance partnerships that align with Regional climate change initiatives	Climate Change Response and Sustainability Team (CCRST)	
Work with local municipalities to ensure alignment and mutually reinforcing activities	Climate Change Response and Sustainability Team (CCRST)	
Work with diverse stakeholders to deepen climate action	Climate Change Response and Sustainability Team (CCRST)	
Develop a corporate climate change communication strategy	Corporate Services	
Climate change training to increase climate literacy	Climate Change Response and Sustainability Team (CCRST)	
Outreach and engagement to foster climate knowledge	Climate Change Response and Sustainability Team (CCRST)	
Create experiential opportunities to deepen learning	Climate Change Response and Sustainability Team (CCRST)	
Knowledge mobilization to increase climate literacy	Climate Change Response and Sustainability Team (CCRST)	
Emergency preparedness actions	Corporate Services	

# Appendix B: Additional Information on Corporate Greenhouse Gas (GHG) Emissions Inventory

## Definitions of Corporate Sectors:

**Buildings:** All corporate buildings owned & operated by Halton Region, including HRPS and HWMS; excluding HCHC and leased facilities that the Region does not pay utilities for

**Streetlights and Traffic Lights:** All inter-related street and traffic lights along the Regional road network, excluding Boundary Roads and other agency municipal infrastructure (e.g.- MTO, 407, Lower-tier etc.)

**Water and Wastewater:** All water and waste water facilities including pumping stations, treatment plants, buildings and water reservoirs

**Vehicle (Fleet):** All Regional Fleet (PW, HRPS and EMS) and equipment that fuel at the Regional Operational Centers and/or at retail

**Corporate Waste Management:** Waste that is collected from our corporate sites but is not managed through Regional landfill operations. This waste is not managed by commercial waste service providers and is not accounted for in the Community GHG Inventory

**Methodology:** Halton Region's corporate greenhouse gas (GHG) emissions inventory was developed by the Region's Energy, Fleet, and Facilities Team. Utilizing the Energy and Environmental Management System (EEMS) and best practice methods from the Partners for Climate Protection (PCP) protocol and the Greenhouse Gas Protocol for Cities (GPC), the team determined the raw emissions data for the corporate sectors listed above, focusing specifically on energy, natural gas, fuel, and waste. Currently, the data highlighted only encompasses emissions for the sectors listed. This data represents raw emissions data without the adjustment of certain variables, such as weather. These emissions may change over time based on factors out of the Region's control, such as the carbon intensity of the electricity grid. Please note as information, technologies, and data becomes more available, the reporting of greenhouse gas (GHG) emissions will be represented in greater detail with the inclusion of additional sources.

# Appendix C: Glossary

**Adaptation:** Preparation and adjustment in natural or human systems to reduce the negative impacts of a changing climate, which moderates, harms, or takes advantage of beneficial opportunities.

**Adaptive Capacity:** The ability of a system to adjust to the effects or impacts of climate change while mitigating potential damages, taking advantage of opportunities, or coping/responding to consequences.<sup>1</sup>

**Carbon Budget:** The cumulative amount of carbon dioxide (CO<sub>2</sub>) emissions allowed over a period of time while remaining within a certain temperature threshold. Exceeding this limit will result in higher temperatures.<sup>2</sup>

**Carbon Dioxide (CO<sub>2</sub>):** A naturally occurring, heat-trapping gas that is a by-product of burning fossil fuels and biomass, and is released from other human activities such as land-use changes, deforestation, and other industrial processes.<sup>1</sup>

**Carbon Footprint:** The total greenhouse gas (GHG) emissions that are released into the atmosphere each year caused by an individual, family, organization, company, event, or service.<sup>1</sup>

**Carbon Pricing:** A fee placed on emitting carbon and/or an incentive that is offered for emitting less carbon.<sup>3</sup>

**Carbon Sequestration:** The process of capturing and removing carbon from the atmosphere and storing it in a reservoir. Terrestrial or biological carbon sequestration is where plants and trees absorb carbon dioxide, release the oxygen, and store the carbon.<sup>1</sup>

<sup>1</sup> [Glossary of Climate Change Terms | Climate Change | US EPA](#)

<sup>2</sup> [Carbon Budget Explained - Carbon Tracker Initiative](#)

**Climate:** The long term and average weather conditions for a specific area.<sup>1</sup>

**Climate Action Response Team (CART):** Established in September 2022, this was the initial cross departmental team whose function was to support and drive the development of the Region's Corporate Climate Action Plan.

**Climate Action Response Team (CART) Implementation Body:** Established as part of the 2023-2026 Halton Corporate Climate Action Plan, this entity is comprised of members from across the corporation and will be responsible for driving the implementation of the Corporate Climate Action Plan.

**Climate Equity:** Ensures everyone, regardless of income, race and other characteristics receives a just distribution of environmental benefits and climate protection while simultaneously removing unequal burdens.<sup>4</sup>

**Climate Change:** The long term changes in current climatic conditions such as temperature, wind patterns and/or precipitation.<sup>1</sup>

**Climate Change Response and Sustainability Team (CCRST):** Regional staff team under Strategic Initiatives and Government Relations responsible for coordinating the metrics and annual reporting of the 2023-2026 Halton Corporate Climate Plan to Council and the public, with the support of CART.

<sup>3</sup> [About Carbon Pricing – United Nations Climate Change](#)

<sup>4</sup> [Defining Climate Equity | Louisiana Government; Climate Equity | UCLA Luskin Center for Innovation](#)

**Climate Justice:** Acknowledges that the impacts of climate change are greater on low-income communities, communities of colour and immigrant communities who are the least responsible for climate change emissions around the world.<sup>5</sup>

**Climate Literacy:** An understanding of human influence on climate and the influence of climate on human systems and society.<sup>6</sup>

**Climate Ready:** Actions under this theme will allow Halton Region to mitigate and adapt to the impacts of climate change, safeguarding corporate assets and service deliverables.

**Decarbonization:** The process of reducing carbon dioxide emissions to achieve a lower output of greenhouse gases into the atmosphere.<sup>7</sup>

**Ecological Mismatch:** Ecological mismatch is a concept that refers to the consequences of climate change to the natural environment. It occurs when the timing of natural events, such as the blooming of plants or the migration of animals, is disrupted by changes in the environment. This can cause problems for species that rely on these events to survive and reproduce.<sup>8</sup>

**Electric Vehicle (EV):** Contain a battery instead of a gasoline tank, and have an electric motor instead of an internal combustion engine.<sup>9</sup>

**Electric Vehicle (EV) Infrastructure:** Charging equipment for electric vehicles including public and private charging stations.<sup>10</sup>

**Emissions:** The release of greenhouse gases (GHG) into the Earth's atmosphere.<sup>1</sup>

**Emissions Baseline Year:** A reference point in time against which future emission reductions are calculated.<sup>11</sup>

**Federation of Canadian Municipalities (FCM):** An advocacy group bringing together around 2,000 municipalities across Canada.<sup>12</sup>

**Fleet Rightsizing:** A management practice used to build and maintain a vehicle inventory that reduces emissions without compromising fleet activities.<sup>13</sup>

**Fossil Fuel:** Comes from decomposing plants and animals that have been turned into crude oil, coal, natural gas, or heavy oils. This occurs from the exposure to heat and pressure in the earth's crust over hundreds of millions of years.<sup>1</sup>

**Fuel Switching:** Changing from one type of fuel source to another.<sup>1</sup>

**Global Average Temperature:** The Earth's mean surface air temperature averaged over the entire planet.<sup>1</sup>

**Global Warming:** The global average increase in the Earth's surface temperature.<sup>1</sup>

**Greenhouse Effect:** The trapping of the sun's heat by gases in the Earth's atmosphere near the surface.<sup>1</sup>

<sup>5</sup> [What is Climate Justice? | University of California Center for Climate Justice; Climate Justice | MIT Climate Portal](#)

<sup>6</sup> [What is Climate Literacy? – Georgia State University](#)

<sup>7</sup> [What is Decarbonisation? - TWI](#)

<sup>8</sup> <https://naturalresources.anthro-seminars.net/concepts/ecological-concept-ecological-mismatch/>

<sup>9</sup> [Explaining Electric & Plug-In Hybrid Electric Vehicles - EPA](#)

<sup>10</sup> [Developing Infrastructure to Charge Electric Vehicles – U.S. Department of Energy](#)

<sup>11</sup> [What is a Baseline Year and Why Does it Matter? – Climate Council](#)

<sup>12</sup> [About FCM - FCM](#)

<sup>13</sup> [Rightizing Your Vehicle Fleet to Conserve Fuel – U.S. Department of Energy](#)

**Greenhouse Gas (GHG):** The atmospheric gases responsible for causing climate change. The major greenhouse gases (GHG) are carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>) and nitrous oxide (N<sub>2</sub>O). Less prevalent, but very powerful greenhouse gases (GHG) include hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF<sub>6</sub>).<sup>1</sup>

**Greenhouse Gas (GHG) Inventory:** An estimate of greenhouse gas (GHG) emissions within a defined boundary in a given year. Sources of greenhouse gas (GHG) emissions can include transportation, residential and commercial energy, wastewater treatment, and the decomposition of solid waste.<sup>14</sup>

**Halton Climate Collective (HCC):** Comprised of environmental leaders from the greater Halton area, the Halton Climate Collective looks to lead the effort of transforming to a more climate resilient, low carbon communities.<sup>15</sup>

**Halton Environmental Network (HEN):** A non-profit organization that educates and builds awareness in the community in the hopes of propelling climate action and sustainability.<sup>16</sup>

**Heat Waves:** Lengthy time periods in which excessive heat and high humidity values are seen.<sup>1</sup>

**Indigenous Knowledge:** Refers to the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples.<sup>17</sup>

**Key Performance Indicators (KPIs):** Quantifiable indicators used to set targets and track progress towards an intended result.<sup>18</sup>

<sup>14</sup> [Greenhouse gas inventories | Indiana University](#)

<sup>15</sup> [Our Mission – Halton Climate Collective](#)

<sup>16</sup> [About Us | Halton Environmental Network | Quality of Life for all Living Things \(haltonenvironet.ca\)](#)

**Knowledge Mobilization:** Knowledge Mobilization occurs when research knowledge is applied to help facilitate real-world impact on policy and society. It is the process of adapting knowledge to increase research uptake and inform decisions.<sup>19</sup>

**Mitigation:** Relates to strategies and programs that aim to reduce greenhouse gas (GHG) emissions and the impact that humans have on the environment.<sup>1</sup>

**Natural Gas:** Underground deposits of gas mainly consisting of methane that is used as fuel.<sup>1</sup>

**Partners for Climate Protection (PCP):** A joint venture of ICLEI and the Federation of Canadian Municipalities, the Partners for Climate Protection program helps municipalities reduce emissions by providing a five step framework to plan the journey.<sup>20</sup>

**Renewable Energy:** Sources of energy that replenish naturally such as solar, wind, geothermal, hydro, and biomass.<sup>1</sup>

**Resilience:** The capability to have minimum damage to the environment, social wellbeing, and the economy from multi hazard threats. This is achieved through anticipation, preparation, and recovery planning.<sup>1</sup>

**Strategic Business Plan (SBP):** Halton Region's Strategic Business Plan sets the strategic direction and priorities for Council's four-year term of office. Through Halton's Strategic Business Plan (2023-2026), Climate is identified as a key pillar.<sup>21</sup>

<sup>17</sup> [Indigenous Knowledge – Canada.ca](#)

<sup>18</sup> [What is a Key Performance Indicator \(KPI\)? \(kpi.org\)](#)

<sup>19</sup> <https://www.torontomu.ca/research/resources/km/>

<sup>20</sup> [About - Partners for Climate Protection \(pcp-ppc.ca\)](#)

<sup>21</sup> [Strategic Planning for 2023-2026 – Halton Region](#)

**Sustainable Development Goals (SDGs):** An integrated set of 17 goals adopted by the United Nations in 2015 recognizing that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability.<sup>22</sup>

**Task Force on Climate-Related Financial Disclosures (TCFD):** The TCFD reports on the impact that an organization has on the global climate by streamlining information to make it easier to compare with. This clearer information will help organizations incorporate climate risks into decision making processes.<sup>23</sup>

**Vector-borne disease:** Vector-borne diseases are human illnesses caused by parasites, viruses and bacteria that are transmitted by vectors. Vectors are living organisms that can transmit infectious pathogens between humans, or from animals to humans.<sup>24</sup>

**Vulnerability:** Vulnerability is dependent on magnitude, sensitivity, and adaptive capacity and relates to a system's susceptibility and ability to cope with climate events/variability.<sup>1</sup>



<sup>22</sup> [Sustainable Development Goals | United Nations Development Programme \(undp.org\)](https://www.un.org/sustainabledevelopment/)

<sup>23</sup> [What is the TCFD and why does it matter? \(deloitte.com\)](https://www.deloitte.com/au/en/issues/climate-sustainability/what-is-the-tcfd-and-why-does-it-matter.html)

<sup>24</sup> <https://www.who.int/news-room/fact-sheets/detail/vector-borne-diseases>



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\*All resources were accessed during the Spring and Summer of 2023







# Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

[www.townshipofperry.ca](http://www.townshipofperry.ca)

November 20, 2023

Via Email

Hon. Doug Downey  
Attorney General  
McMurtry-Scott Building, 11<sup>th</sup> Floor, 720 Bay St.  
Toronto, ON M7A 2S9

Dear Honourable Downey,

**RE: Letter of Support - Amendments to Legislation Act, 2006 –  
Corporation of the Township of Perry**

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Please be advised that at their last regular meeting on Wednesday November 15, 2023, the Council of the Township of Perry supported the following resolution:

**"Resolution #2023-378**

**Moved by: Margaret Ann MacPhail**

**Seconded by: Joe Lumley**

**Whereas** *Metroland Media Group has sought bankruptcy protection and will cease to print publication of its weekly community newspapers across Ontario, moving to an online-only model; and*

**Whereas** *Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and*

**Whereas** *the Legislation Act, 2006, provides a definition of 'newspaper' which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that (a) is printed in sheet form, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; ('journal'); and*

**Whereas** *Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and*

**Whereas** communities such as the East Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Almaguin News and Muskoka Region publications are no longer being printed in sheet form and there are no other local news publications fitting the definition of 'newspaper'; and

**Whereas** some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

**Be it resolved that** the Council of the Corporation of the Township of Perry hereby request the Provincial Government to make an amendment to the Legislation Act, 2006, to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations;

**And further that** this resolution be forwarded to the Honourable Minister of Municipal Affairs and Housing Paul Calandra, the Honourable Parry Sound Muskoka MPP Graydon Smith, The Association of Ontario Municipalities (AMO), CEO and President of Metroland Media Group, Neil Oliver, and all Ontario Municipalities.

**Carried."**

Your immediate attention to this matter is greatly appreciated.

Sincerely,



Erica Cole, Dipl.M.A.  
Deputy Clerk

CC: Honourable Minister of Municipal Affairs and Housing, Paul Calandara  
Honourable Parry Sound Muskoka MPP Graydon Smith  
The Association of Ontario Municipalities (AMO)  
CEO and President, Metroland Media Group, Neil Oliver  
All Ontario municipalities

**RESOLUTION NO. 2023 - 343** **NOVEMBER 15, 2023**

Moved by: *John Hetherington*

Seconded by: *Bishop*

**BE IT RESOLVED THAT** the Council of the Municipality of Magnetawan endorses and supports item 4.1 Township of McKellar Call for an Amendment to the Legislation Act, 2006;

**AND FURTHER THAT** this resolution be circulated to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried *✓* Defeated \_\_\_\_\_ Deferred \_\_\_\_\_

*Sam Dunnett*

Sam Dunnett, Mayor

Recorded Vote Called by: \_\_\_\_\_

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



*Knowing our heritage  
we will build our future*



**Village of South River  
Notice under Legislation Act, 2006**

Date: November 14, 2023

Motion Number: 320-2023

Moved By: Brian O'Hallarn

Seconded By: Robert Brooks

**WHEREAS** communities such as Village of South River may not be able to comply with publication requirements in Provincial Acts and Regulations as the Almaguin News publication is no longer being printed in sheet form and there are no clear local news publications fitting the definition of “newspaper”;

**BE IT RESOLVED THAT** the Council of the Village of South River does hereby support the Township of McKellar’s Resolution No. 23-671 that the Provincial government make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

**FURTHER THAT** this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and the Township of McKellar.

Carried By: Jim Coleman

Lost By: \_\_\_\_\_

Name of Council Member	Yeas	Nays	Abstention	Pecuniary Interest	Recorded Vote
Mayor Coleman					
Councillor Brandt					
Councillor Brooks					
Councillor O’Hallarn					
Councillor Scott					



November 24, 2023

**SENT VIA EMAIL TO:**

The Honourable Prabmeet Sarkaria  
Minister of Transportation  
The Honourable Paul Calandra  
Minister of Municipal Affairs and Housing  
Stephen Crawford, MPP, Oakville  
Effie Triantafilopoulos, MPP,  
Oakville North – Burlington  
The Honourable Ted Arnott, MPP,  
Wellington – Halton Hills  
Graham Milne  
Regional Clerk and Director of Council  
Services, Halton Region  
Kevin Arjoon  
City Clerk, City of Burlington  
Valerie Petryniak  
Town Clerk and Director of Legislative  
Services, Town of Halton Hills  
Meaghen Reid  
Director, Legislative and Legal  
Services/Deputy Clerk, Town of Milton  
Hassan Basit  
President and CEO  
Conservation Halton  
Quentin Hanchard  
Chief Administrative Officer  
Credit Valley Conservation

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[cvc@creditvalleyca.ca](mailto:cvc@creditvalleyca.ca)

**Subject: Bill 131, Transportation for the Future Act, 2023 and Bill 134, Affordable Homes and Good Jobs Act, 2023**

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At its meeting on November 13, 2023, Oakville Town Council approved the following resolution with respect to the subject item noted above:

November 24, 2023

**Subject: Bill 131, Transportation for the Future Act, 2023 and Bill 134, Affordable Homes and Good Jobs Act, 2023**

1. That the staff report titled Bill 131, *Transportation for the Future Act, 2023* and Bill 134, *Affordable Homes and Good Jobs Act, 2023* from the Planning Services Department be received.
2. That staff comments included in the report titled Bill 131, *Transportation for the Future Act, 2023* and Bill 134, *Affordable Homes and Good Jobs Act, 2023* and submitted to the Environmental Registry of Ontario (ERO) through Appendix A to this report with respect to ERO posting #019-7669 related to Bill 134, be endorsed by Council, and that the additional comments from Council be included in the town's response to advocate for expanding the scope of the proposed legislation and proposed "Station Contribution Fee" to apply to expansion/enhancement of existing and not just new GO transit stations.
3. That the report titled Bill 131, *Transportation for the Future Act, 2023* and Bill 134, *Affordable Homes and Good Jobs Act, 2023* be forwarded by the Town Clerk to the Minister of Transportation, Minister of Municipal Affairs and Housing, Halton Area MPPs, Halton Region, the City of Burlington, the Town of Halton Hills, the Town of Milton, Conservation Halton and Credit Valley Conservation.

The staff report and appendices are attached and may be viewed on the town website at the following link: [Planning and Development Council Revised Agenda](#) (See Item 4.6)

Staff comments and additional comments from Council has been included in an updated ERO submission to the province by Planning Services.

Should you have any questions regarding this matter or should you require additional information, please contact Matt Day, Manager, Development Financing & Investments, at 905-845-6601, extension 3324, or email [matt.day@oakville.ca](mailto:matt.day@oakville.ca) or Sarah Burrell, Policy Planner, at 905-845-6601, extension 3986, or email [sarah.burrell@oakville.ca](mailto:sarah.burrell@oakville.ca).

Yours truly,

*Andrea Holland*

Andrea Holland  
Acting Town Clerk

email: Matt Day, Manager, Development Financing & Investments, Finance  
Sarah Burrell, Policy Planner, Planning Services  
Franca Piazza, Legislative Coordinator, Planning Services

attach. report



## REPORT

### Planning and Development Council

Meeting Date: November 13, 2023

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**FROM:** Planning Services Department

**DATE:** October 31, 2023

**SUBJECT:** **Bill 131, Transportation for the Future Act, 2023 and Bill 134, Affordable Homes and Good Jobs Act, 2023**

**LOCATION:** Town-wide

**WARD:** Town-wide

Page 1

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#### RECOMMENDATION:

1. That the staff report titled Bill 131, *Transportation for the Future Act, 2023* and Bill 134, *Affordable Homes and Good Jobs Act, 2023* from the Planning Services Department be received.
2. That staff comments included in the report titled Bill 131, *Transportation for the Future Act, 2023* and Bill 134, *Affordable Homes and Good Jobs Act, 2023* and submitted to the Environmental Registry of Ontario (ERO) through Appendix A to this report with respect to ERO posting #019-7669 related to Bill 134, be endorsed by Council.
3. That the report titled Bill 131, *Transportation for the Future Act, 2023* and Bill 134, *Affordable Homes and Good Jobs Act, 2023* be forwarded by the Town Clerk to the Minister of Transportation, Minister of Municipal Affairs and Housing, Halton Area MPPs, Halton Region, the City of Burlington, the Town of Halton Hills, the Town of Milton, Conservation Halton and Credit Valley Conservation.

#### KEY FACTS:

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

- On September 25, 2023, the province introduced Bill 131, the [Transportation for the Future Act, 2023](#). If passed, the Bill would enact the *GO Transit Station Fund Act, 2023*, and amend the *Municipal Act, 2001*, and *City of Toronto Act, 2006*. This legislation, if passed, would allow prescribed municipalities to impose transit station charges on development to pay for costs related to the construction of new GO transit stations.

- As Bill 131 is proposed to apply to new GO transit stations only, it is not directly applicable to the Town of Oakville currently.
- Staff will continue to monitor the provincial government's commitment to make municipalities whole, following its changes to the *Development Charges Act, 1997* and the *Planning Act* through Bill 23, [More Homes Built Faster Act, 2022](#). While Bill 131 proposes to introduce a new revenue stream for municipalities, revenues raised will go towards funding what has been considered provincial infrastructure – GO transit stations.
- On September 28, 2023, the Minister of Municipal Affairs and Housing introduced Bill 134, [Affordable Homes and Good Jobs Act, 2023](#) which proposes a new definition of “affordable residential unit” under the *Development Charges Act, 1997* (DCA) for the purposes of exemptions from the town's growth funding tools (GFTs) of development charges, community benefits charges and parkland dedication. The proposed change is posted to the Environmental Registry of Ontario as ERO #019-7669.
- Staff are reviewing Bill 134 in relation to an amended definition of “Affordable Residential Unit” to determine the financial impacts on the town's policies related to housing affordability (e.g., the [Development Charges By-law](#)).
- The proposed definition of “Affordable Residential Unit” relies on information that will be published in the ‘Affordable Residential Units Bulletin’ by the Minister of Municipal Affairs and Housing. This Bulletin is currently unavailable, making it difficult to assess the uptake and impact of affordable residential units. If housing units are exempt from GFTs per the Bill 134, this would have significant negative financial implications on the town.

## **BACKGROUND:**

The purpose of this report is to provide Council and the public with an overview of Bill 131, the [Transportation for the Future Act, 2023](#), introduced by the Province on September 25, 2023, and Bill 134, [Affordable Homes and Good Jobs Act, 2023](#), introduced on September 28, 2023, and the potential implications to the town's ability to finance growth-related infrastructure as discussed.

Town staff provided a submission to the ERO on Bill 134 (ERO #019-7669) on October 27, 2023. The ERO memo is attached in Appendix A to this report, with the comments aligned with the content of this staff report. Due to the comment timelines, Town staff could not obtain Town of Oakville Council endorsement prior to the end of the ERO commenting period. Town staff advised provincial government staff that the comments submitted are subject to Town of Oakville Council resolution, which is set for November 13, 2023. Town staff will submit Council

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resolution to the ERO once it is obtained. Further details and next steps will be provided at the November 13 Planning and Development Council meeting.

Since 2018, the province has advanced several initiatives and legislative changes related to the supply of housing in Ontario that affect GFTs. For development charges, these include the removal of housing and parking as DC eligible services, removal of studies as an eligible cost, rate freezes, DC phase-in of rates, discounts for rental units, exemptions for non-profit housing, and deferral of DC payments for long term care and rental housing. For parkland dedication, the alternative rates at which the town can require the conveyance of land or cash-in-lieu have been minimized, and caps based on site area have been implemented.

Notably, Bill 108, the *More Homes, More Choice Act, 2019* and Bill 197, the *COVID-19 Economic Recovery Act, 2020* replaced and amended (respectively) the bonusing regime under section 37 of the *Planning Act* and replaced it with a new Community Benefits Charge (CBC) regime.

The town utilizes the growth funding tools (GFTs) of development charges, community benefits charges, and parkland dedication to deliver the land and infrastructure required to maintain service levels as the town grows, while minimizing the financial impact of growth on exiting residents and businesses. While the town aims to ensure that “growth pays for growth”, there are legislative restrictions in the DCA and *Planning Act* that result in a cost to existing taxpayers.

Bill 23, the *More Homes Built Faster Act, 2022* has increased the cost of growth through changes already in force, including the DC by-law phase in and parkland dedication caps. Bill 23, *More Homes Built Faster, 2022* includes legislation not yet in force and effect, including subsection 4.1 that could further impact the ability of municipalities to utilize GFTs. The province has not yet indicated how they will keep municipalities whole, which could result in delays in key infrastructure required due to growth or impacts to property taxes.

#### **COMMENT/OPTIONS:**

##### **Bill 131, the *Transportation for the Future Act, 2023***

On September 25, 2023, the Province tabled Bill 131, [\*Transportation for the Future Act, 2023\*](#) which introduced a new Act (the *GO Transit Station Funding Act, 2023*) that provides a mechanism for prescribed municipalities to collect development fees for the capital costs associated with new Metrolinx GO stations.

If passed, the Bill would enact the *GO Transit Station Fund Act, 2023*, and amend the *Municipal Act, 2001*, and *City of Toronto Act, 2006*. This legislation would allow

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prescribed municipalities to impose transit station charges on development to pay for costs related to the construction of new GO transit stations.

The new tool, called the ‘Station Contribution Fee’, would allow municipalities to fund the design and construction of new GO stations and recover the costs over time as transit-oriented communities are built around these GO stations. To charge these fees, municipalities would be required to meet certain requirements, such as completing a background study, providing public notice and opportunities for consultation, and obtaining Minister’s consent.

While Bill 131 proposes to introduce a new revenue stream for municipalities, revenues raised will fund what is considered provincial infrastructure – GO transit stations. At this time, there is no indication that this fee would replace the already existing GO Transit DC levied by municipalities on behalf of Metrolinx.

As Bill 131 is proposed to apply only to new GO transit stations, it is not directly applicable to the Town of Oakville since no new stations are being planned in Oakville.

### **Bill 134, the Affordable Homes and Good Jobs Act, 2023**

On September 28, 2023, the Province introduced Bill 134, the [Affordable Homes and Good Jobs Act, 2023](#) which proposes amendments and additions to section 4.1 of the *Development Charges Act, 1997*. This section addresses exemptions for affordable and attainable residential units for GFTs, first enacted on November 28, 2022 through Bill 23 but not yet in force. Bill 23 had proposed that “affordable” be defined solely on the basis of market prices and rents that were no greater than 80% of the average purchase price or market rent, as defined by the Ministry of Municipal Affairs and Housing. This definition has not yet been brought into force.

Bill 134 focuses on exemptions for “affordable” residential units (both rental and home ownership). It is silent on the exemptions for “attainable” residential units.

The Bill 134 proposal, if implemented, takes a different dual approach to defining affordability, focused on the ability of households to pay (proposed household income test), as well as market prices and rents. The proposed definitions would be based on determinations of average market rents and purchase prices, as well as incomes for a local municipality that the Minister would make in the “Affordable Residential Units Bulletin”, which has not yet been released by the province.

Based on these definitions, “affordable” for non-rental units will be a price that is no greater than the lesser of:

- A price for which the cost of accommodation is less than 30% of the 60<sup>th</sup> percentile of income for households in the municipality; or

- 90% of the average purchase price identified for the residential unit set out in the “Affordable Residential Units Bulletin”.

For rental units, the rent for a unit is no greater than the lesser of:

- 30% of the 60<sup>th</sup> percentile of income for rental households in the municipality; or
- The average market rent set out in the “Affordable Residential Units Bulletin”.

The proposed changes, if adopted, will provide exemptions from GFTs for those developments which meet the new definitions. What remains unclear, however, is how “attainable housing”, which is also proposed to be exempt from GFTs, is to be further defined by way of criteria to be prescribed by regulation.

Staff’s ERO submission on Bill 134 is attached as Appendix A. It is difficult to fully assess the potential impact of these proposed changes until the “Affordable Residential Units Bulletin” provides details on methodology used, geographic breakdowns, and actual market rents. This information would allow the town to better comment on whether the proposed definition may achieve to goal of increasing affordable housing in Oakville, and what the ultimate financial impacts to the town’s GFTs could be from Bill 134.

Staff are concerned with what will be required to properly administer exemptions to GFTs based on the proposed definition and timeline of the development process. Further, it will be extremely difficult to monitor affordability thresholds over a period of 25 years for those units deemed affordable at the time they are first rented or sold, and to enforce the collection of GFTs should a unit no longer meet the definition. It is anticipated that to provide exemptions to GFTs and ensure that affordability is maintained in line with the intent of the legislation, there will be a significant administrative burden to the town.

The [Region of Halton's staff report to Regional Council](#) on October 18, 2023 prepared an analysis (for demonstrative purposes) of how Bill 134 definitions could be applied in Halton Region to illustrate the potential number of residential units that could be exempt from paying DCs. Detailed analysis is outlined in [Attachment 1](#) to the region’s report.

The changes proposed under Bill 134 are unlikely to achieve the policy objectives of making homes more affordable. Staff highlight the following implications:

- Likely to result in significant impacts to the Town of Oakville’s ability to fully recover costs of growth-related infrastructure and services through GFTs.

- In the absence of funding from the province to keep municipalities whole, there could be delays in providing key infrastructure required for growth or impacts to property taxes which may further impact housing affordability.
- Even if the proposed changes are successful in incentivizing certain housing, the types of units may not achieve the desired mix of housing in the town and is unlikely to incentivize “missing middle” housing.

Should the province proceed with changes proposed under Bill 134, consideration should be given to providing exemptions only to Affordable Rental units and not Homeownership units, consistent with the Federal Government’s GST rental rebate.

### **CONCLUSION:**

In the absence of details from the province (e.g., methodology, market rents) used to inform the ‘Affordable Residential Units Bulletin’ for exemptions from GFTs under subsection 4.1 of the *Development Charges Act, 1997*, it is difficult to assess the extent of administrative, monitoring and enforcement implications Bill 134 will have on the town. The region’s analysis of how Bill 134 definitions could be applied in Halton Region, and the potential number of residential units that could be exempt from paying GFTs, outlined in [Attachment 1](#) to the region’s report provides a high level sense of the potential financial impacts associated with Bill 134.

An ERO submission on Bill 134 has been submitted to the province, consistent with the comments provided in this report (see Appendix A). Council reserves the right to provide additional commentary to the ERO beyond what is included in this report and the ERO submission (Appendix A). Staff continue to monitor the provincial government’s commitment to make municipalities whole, following its changes to the *Development Charges Act, 1997* through Bill 23, [More Homes Built Faster Act, 2022](#).

Staff will continue to review the impacts of Bill 134 in relation to an amended definition of “affordable residential unit” to determine financial and administrative impacts on the town’s affordable housing programs and policies. Next steps could include preparing town analysis (for demonstrative purposes) of the potential number of residential units that could be exempt from paying GFTs if Bill 134 is approved as proposed.

### **CONSIDERATIONS:**

#### **(A) PUBLIC**

No public notice is required or provided in relation to this report.

**(B) FINANCIAL**

There are no financial impacts from this report, however there are significant potential financial implications to the town's ability to finance growth related infrastructure and administer the town's growth funding tools if Bill 134 is approved as proposed.

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

The proposed provincial legislation could have potential implications on the town's ability to finance growth-related infrastructure and affordable housing. There are potential impacts to the town's Finance, Legal, Planning Services and Transportation and Engineering departments in terms of resources required for additional administrative burden that would accompany Bill 134 if enacted.

**(D) COUNCIL STRATEGIC PRIORITIES**

This report addresses Council's strategic priority/priorities with respect to Growth Management and Accountable Government by providing municipal feedback on proposed provincial legislation that could have implications on the town's ability to finance growth-related infrastructure and affordable housing.

**(E) CLIMATE CHANGE/ACTION**

N/A

**APPENDICES:**

**Appendix A:** ERO Memo – Concerns and Recommendations on ERO #019-7669 – proposed changes to the *Development Charges Act, 1997: Bill 134, Affordable Homes and Good Jobs Act, 2023*

**Appendix B:** Memo to Council (2023-10-31) – November 13, 2023 PDC

Prepared by:

Matt Day, Manager, Development Finance  
Sarah Burrell, Policy Planner, Planning Services

Recommended by:

Kirk Biggar, MCIP, RPP, Manager, Heritage & Policy Planning

Submitted by:

Gabe Charles, MCIP, RPP, Director, Planning Services  
Jonathan van der Heiden, Director, Finance



# Memo

To: Ministry of Municipal Affairs and Housing

From: Planning Services, Finance, Transportation and Engineering, and Legal Departments, Town of Oakville

Date: October 28, 2023

Subject: **Concerns and Recommendations on ERO #019-7669 – proposed changes to the *Development Charges Act, 1997: Bill 134, Affordable Homes and Good Jobs Act, 2023***

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## Comments

The Town of Oakville is aligned with the intention of creating more housing, and more affordable housing specifically. The proposed definition of affordable residential units would exempt these units from the town's growth funding tools (GFTs) of development charges, community benefits charges, and parkland dedication. The intent appears to be to incentivize affordable housing.

There are a number of concerns regarding the proposed definition, including the ability of the town to administer and enforce that affordable residential units meet the definition and remain affordable, and the impact on the ability of the town to finance growth related land and infrastructure required for new housing without negatively impacting housing affordability through property taxes. The absence of the "Affordable Housing Units Bulletin" makes it very difficult to comment on the proposed definition and how it will achieve the goal of increasing housing affordability.

The town has the following comments:

### Proposed Definition of Affordable Residential Unit

- The proposed definition will result in quantifiable thresholds for rental and ownership units that rely on information that will be published in the "Affordable Housing Units Bulletin" by the Minister of Municipal Affairs and Housing. This Bulletin is not yet available.
- The Bulletin will be a critical document, and in absence of the Bulletin, it is unclear how well the proposed definition will achieve affordable housing, and difficult to provide fulsome comments.
- Key information regarding the Bulletin will be required to ensure the definition achieves the intent of the province:

**Town of Oakville** | 1225 Trafalgar Road, Oakville L6H 0H3 | 905-845-6601 | oakville.ca

- Frequency of updates: How often will the Bulletin be updated? The Bulletin must maintain relevance, keeping pace with rapidly changing market conditions.
- Data: What data sources will be used? Appropriate data sources and sample sizes are needed.
- Geographic scope: What geographic breakdown will be used for thresholds? Housing affordability thresholds can vary significantly across the province, and within a municipality (i.e., North Oakville vs. South Oakville). This should be considered in establishing thresholds.
- Housing Mix: Will there be thresholds by residential unit type, or one threshold? Without a range of unit categories, it is unlikely to capture the full spectrum of family structures that require different housing types.
- Accommodation costs: What is included in accommodation costs?
- There is currently nothing mentioned to ensure that affordable housing units are purchased/rented to those most in need of affordable housing.

### **Enforcement/Control**

- Initial Exemption: GFTs are currently utilized as a condition of building permit. At the time of building permit, in most cases it will be unknown as to whether a development would meet the definition of affordable. This will result in a deferral for those developments that are willing to enter into an agreement stating that units will be affordable and require the town to confirm that a development meets the definition at a later date.
  - It will be more challenging to utilize the GFTs at the later date without the leverage of the building permit.
  - If at occupancy the development does not fit the definition, the town will have exempted GFTs when it shouldn't have, reducing collections needed for growth infrastructure unnecessarily. Interest should be payable to hold owners accountable.
- Enforcement of Agreement: Section 4.1(9) of the proposed definition states that an agreement between the landowner/developer and the municipality shall be made that requires that the residential unit be maintained as an affordable residential unit for a period of 25 years. This may be registered on title.
  - It will be extremely difficult and burdensome to monitor affordability thresholds and the sale price or rent of the residential units that have been granted the exemption over the 25 year life of the agreement. There is a high risk that units could initially meet the affordability threshold, and not remain that way over the longer term. Developments should be required to provide documentation supporting that they meet the thresholds on a periodic basis, to reduce this administrative burden and ensure that the intent of the exemption is achieved.

- Once the agreement is registered on title, if there is a change in ownership over the lifetime of the agreement, it would be the homeowner subject to the terms in the agreement. If the development ceased to be affordable, any uncollected portion from GFTs will be collected from the current homeowner, or added to the tax roll of homeowner at the time if they are not paid (within the first 25 years). This could cause a significant amount of dispute and burden to the town when enforcing the provision of the agreement on homeowners that did not strike the initial agreement.

### **Administrative Impact**

- With the proposed criteria in the new definition, there will be a significant administrative burden. Increased municipal staff time will be required to execute additional agreements, registration on title, monitoring of property prices/rental rates to ensure units meet affordable definition for the town. This could require additional staff which will be funded by property tax.

### **Impact of Town Financing**

- Similar to the town's comments provided for ERO #019-6172 submission on Bill 23, *More Homes Built Faster Act, 2022*, further reducing collections from GFTs could delay the town's ability to build infrastructure that is essential to delivering more affordable housing units.
- The exemption of affordable housing from GFTs could have a significant impact on the town's ability to finance the growth related land and infrastructure required to maintain service levels as the town grows. There is a risk that smaller residential units would be considered affordable based on the proposed definition, which would have a major impact on growth municipalities like Oakville where a large percentage of growth will be in the form of high density units. This would result in a very limited ability to utilize GFTs for growth infrastructure.
- In the absence of funding from the province to keep municipalities whole, there could be delays in key infrastructure required for growth which could in turn delay in new housing. The town may be forced to rely on increases to property taxes to make up the funding gap, which in turn impairs housing affordability.

### **NOTE:**

- On October 30, 2023 town staff provided written clarification to provincial government staff that further to the ERO memo submitted on Friday October 27, 2023 (Comment ID: 93862), the ERO submission was reflective of town staff comments. Due to the timelines, town staff could not obtain Town of Oakville Council endorsement prior to the end of the ERO commenting period. Town staff clarified that the comments submitted are subject to Town of Oakville Council resolution, which is set for November 13, 2023. Town staff will submit this resolution to the ERO once it is obtained.

# Memo

APPENDIX B

To: Mayor Burton and Members of Council  
From: Planning Services Department  
CC: Neil Garbe, Commissioner, Community Development Services  
Date: 31 October, 2023  
**Subject: Update on the Town of Oakville’s Environmental Registry of Ontario Submission on Bill 134, *Affordable Homes and Good Jobs Act, 2023***

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## Current Status

On September 28, 2023, the Ontario government introduced [Bill 134, the Affordable Homes and Good Jobs Act, 2023](#) (Bill 134) and posted proposed amendments on the Environmental Registry of Ontario (ERO) for a 30-day consultation, with comments due by October 28, 2023.

As part of Bill 134, amendments to the *Development Charges Act, 1997* (DCA) are proposed to update the definition of “Affordable Residential Unit” that were first introduced through [Bill 23, the More Homes Built Faster Act, 2022](#) (Bill 23) on November 28, 2022 but not yet in effect.

Town staff (Planning Services and Finance) are bringing forward a report to the November 13, 2023 Planning and Development Council meeting. The Town of Oakville provided comments on Bill 134 on October 27, 2023 through an ERO submission (Appendix A).

## Town Comments on Bill 134 – Proposed Definition of Affordable Residential Unit

As noted in the ERO submission, the proposed definition of “Affordable Residential Unit” would exempt these units impact from the town’s growth funding tools (GFTs) of development charges (DCs) under the DCA, and the community benefit charge (CBC) and parkland dedication requirements under the *Planning Act*.

The ERO submission identified a number of concerns regarding the proposed definition of “Affordable Residential Unit”, including impacts on the ability of the town to administer and enforce that “Affordable Residential Units” meet the definition and remain affordable, and impacts on the town’s ability to finance growth-related land and infrastructure required for new housing without negatively impacting housing affordability through

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property taxes. The Town's submission on Bill 134 reiterated that the absence of the "Affordable Housing Units Bulletin" makes it difficult for staff to comment on the proposed definition and how it will or will not achieve the goal of increasing housing affordability.

Due to the comment timelines, Town staff could not obtain Town of Oakville Council endorsement prior to the end of the ERO commenting period. Town staff advised provincial government staff that the comments submitted are subject to Town of Oakville Council resolution, which is set for November 13, 2023. Town staff will submit Council resolution to the ERO once it is obtained. Further details and next steps will be provided at the November 13 Planning and Development Council meeting.

If Members of Council require additional information on the foregoing, please feel free to speak with me.



---

Gabe Charles  
Director of Planning

**Appendix A:** ERO Memo – Concerns and Recommendations on ERO #019-7669 – proposed changes to the *Development Charges Act, 1997*: Bill 134, *Affordable Homes and Good Jobs Act, 2023*.

November 17, 2023

Please be advised that during the regular Council meeting of November 14, 2023 the following motion regarding urging the Federal and Provincial governments to establish a guaranteed livable income was carried:

**RESOLUTION NO. 2023-568**

**DATE: November 14, 2023**

**MOVED BY: Councillor Roberts**

**SECONDED BY: Councillor Maynard**

**WHEREAS** on November 23, 2021 Prince Edward County was certified as a 'Living Wage' Employer at the "support" level, through the Ontario Living Wage Network;

**AND WHEREAS** the Ontario livable wage for Hastings & Prince Edward, in 2022 was determined to be \$19.05, which is \$3.55 more than the Provincial minimum wage rate of \$15.50; and this rate is paid to all staff including students in 2023;

**AND WHEREAS** our residents on programs such as Ontario Works, receive targeted fixed monthly incomes of \$733, and ODSP recipients receive \$1,376;

**AND WHEREAS** the current Ontario minimum wage rate, a person working 37.5 hours per week will earn approximately \$2,500 monthly (before tax);

**AND WHEREAS** in accordance with the 2023 Vital Signs Report, up to 3,500 residents (10.1% to 13.5%) are living on low income (less than \$36,000 a year after taxes) and PEC's median income lags behind Ontario by \$7,500/year;

**AND WHEREAS** the median rent for one bedroom in Prince Edward County in accordance with the County Housing Plan for 2023 \$1,513 a month;

**AND WHEREAS** rent is considered affordable, when it is no more than 30% of gross annual income and the number of people receiving government benefits has increased to a level above the provincial average in Prince Edward County. Extrapolated, a full 30% of County residents are deemed to be low-income and unable to afford either market real estate or rental housing prices;

**AND WHEREAS** as of March 31, 2023, there are 1,089 households on the Prince Edward - Lennox and Addington Social Services wait list for subsidized housing in Prince Edward County;

**AND WHEREAS**, in accordance with the County Food Collective, Food bank use is up 26% in Prince Edward County and as many as 6,000 residents experience food insecurity over a year's time;

**AND WHEREAS** on July 25, 2023 Council expressed support for a more generous Canada Child Benefit targeting low-income families struggling with food insecurity and urged Federal government expedite its 2021 election promise to roll-out Canada's first national school food policy, and endorsed the Coalition for Healthy School Food mission to work with partners across Canada to advocate for a universal cost-shared healthy Canada-wide school food program on September 26, 2023;

**AND WHEREAS** the 2017 Business Retention and Expansion (BR+E) study/survey identified the general affordable workforce housing as a primary obstacle in our workforce attraction;

**AND WHEREAS** the collected data of housing and poverty statistics, and continuing to examine their pending economic vulnerability as a result is important in establishing a livable income;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Prince Edward County join other municipalities across Ontario, including Belleville, Napanee to urge the Federal and Provincial governments to establish a Guaranteed Livable Income program; and

**THAT** this resolution be sent to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Doug Ford, Premier of Ontario, The Honourable Michael Parsa, M.P.P., Minister of Children, Community and Social Services, Ryan Williams, Bay of Quinte M.P.P., Todd Smith, Bay of Quinte M.P.P, Marit Stiles, Leader of the Official Opposition of Ontario and Pierre Poilievre Leader of the Official Opposition of Canada requesting a response on this matter within 30 days of receipt; and

**THAT** this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Maynard and Marcia Wallace,  
CAO



November 17, 2023

Please be advised that during the regular Council meeting of November 14, 2023 the following motion regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities was carried:

**RESOLUTION NO. 2023-569**

**DATE: November 14, 2023**

**MOVED BY: Councillor Maynard**

**SECONDED BY: Councillor Roberts**

**WHEREAS** the Municipality, in support of the Quinte Conservation Authority, actively supports the Source Water Protection Program, as part of local efforts to implement the Clean Water Act, 2006 and its regulations to protect local municipal drinking water sources;

**AND WHEREAS** the Ministry of the Environment, Conservation and Parks (MECP) is proposing to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities;

**AND WHEREAS** In 2018, Bill 68, the Open for Business Act was passed, whereby it legislated that less complex activities that pose low-risk to the environment should not be required to go through the approval process and instead, should self-register on the Environmental Activity and Sector Registry (EASR);

**AND WHEREAS** Quinte Conservation Authority has outlined in their October 24, 2023 report to their Board, that the activities proposed to move to the EASR may pose too much risk to drinking water, and can pose threats to human health and the environment;

**AND WHEREAS** Quinte Conservation Authority noted the source water protection concern generally lies in the fact the Ministry will no longer undertake an up-front detailed review of applications related to the specified activities, thereby potentially weakening regulatory oversight;

**AND WHEREAS** the specified activities, which have the potential to cause significant adverse impacts to the natural environment and human health will no

longer be subject to public and site-specific scrutiny prior to commencing operation in Ontario;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Prince Edward County supports the concerns outlined by Quinte Conservation Authority and urges the Provincial government to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities; and

**THAT** this resolution be sent to Premier Doug Ford, Todd Smith, Bay of Quinte M.P.P. and Andrea Khanjin, Minister of the Environment, Conservation and Parks; and

**THAT** this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), The Eastern Ontario Wardens' Caucus (EOWC) and all Ontario Conservation Authorities.

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Maynard and Marcia Wallace, CAO



Resolution  
Regular Council Meeting



**Agenda Number:** 9.4.  
**Resolution Number** 23-371  
**Title:** 23-R-49 Letter of Support - Conservation Officer Reclassification  
**Date:** Monday, November 20, 2023

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**Seconded by:** M. Lubbock

**Moved by:** S. Cote

WHEREAS Ontario has 196 field Conservation Officers including 6 canine handlers who provide protection to Municipalities Natural Resources and uphold public safety by enforcing hunting and firearm laws and investigate gruesome injuries and even deaths that result from hunting-related accidents; in addition, Conservation Officers are often First Responders and ensure public safety by facilitating evacuations and enforcing Emergency Area orders during forest fires during record breaking wildfires such as we witnessed this past summer; and

WHEREAS Conservation Officers perform comparable work to Police Officers and other Enforcement Officers within the province and are professional, armed Peace Officers trained to police standards and undergo the same training; and

WHEREAS Ontario Municipalities are required that their constituents are informed, and their interests are safeguarded and ensure they have access to outreach and natural resources compliance services; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Coleman does here by support the Ontario Conservation Officer's Association (OCA) in their efforts to have Conservation Officers in the Province of Ontario reclassified as Enforcement Officers and be compensated fairly; and

FURTHER request the support of all Ontario Municipalities; and

FURTHERMORE, THAT this resolution with a letter of support be forwarded to Ontario Premier Doug Ford, the Minister of Natural Resources Graydon Smith, the Local Provincial Member of Parliament (MPP) John Vanthof, Temiskaming Municipal Association and the Federation of Northern Ontario Municipalities.

**CARRIED YES: 4 NO: 0 ABSENT: 0**

S. Cote  
M. Lubbock  
P. Rieux  
L. Perry

Certified True Copy

---

Christopher W. Oslund  
CAO/Clerk - Treasurer

November 16, 2023

The Honourable Doug Ford, M.P.P.  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Re: Motion regarding Provincial Consideration for Amendments to the Residential Tenancies Act

At their Regular Meeting of Council on November 15, 2023, the Council of the Town of Aylmer endorsed the following motion regarding Provincial Consideration for Amendments to the Residential Tenancies Act:

**Whereas** the Ontario government has acknowledged an affordable housing and housing supply crisis, communicating a targeted approach to build 1.5 million homes by 2031; and

**Whereas** nearly one-third of Ontario households rent, rather than own, according to the most recent 2021 Census of Population; and

**Whereas** the Ontario government has reported that Ontario broke ground on nearly 15,000 purpose-built rentals in 2022, a 7.5 percent increase from 2021 and the highest number on record, with continued growth into 2023; and

**Whereas** the Residential Tenancies Act, 2006, provides for the maximum a landlord can increase most tenants rent during a year without the approval of the Landlord and Tenant Board; and

**Whereas** the Ontario government recently strengthened protections for tenants with the intention of preserving affordability, by holding the rent increase guideline for 2024 to 2.5 percent, well below the average inflation rate of 5.9 percent; and

**Whereas** the rental increase guideline protection does not apply to rental units occupied for the first time after November 15, 2018, leaving an increasing number of tenants susceptible to disproportionate and unsustainable rental increases compared to those benefiting from legislated increase protection;

**Now Therefore Be It Resolved that** the Council of the Town of Aylmer requests provincial consideration for amendments to the Residential Tenancies Act, 2006, to ensure that all tenants benefit from protections intended to preserve affordability;

**That** a copy of this Resolution be sent to:

- Honourable Doug Ford, Premier of Ontario
- Honourable Paul Calandra, Minister of Municipal Affairs and Housing
- Honourable Rob Flack, Associate Minister of Housing
- The Association of Municipalities of Ontario (AMO)
- And all Ontario Municipalities.

Thank you,

**Owen Jaggard**

**Deputy Clerk / Manager of Information Services | Town of Aylmer**

46 Talbot Street West, Aylmer, ON N5H 1J7

519-773-3164 Ext. 4913 | Fax 519-765-1446

[ojaggard@town.aylmer.on.ca](mailto:ojaggard@town.aylmer.on.ca) | [www.aylmer.ca](http://www.aylmer.ca)

CC:

Minister of Municipal Affairs and Housing [paul.calandra@pc.ola.org](mailto:paul.calandra@pc.ola.org)

Associate Minister of Housing [rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org)

Association of Municipalities of Ontario [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

November 16, 2023

Hon. Doug Ford  
Premier of Ontario  
Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Resolution in Support for Bill 21, Fixing Long-Term Care Amendment Act**

Dear Premier Ford,

At its meeting on November 14, 2023 Elgin County Council considered a resolution passed by the Council of the Corporation of the City of Cambridge in support of Bill 21, Fixing the Long-Term Care Amendment Act (Till death do us part), and passed the following resolution:

“Moved by: Councillor Noble  
Seconded by: Councillor Couckuyt

RESOLVED THAT Elgin County Council support the resolution from the Council of the City of Cambridge regarding support of Bill 21, Fixing Long-Term Care Amendment Act; and

THAT a copy of this resolution be sent to the Premier of Ontario, Member of Parliament Karen Vecchio, and all Ontario Municipalities.

Motion Carried.”

A copy of the motion from the City of Cambridge is attached for your reference.

Yours truly,



**Jenna Fentie**  
Manager of Administrative Services/Deputy Clerk  
[jfentie@elgin.ca](mailto:jfentie@elgin.ca)

cc Karen Vecchio, Member of Parliament  
All Ontario Municipalities

**The Corporation of the City of Cambridge  
Corporate Services Department  
Clerk's Division  
The City of Cambridge  
Tel: (519) 740-4680 ext. 4585  
[mantond@cambridge.ca](mailto:mantond@cambridge.ca)**

October 27, 2023

**Re: Support for Bill 21, Fixing Long-Term Care Amendment Act**

At its Council Meeting of October 24, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS the care, support, and happiness of older adults in Cambridge is a priority for City Council;

WHEREAS older adults deserve dignity in care and should have the right to live with their partner as they age;

WHEREAS within the Province of Ontario couples do not have the right to be accommodated together when entering long term care facilities;

WHEREAS the separation of spouses upon entering long term care facilities is a common occurrence across Ontario;

WHEREAS Bill 21, Fixing Long-Term Care Amendment Act (Till death do us part) was first introduced in the provincial legislature in 2019 and was reintroduced in 2022;

WHEREAS Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission and to have accommodation made available for both spouses so they may continue to live together;

WHEREAS Bill 21 passed its second reading in the provincial legislature on November 15, 2022 and was subsequently ordered referred to the Standing Committee on Social Policy and has since yet to be called to the Standing Committee;

WHEREAS the Conservative provincial Government may bring forward a new Bill that in principle supports the intent of Bill 21 to fix the Long-Term Care Amendment Act;

**BE IT RESOLVED THAT** the City of Cambridge supports any future Bill to fix the Long-Term Care Amendment Act;



AND THAT the City of Cambridge requests the provincial legislature enact any current and future proposed Bills to fix the Long-Term Care Amendment Act.

AND FURTHER THAT the City Clerk be directed to send a copy of this motion to the Region of Waterloo, Province of Ontario, The Honourable Premier of Ontario, The Right Honourable Provincial Members of Parliament, and all Ontario Municipalities.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton  
City Clerk

Cc: (via email)  
Hon. Premier Ford  
Hon. Provincial Members of Parliament  
Region of Waterloo  
Province of Ontario  
All Ontario Municipalities



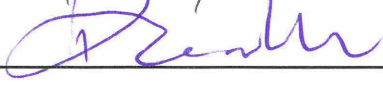
MUNICIPALITY OF SHUNIAH

# COUNCIL RESOLUTION

Resolution No.: 399-23

Date: Nov 14, 2023

Moved By: 

Seconded By: 

WHEREAS excessive noise resulting from the operation of moving vehicles falls under the jurisdiction of the Highway Traffic Act, R.S.O. 1990, c. H.8. ("Highway Traffic Act") which is enforced by provincially appointed officers;

AND WHEREAS municipalities, including the Municipality of Shuniah, have received complaints from residents regarding noises associated with the use of engine retarder brakes on heavy vehicles;

AND WHEREAS the Ministry of Transportation recommends the use of engine braking in certain circumstances, such as the downgrade located on Spruce River Road to avoid overheating brakes, and as a form of backup brake if brakes fail;

AND WHEREAS a higher engine noise is typically emitted for a short period of time (e.g., ten (10) to thirty (30) seconds), depending on the vehicle's speed and vehicles may make a loud "chattering" or "jackhammer" exhaust noise when this braking system is engaged;

AND WHEREAS this noise can be amplified if the vehicle has no muffler or an improper muffling system;


AND WHEREAS noise emissions from commercial vehicles form part of the Ministry of Transportation's inspection process;

AND WHEREAS installation of "courtesy" signs that request the drivers to limit the use of loud compression style brakes are difficult to enforce and there is evidence of these types of signs not being beneficial;

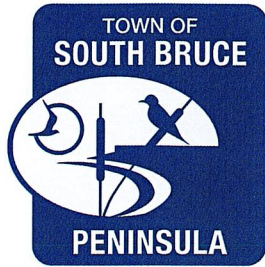
BE IT RESOLVED THAT the Province of Ontario be requested to enhance enforcement for deficient muffler systems to address concerns around excessive and unnecessary noise from engine brakes.

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to Premier Doug Ford, Minister of Transportation Prabmeet Sarkaria, MPP Kevin Holland, MP Marcus Powlowski, MPP Lise Vaugeois, and MP Patty Hajdu.

**Carried**       **Defeated**       **Amended**       **Deferred**

  
Signature

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



## Excerpt from Council Meeting Minutes – November 21, 2023

### 29. Notice of Motion – Deputy Mayor Hull – Request to Amend Highway Traffic Act for Use of Automated Speed Enforcement Systems

R-407-2023

It was **Moved** by C. Hull, **Seconded** by K. Durst and **Carried**

**Whereas** speeding on the roads of the Town of South Bruce Peninsula is a concern and can occur in all areas of the community;

**And whereas** the Town of South Bruce Peninsula has limited resources to implement effective traffic calming measures, speed mitigation, road design and re-design;

**And whereas** current barriers and delays to enforcement pose a danger to the community;

**And whereas** local police service has limited resources to undertake speed enforcement;

**And whereas** s.205.1 of the *Highway Traffic Act* (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones.

**Therefore be it resolved that** the Town of South Bruce Peninsula supports the request of Parry Sound and the City of Cambridge that the Ontario Government amend s.205. 1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

**And that** a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, MPP Rick Byers, the Association of Municipalities of Ontario (AMO) and all Ontario municipalities;

**And further that** a delegation be requested at the Rural Ontario Municipalities Association Conference regarding our request to amend the *Highway Traffic Act* in order for the municipality to utilize automated enforcement systems.