

## **MEMORANDUM**

**TO:** Mayor Bonnette and Members of Council

**FROM:** Chris Mills, Commissioner of Transportation & Public Works

**DATE:** April 15, 2019

**MEMORANDUM NO.:** MEM-TPW-2019-0012

**RE:** Road Occupancy Permit - Disposal Containers & Construction Supplies Permit Application Awareness

### **PURPOSE OF THE MEMORANDUM:**

The purpose of this memorandum is to inform Council of the public engagement component regarding the recently approved Road Occupancy Permit - Disposal Containers & Construction Supplies Application Permit.

### **BACKGROUND:**

On February 11, 2019 Council adopted report TPW-2019-0001 Draft By-Law to Regulate the Obstruction, Encumbering, Injuring or Fouling of Highways and Set Fines Approval dated January 21, 2019.

Effective March 12, 2019, a Road Occupancy Permit (ROP) is required for all disposal containers or construction supplies within the Town's road allowance (boulevard, sidewalk, and/or roadway). Staff indicated the importance of the public engagement component which includes the promotion of the by-law and road occupancy permit within various communication platforms.

### **COMMENTS:**

The purpose of this memorandum is inform Council of the opportunities made available to promote, educate and inform the public, disposal container companies and contractors of the Town's requirements to obtain a Road Occupancy Permit to reduce the illegal placement of disposal containers and construction supplies on the Town's road allowance.

As it is now the spring clean-up season with continual renovations and landscaping to existing houses, staff acknowledge the importance of actively communicating the

requirement of the new road occupancy permit to the public and disposal container or construction supply companies should they require the use of the Town's Road Allowance.

Over the last month, the Town has provided extensive communication to the public and key stakeholders. A Town of Halton Hills website Road Occupancy page:

[www.haltonhills.ca/RoadsOccupancyPermit](http://www.haltonhills.ca/RoadsOccupancyPermit) has been created. This provides the most current information including the purpose of ROP, fillable application form (along with required certificate of insurance), By-law No. 2019-0008, Ontario Traffic Manual (Book 7), listing of frequently ask questions including fees and fines.

In addition, staff have provided the following communication to the public:

- Town of Halton Hills website main page banner posted on Tuesday, April 9, 2019 to promote the road occupancy permit awareness
- Quarter page, colour print advertisement within the local community newspaper:
  - The Georgetown Acton Independent Free Press on April 25<sup>th</sup> and May 16<sup>th</sup> Appendix A (attached)
  - The New Tanner on April 25<sup>th</sup> and May 16<sup>th</sup>
- Double sided informational pamphlet prepared for distribution at various public locations and upcoming events:
  - Town of Halton Hills – Service Halton Hills and Building & Engineering counters
  - R.C. Austin Operations Centre reception
  - Halton Hills Community Spring Show – At Home in the Hills April 26<sup>th</sup> and 27<sup>th</sup>
  - Earth Week Celebration events throughout April 23<sup>rd</sup> – May 4<sup>th</sup>
- Social media e-blasts on Facebook and Twitter linking to the information ROP website page
- Quarter page advertisement within the Town of Halton Hills Community Activity and Service Guide, Fall/Winter 2019 and Spring/Summer 2020 editions
- Informational paragraph posted in the Current Newsletter, May publication
- Reference statement within the Town of Halton Hills tax bill flyer insert, June publication

In addition, Town staff has contacted local/known disposal container companies to advise of the Town's recent By-law and permit process. This has also been communicated to internal staff and shard on the Town's HUB for corporate wide information.

**CONCLUSION:**

The Town of Halton Hills will continue to promote and inform the public regarding the new road occupancy permit in efforts to improve road safety by reducing the illegal placement of disposal containers or construction supplies within the Town's road allowance.

Reviewed and approved by,

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive, flowing style with a large initial 'B' and 'M'.

**Brent Marshall, Chief Administrative Officer**

## NOTICE OF PASSAGE (BY-LAW NO. 2019-0008)



Effective March 12, 2019, a Road Occupancy Permit is required for all disposal containers or construction supplies within the Town's road allowance (boulevard, sidewalk, and/or roadway).

For more information please visit: [haltonhills.ca/RoadOccupancyPermit](http://haltonhills.ca/RoadOccupancyPermit)



Image depicts preferred location  
(no permit required)