

## **AGENDA**

### **COUNCIL MEETING**

Monday, August 31, 2020, Call to Order 1:30 p.m., Convene into Closed Session at 1:35 p.m.,  
Reconvene into Open Meeting at 3:00 p.m.

VIA Zoom Meeting

*In our efforts to contain the spread of COVID-19 and to protect all individuals, public attendance at Council Meetings will not be permitted at this time. Members of the public may request to delegate to this virtual meeting by completing the online delegation form, ([Application to appear before Council](#)) by no later than 4:30 p.m. on the Friday before the meeting. All requests to delegate must contain a copy of the delegate's intended remarks which will be circulated to all Members of Council in advance as a backup should technology issues occur. Clerks staff will contact you with the details on how to participate electronically. If you do not wish to delegate, but would like to submit feedback, please email your comments to [clerks@haltonhills.ca](mailto:clerks@haltonhills.ca). Your comments will be circulated to Council Members in advance of the meeting and will form part of the public record.*

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Pages

**1. OPENING OF THE COUNCIL MEETING**

1:30 p.m. Council Chambers

**2. CLOSED MEETING/CONFIDENTIAL REPORTS FROM OFFICIALS**

**1. A. Skidmore, President and CEO of Halton Hills Hydro Inc.**

Presentation regarding a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value. (Halton Hills Hydro)

**2. REPORT NO. CORPSERV-2020-0033**

CORPORATE SERVICES REPORT NO. CORPSERV-2020-0033 dated August 20, 2020 regarding a proposed or pending acquisition or disposition of land by the municipality.

**3. REPORT NO. PD-2020-0044**

PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0044 dated August 26, 2020 regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. (Peel ROPA 32)

**3. RECONVENE INTO OPEN SESSION**

**4. ANNOUNCEMENTS**

**5. EMERGENCY BUSINESS MATTERS**

**6. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST**

**7. COUNCIL DELEGATIONS/PRESENTATIONS**

**1. Town of Halton Hills Tourism Website Presentation**

Opening remarks by Damian Szybalski, Director of Economic Development, Innovation and Culture with a presentation by Allison Graham, Economic Development and Tourism Officer regarding the Town of Halton Hills Tourism Website.

**8. RESOLUTION PREPARED TO ADOPT THE MINUTES OF THE PREVIOUS MEETING(S) OF COUNCIL**

- |  |           |
|--|-----------|
| <b>1. Minutes of the Council Meeting held on August 10, 2020.</b>  | <b>6</b>  |
| <b>2. Minutes of the Council Workshop held on August 10, 2020.</b>   | <b>14</b> |
| <b>3. Minutes of the Special Council Meeting held on August 11, 2020.</b>  | <b>17</b> |
| <b>4. Minutes of the Special Council Meeting held on August 19, 2020.</b>  | <b>20</b> |
| <b>5. Confidential Minutes of the Council meeting held on August 10, 2020.</b><br>(Under separate cover)         |           |
| <b>6. Confidential Minutes of the Council Workshop held on August 10, 2020.</b><br>(Under separate cover)        |           |
| <b>7. Confidential Minutes of the Special Council Meeting held on August 11, 2020.</b><br>(Under separate cover) |           |
| <b>8. Confidential Minutes of the Special Council Meeting held on August 19, 2020.</b><br>(Under separate cover) |           |

**9. GENERAL COMMITTEE**

**COUNCIL TO CONVENE INTO GENERAL COMMITTEE**

**Mayor R. Bonnette, Chair**

**Vet Reports to be considered at General Committee**

**1. Delegations/Presentations regarding items in General Committee**

**a. Premier Gateway Phase 2B Integrated Planning Study - Status Update**

Opening remarks by Melissa Ricci, Senior Policy Planner, with a presentation by Lorelei Jones, Principal at Macaulay Shiomi Howson Ltd. and Glenn Pothier, President of GLPi Consulting regarding Premier Gateway Phase 2B Integrated Planning Study - Status Update.

(Refer to Item No. 9.2.a of the agenda, Report No. PD-2020-0036)

**2. Municipal Officers Reports to be Considered by General Committee**

**All Reports and Memorandums considered in General Committee are deemed “Emergency Action Items” or “For Information Items” which require final disposition by Council at this meeting.**

**Reports will be automatically held if there is a presentation, delegation, or public meeting on the matter.**

**a. REPORT NO. PD-2020-0036 (AUTOMATIC HOLD) 23**

PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0036 dated August 24, 2020 regarding Premier Gateway Phase 2B Integrated Planning Study- Status Update.

**b. REPORT NO. ADMIN-2020-0019 50**

OFFICE OF THE CAO REPORT NO. ADMIN-2020-0019 dated August 14, 2020 regarding Community Improvement Plan (CIP) – Status Update and CIP Update Terms of Reference.

**c. REPORT NO. ADMIN-2020-0016 63**

OFFICE OF THE CAO REPORT NO. ADMIN-2020-0016 dated August 14, 2020 regarding Economic Development and Tourism Strategy – Project Status Update and Background Discussion Report.

**d. REPORT NO. ADMIN-2020-0026 77**

OFFICE OF THE CAO REPORT NO. ADMIN-2020-0026 dated August 12, 2020 regarding Resumption of the Town of Halton Hills Parking Enforcement Program.

**e. REPORT NO. ADMIN-2020-0027 80**

OFFICE OF THE CAO REPORT NO. ADMIN-2020-0027 dated August 31, 2020 regarding Climate Change Adaptation Plan.

f.	<b>REPORT NO. PD-2020-0033</b>	131
	PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0033 dated August 13, 2020 regarding Removal of a Listed Property from the Heritage Register – 13802 Ninth Line.	
g.	<b>REPORT NO. PD-2020-0042</b>	142
	PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0042 dated August 19, 2020 regarding Recommendation Report for Holding (H5) Provision for 572 Main Street (Glen Williams).	
h.	<b>REPORT NO. TPW-2020-0026</b>	151
	TRANSPORTATION AND PUBLIC WORKS REPORT NO. TPW-2020-0026 dated August 10, 2020 regarding GTA West Corridor Preferred Route Update.	
i.	<b>MEMORANDUM NO. RP-2020-0003</b>	158
	RECREATION AND PARKS MEMORANDUM NO. RP-2020-0003 dated August 17, 2020 regarding Completion of Town Hall Generator Project.	
3.	<b>Adjourn back into Council</b>	
10.	<b>REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL</b>	
11.	<b>RECEIPT OF MINUTES OF ADVISORY/SPECIAL COMMITTEES</b>	
1.	<b>Minutes of the Downtown Georgetown BIA Board Meeting held on June 9, 2020.</b>	161
2.	<b>Minutes of the Downtown Georgetown BIA Board Meeting held on July 14, 2020.</b>	166
3.	<b>Minutes of the Heritage Halton Hills Committee Meeting held on August 12, 2020.</b>	171
12.	<b>PETITIONS/COMMUNICATIONS/MOTIONS</b>	
1.	<b>Motion - Support Bill M-36 - Emancipation Day</b>	174
2.	<b>Motion - Oppose Further Investment by the Province of Ontario in the GTA West Corridor Project</b>	177
3.	<b>Motion - Support for Manufacturer's Limited Liquor Sales Licence (Chudleigh's)</b>	179
13.	<b>ADVANCE NOTICE OF MOTION</b>	
	Motion(s) to be brought forward to the next meeting of Council.	



**14. MOTION TO RECEIVE AND FILE GENERAL INFORMATION PACKAGE**

Resolution prepared to receive the General Information Package dated August 31, 2020, for information.

**15. MOTION TO APPROVE CLOSED SESSION ITEMS**

(Council to reconvene into Closed Session if required)

**16. RECESS (if required)**

**17. STATUTORY PUBLIC MEETING(S) (if required)**

**18. CONSIDERATION OF BYLAWS**

**1. BY-LAW NO. 2020-0050** 181

A By-law to amend By-law No. 2016-0048, as amended, for the appointment of Municipal Law Enforcement Officers for the purpose of enforcing the Town's Parking By-laws, and other By-laws as designated by the Clerk & Director of Legislative Services.

**2. BY-LAW NO. 2020-0051** 183

A By-law to amend By-law No. 2019-0011, a by-law to constitute the Halton Hills Committee of Adjustment.

(Recommendation No. GC-2020-0050, Report No. ADMIN-2020-0024)

**3. BY-LAW NO. 2020-0052** 185

A By-law to remove the Holding (H5) Provision from Zoning By-law 2010-0050, as amended for the lands legally described as Part Lot 22, Concession 10, Esquesing, also shown as Lot 39, RCP 1555, Town of Halton Hills, Regional Municipality of Halton, municipally known as 572 Main Street (Glen Williams).

(Item No. 9.2.g of this agenda, Report No. PD-2020-0042)

**4. BY-LAW NO. 2020-0053** 187

A By-law to adopt the proceedings of the Council Meeting held on the 31st day of August, 2020 and to authorize its execution.

**19. ADJOURNMENT**



**MINUTES**  
**COUNCIL MEETING**  
**MONDAY, AUGUST 10, 2020**

The Town of Halton Hills Council met this 10<sup>th</sup> day of August, 2020 in the Council Chambers, Halton Hills Town Hall and Via Zoom, commencing at 2:29 p.m., with Mayor R. Bonnette in the Chair and reconvened into Open Session at 3:00 p.m. in the Council Chambers and Via Zoom.

**MEMBERS PRESENT:**  
(EP-Electronic Participation)

Mayor R. Bonnette,  
Councillor C. Somerville (EP), Councillor J. Fogal (EP),  
Councillor M. Albano (EP), Councillor J. Hurst (EP),  
Councillor T. Brown (EP), Councillor B. Lewis (EP),  
Councillor W. Farrow-Reed (EP), Councillor M. Johnson (EP),  
Councillor B. Inglis (EP), Councillor A. Lawlor (EP)

**STAFF PRESENT:**  
(Closed Session)  
(E – Electronically Present)

S. Jones, Clerk & Director of Legislative Services,  
C. Mills, Acting Chief Administrative Officer,  
H. Olivieri, Chief & Commissioner of Fire Services (E),  
W. Harris Commissioner of Recreation and Parks (E),  
G. Cannon, Chief Librarian (E),  
J. Markowiak, Acting Commissioner of Planning and Development,  
M. Van Ravens, Acting Director of Transportation and Public Works (E),  
R. Cockfield, Director of Strategic Initiatives (E),  
D. Szybalski, Director of Economic Development, Innovation and Culture (E),  
T. Boutassis, Expeditor and Business Development Portfolio Manager (E),  
V. Petryniak, Deputy Clerk

**STAFF PRESENT:**  
(Open Session)  
(E – Electronically Present)

S. Jones, Clerk & Director of Legislative Services,  
C. Mills, Acting Chief Administrative Officer,  
H. Olivieri, Chief & Commissioner of Fire Services (E),  
W. Harris Commissioner of Recreation and Parks (E),  
G. Cannon, Chief Librarian (E),  
J. Markowiak, Acting Commissioner of Planning and Development,  
M. Van Ravens, Acting Director of Transportation and Public Works (E)

**\* Denotes Change From Council Agenda**

**1. OPENING OF THE COUNCIL MEETING**

Mayor R. Bonnette called the meeting to order at 2:29 p.m. in the Council Chambers.

**2. CLOSED MEETING/CONFIDENTIAL REPORTS FROM OFFICIALS**

Resolution No. 2020-0136

Moved by: Councillor T. Brown

Seconded by: Councillor B. Lewis

THAT the Council of the Town of Halton Hills meet in closed session in order to address the following matters:

2.1

OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2020-0005 dated August 5, 2020 regarding personal matters about an identifiable individual, including municipal or local board employees. (Economic Investment & Project Status Update)

**CARRIED**

Council recessed at 2:39 p.m.

**3. RECONVENE INTO OPEN SESSION**

Resolution No. 2020-0137

Moved by: Councillor C. Somerville

Seconded by: Councillor W. Farrow-Reed

THAT the Council for the Town of Halton Hills reconvene this meeting in open session.

**Carried**

Council reconvened in Open Session at 3:00 p.m.

**4. ANNOUNCEMENTS**

NIL

**5. EMERGENCY BUSINESS MATTERS**

Mayor R. Bonnette noted that the GTA West Corridor consultants released new information on Friday regarding the GTA West Corridor and staff will be bringing a report to Council at the August 31, 2020 Council Meeting.

**6. DISCLOSURES OF PECUNIARY INTEREST/CONFLICT OF INTEREST**

6.1 Councillor B. Inglis declared a pecuniary/conflict of interest with respect to Item No. 9.2.c of the Agenda, Report No. PD-2020-0034 dated July 23, 2020 regarding Proposed License to Sheridan Nurseries Limited to allow for Private Irrigation/Drainage Pipes to be installed under the Tenth Line (Glen Williams) and corresponding By-Law No. 2020-0045, as he lives on property abutting the Sheridan Nurseries lands. He did not vote or partake in any discussions regarding this matter.

**7. COUNCIL DELEGATIONS/PRESENTATIONS**

NIL

**8. RESOLUTION PREPARED TO ADOPT THE MINUTES OF THE PREVIOUS MEETING(S) OF COUNCIL**

Resolution No. 2020-0138

Moved by: Councillor M. Albano

Seconded by: Councillor A. Lawlor

THAT the following minutes are hereby approved:

8.1 Minutes of the Special Council Meeting held on July 27, 2020.

8.2 Confidential Minutes of the Special Council Meeting held on July 27, 2020.

**CARRIED**

**9. GENERAL COMMITTEE**

Resolution No. 2020-0139

Moved by: Councillor J. Hurst

Seconded by: Councillor B. Inglis

THAT Council do now convene into General Committee.

**CARRIED**

Mayor R. Bonnette assumed the role of Presiding Officer.

**9.1 Delegations/Presentations regarding items in General Committee**

**9.1.a R. Cockfield, Director of Strategic Planning and S. Silver, Senior Advisor, Strategic Initiatives to provide Opening Remarks**

S. Silver, Senior Advisor, Strategic Initiatives made opening remarks regarding Council Strategic Plan Finalization.

(Refer to Item No. 9.2.a of these Minutes, Report No. ADMIN-2020-0021)

**9.2 Municipal Officers Reports to be Considered by General Committee**

**9.2.a OFFICE OF THE CAO REPORT NO. ADMIN-2020-0021 dated June 29, 2020 regarding Council Strategic Plan Finalization.**

Recommendation No. GC-2020-0049

THAT Report No. ADMIN-2020-0021 dated June 29, 2020 regarding Council Strategic Plan Finalization be received;

AND FURTHER THAT Council approve content in Appendix A, which includes previous 'draft' information approved by Council via Report ADMIN-2020-0003;

AND FURTHER THAT the Town's website be updated and communication be issued to staff.

**CARRIED**

**9.2.b OFFICE OF THE CAO REPORT NO. ADMIN-2020-0024 dated July 28, 2020 regarding Appointments to the Committee of Adjustment to fill mid-term vacancies.**

Recommendation No. GC-2020-0050

THAT Report No. ADMIN-2020-0024 dated July 28, 2020 regarding Appointments to the Committee of Adjustment to fill mid-term vacancies be received;

AND FURTHER THAT the persons named in Confidential Appendix A to Report No. ADMIN-2020-0024 be appointed to the Committee of Adjustment for the remainder of the term ending in 2022;

AND FURTHER THAT Staff bring forward the necessary by-law to enact the appointment.

**CARRIED**

**9.2.c PLANNING AND DEVELOPMENT REPORT NO. PD-2020-0034 dated July 23, 2020 regarding a License Agreement to allow private irrigation or drainage pipes to be installed under Tenth Line.**

Recommendation No. GC-2020-0051

THAT Report No. PD-2020-0034 dated July 23, 2020 regarding a License Agreement to allow private irrigation or drainage pipes to be installed under Tenth Line be received;

AND FURTHER THAT Council pass a by-law authorizing the Town to enter into a license agreement with Sheridan Nurseries Limited, for the purpose of installing private irrigation/drainage pipes under Tenth Line, for a term of twenty-one (21) years less one day;

AND FURTHER THAT such license agreement shall be in a form satisfactory to Town Administration.

**CARRIED**

**9.3 Adjourn back into Council**

Recommendation No. GC-2020-0052

THAT General Committee do now reconvene into Council.

**CARRIED**

**10. REPORTS AND RECOMMENDATIONS FORWARDED FROM GENERAL COMMITTEE FOR APPROVAL**

Resolution No. 2020-0140

Moved by: Councillor J. Fogal

Seconded by: Councillor M. Johnson

THAT the recommendations regarding the Reports & Memorandums from the Monday, August 10, 2020 General Committee Meeting are hereby adopted:

GC-2020-0049

GC-2020-0050

GC-2020-0051

**CARRIED**

**11. RECEIPT OF MINUTES OF ADVISORY/SPECIAL COMMITTEES**

Resolution No. 2020-0141

Moved by: Councillor A. Lawlor

Seconded by: Councillor M. Albano

THAT the Minutes of the Committee of Adjustment Meeting held on July 8, 2020 are hereby received for information.

**CARRIED**

**12. PETITIONS/COMMUNICATIONS/MOTIONS**

NIL

**13. ADVANCE NOTICE OF MOTION**

Councillor C. Somerville requested that a Motion be brought forward to the August 31, 2020 Council Meeting to Support Private Member's Bill M-36 - Emancipation Day (Page 39-40 of the General Information Package).

**14. MOTION TO RECEIVE AND FILE GENERAL INFORMATION PACKAGE**

Councillor C. Somerville highlighted Pages 39-40 regarding Support for Private Member's Bill M-36 - Emancipation Day and requested a supporting motion at the August 31, 2020 Council Meeting.

Resolution No. 2020-0142

Moved by: Councillor B. Inglis

Seconded by: Councillor M. Johnson

THAT the General Information Package dated August 10, 2020 be received.

**CARRIED**

**15. MOTION TO APPROVE CLOSED SESSION ITEMS**

2.1 OFFICE OF THE CAO MEMORANDUM NO. ADMIN-2020-0005 dated August 5, 2020 regarding personal matters about an identifiable individual, including municipal or local board employees. (Economic Investment & Project Status Update)

Resolution No. 2020-0143

Moved by: Councillor M. Johnson

Seconded by: Councillor J. Fogal

THAT Memorandum No. ADMIN-2020-0005 dated August 5, 2020 regarding personal matters about an identifiable individual, including municipal or local board employees (Economic Investment & Project Status Update) be received for information.

**CARRIED**

**16. RECESS (if required)**

Not required.

**17. STATUTORY PUBLIC MEETING(s) (if required)**

Not required.



**18. CONSIDERATION OF BYLAWS**

Resolution No. 2020-0144

Moved by: Councillor W. Farrow-Reed

Seconded by: Councillor T. Brown

THAT the following Bills are hereby passed by Council;

AND FURTHER THAT the Mayor and Clerk are hereby authorized to execute the said by-laws and affix the seal of the Corporation thereto:

**BY-LAW NO. 2020-0045**

A By-law to authorize the execution of a License Agreement with Sheridan Nurseries Limited for the purpose of installing private irrigation/drainage pies under Tenth Line, Glen Williams.

**BY-LAW NO. 2020-0046**

A By-law to adopt the proceedings of the Council Meeting held on the 10th day of August, 2020 and to authorize its execution.

**CARRIED**

**19. ADJOURNMENT**

Resolution No. 2020-0145

Moved by: Councillor B. Lewis

Seconded by: Councillor J. Hurst

THAT this Council meeting do now adjourn at 3:18 p.m.

**CARRIED**

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Rick Bonnette, MAYOR

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Suzanne Jones, CLERK



## MINUTES

### COUNCIL WORKSHOP – Climate Change Adaptation Plan

**AUGUST 10, 2020**

Minutes of the Council Workshop regarding Climate Change Adaptation Plan held on August 10, 2020, at 1:30 p.m., in the Council Chambers, 1 Halton Hills Drive, Halton Hills and Via Zoom.

**MEMBERS PRESENT:** Mayor R. Bonnette,  
(EP-Electronic Participation) Councillor C. Somerville (EP), Councillor J. Fogal (EP),  
Councillor M. Albano (EP), Councillor J. Hurst (EP),  
Councillor T. Brown (EP), Councillor B. Lewis (EP),  
Councillor W. Farrow-Reed (EP), Councillor M. Johnson (EP),  
Councillor B. Inglis (EP), Councillor A. Lawlor (EP)

**STAFF PRESENT:** S. Jones, Clerk & Director of Legislative Services,  
(E – Electronically Present) C. Mills, Acting Chief Administrative Officer,  
(Open & Closed Session) J. Markowiak, Acting Commissioner of Planning & Development,  
M. Van Ravens, Acting Commissioner of Transportation & Public  
Works (E),  
W. Harris, Commissioner of Recreation & Parks (E),  
H. Olivieri, Chief & Commissioner of Fire Services (E),  
G. Cannon, Chief Librarian (E),  
R. Cockfield, Director of Strategic Initiatives (E),  
D. Dhaliah, Senior Manager Climate Change & Asset  
Management (E),  
R. Rasul, Senior Climate Change Specialist (E),  
V. Petryniak, Deputy Clerk

**OTHERS PRESENT:** A. Holt, Consultant from Canadian Urban Institute (E)  
(E – Electronically Present) J. Everson, Consultant from Canadian Urban Institute (E)  
(Open & Closed Session)

\* Denotes Change From Council Agenda

# **1. OPENING OF THE COUNCIL WORKSHOP**

Mayor R. Bonnette convened the workshop at 1:30 p.m. in accordance with Section 6 of the Town of Halton Hills Procedure By-law No. 2015-0060, as amended, and noted that the workshop will be held in Closed Session for the purpose of educating and training Members of Council regarding the Climate Change Adaptation Plan.

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

There were no disclosures of pecuniary/conflict of interest.

# **3. CLOSED SESSION**

Resolution No. 2020-0133

Moved By: Councillor J. Fogal

Seconded By: Councillor A. Lawlor

THAT this Council Workshop do now convene in Closed Session in accordance with Section 6 of the Town of Halton Hills Procedure By-law No. 2015-0060, as amended, for the purpose of providing information and education to Council regarding the Climate Change Adaptation Plan.

**CARRIED**

The Council Workshop convened into Closed Session at 1:35 p.m.

## **3.a PRESENTATION**

Opening remarks by Councillor C. Somerville with a presentation by D. Dhaliyah, Senior Manager of Climate Change and Asset Management, R. Rasul, Senior Climate Change Specialist and A. Holt Consultant from Canadian Urban Institute regarding Climate Change Adaptation Plan.

(Presentation made in Closed Session)

**4. RECONVENE INTO OPEN SESSION**

Resolution No. 2020-0134

Moved By: Councillor T. Brown

Seconded By: Councillor B. Lewis

THAT this Council Workshop do now reconvene into Open Session.

**CARRIED**

The Council Workshop reconvened into Open Session at 2:25 p.m.

**5. STAFF DIRECTIONS**

NIL

**6. ADJOURNMENT**

Resolution No. 2020-0135

Moved By: Councillor M. Johnson

Seconded By: Councillor B. Inglis

THAT this Council Workshop do now adjourn at 2:26 p.m.

**CARRIED**

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Rick Bonnette, MAYOR

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Suzanne Jones, CLERK



## **MINUTES**

### **SPECIAL COUNCIL MEETING**

**TUESDAY AUGUST 11, 2020**

The Town of Halton Hills Council met this 11<sup>th</sup> day of August, 2020 in the Council Chambers, Halton Hills Town Hall and Via Zoom, commencing at 10:00 a.m., with Mayor R. Bonnette in the Chair.

MEMBERS PRESENT: Mayor R. Bonnette,  
(EP-Electronic Participation) Councillor C. Somerville, Councillor J. Fogal,  
Councillor M. Albano (EP), Councillor J. Hurst (EP),  
Councillor T. Brown (EP), Councillor B. Lewis (EP),  
Councillor W. Farrow-Reed (EP), Councillor M. Johnson (EP),  
Councillor A. Lawlor (EP)  
REGRETS Councillor B. Inglis  
STAFF PRESENT C. Mills, Commissioner of Corporate Services  
S. Jones, Clerk & Director of Legislative Services

#### **1. OPENING OF THE COUNCIL MEETING**

Mayor R. Bonnette called the meeting to order at 10:00 a.m.

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

There were no disclosures of pecuniary interest.

#### **3. COUNCIL DELEGATIONS/PRESENTATIONS**

NIL

#### **4. MUNICIPAL OFFICERS REPORTS TO BE CONSIDERED**

NIL

#### **5. CLOSED SESSION**

Resolution No. 2020-0146

Moved By: Councillor J. Fogal

Seconded By: Councillor C. Somerville

THAT the Council of the Town of Halton Hills meet in closed session in order to address the following matters:

5.1 Confidential Verbal Update by Mayor R. Bonnette regarding personal matters about an identifiable individual including municipal or local board employees.

**CARRIED**

The Council Meeting convened into Closed Session at 10:05 a.m.

**6. RECONVENE INTO OPEN SESSION**

Resolution No. 2020-0147

Moved By: Councillor J. Hurst

Seconded By: Councillor T. Brown

That this Special Council Meeting do now reconvene into Open Session.

**CARRIED**

Reconvened into Open Session at 12:32 p.m.

**7. MOTION TO ADOPT CLOSED SESSION ITEMS**

Resolution No. 2020-0148

Moved By: Councillor C. Somerville

Seconded By: Councillor M. Johnson

THAT the Confidential Verbal Update by Mayor R. Bonnette regarding personal matters about an identifiable individual, including municipal or local board employees be received;

AND FURTHER THAT the Mayor and Staff carry out Council's direction on this matter as set out in the Confidential Minutes dated August 11, 2020.

**CARRIED**

**8. CONSIDERATION OF BYLAWS**

Resolution No. 2020-0149

Moved By: Councillor M. Albano

Seconded By: Councillor W. Farrow-Reed

THAT the following Bills are hereby passed by Council;

AND FURTHER THAT the Mayor and Clerk are hereby authorized to execute the said by-laws and affix the seal of the Corporation thereto:

**BY-LAW NO. 2020-0047**

A By-law to adopt the proceedings of the Special Council Meeting held on the 11th day of August, 2020 and to authorize its execution.

**CARRIED**

**9. ADJOURNMENT**

Resolution No. 2020-0150

Moved By: Councillor B. Lewis

Seconded By Councillor M. Johnson

THAT this Council meeting do now adjourn at 12:33 p.m.

**CARRIED**

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Rick Bonnette, MAYOR

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Suzanne Jones, CLERK



## **MINUTES**

### **SPECIAL COUNCIL MEETING**

**WEDNESDAY AUGUST 19, 2020**

The Town of Halton Hills Council met this 19<sup>th</sup> day of August, 2020 in the Council Chambers, Halton Hills Town Hall and Via Zoom, commencing at 2:30 p.m., with Mayor R. Bonnette in the Chair.

MEMBERS PRESENT: Mayor R. Bonnette,  
(EP-Electronic Participation) Councillor C. Somerville, Councillor J. Fogal (EP),  
Councillor M. Albano (EP), Councillor J. Hurst,  
Councillor T. Brown, Councillor B. Lewis,  
Councillor W. Farrow-Reed (EP), Councillor M. Johnson (EP),  
Councillor A. Lawlor, Councillor B. Inglis  
STAFF PRESENT C. Mills, Commissioner of Corporate Services  
V. Petryniak, Deputy Clerk

#### **1. OPENING OF THE COUNCIL MEETING**

Mayor R. Bonnette called the meeting to order at 2:32 p.m.

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

There were no disclosures of pecuniary interest.

#### **3. COUNCIL DELEGATIONS/PRESENTATIONS**

NIL

#### **4. MUNICIPAL OFFICERS REPORTS TO BE CONSIDERED**

NIL

#### **5. CLOSED SESSION**

Resolution No. 2020-0151

Moved By: Councillor C. Somerville

Seconded By: Councillor J. Fogal

THAT the Council of the Town of Halton Hills meet in closed session in order to address the following matters:

5.1 Confidential Verbal Update by Mayor R. Bonnette regarding personal matters about an identifiable individual including municipal or local board employees.

**CARRIED**



Council convened into Closed Session at 2:36 p.m.

V. Petryniak, appointed C. Mills as Acting Clerk during the Closed Session portion of this meeting.

**6. RECONVENE INTO OPEN SESSION**

Resolution No. 2020-0152

Moved By: Councillor M. Johnson

Seconded By: Councillor A. Lawlor

THAT this Special Council Meeting do now reconvene into Open Session.

**CARRIED**

Reconvened into Open Session at 12:32 p.m.

**7. MOTION TO ADOPT CLOSED SESSION ITEMS**

Resolution No. 2020-0153

Moved By: Councillor B. Inglis

Seconded By: Councillor M. Albano

THAT the Confidential Verbal Update by Mayor R. Bonnette regarding personal matters about an identifiable individual, including municipal or local board employees be received;

AND FURTHER THAT the Mayor and Staff carry out Council's direction on this matter as set out in the Confidential Minutes dated August 19, 2020.

**CARRIED**

**8. CONSIDERATION OF BYLAWS**

Resolution No. 2020-0154

Moved By: Councillor T. Brown

Seconded By: Councillor J. Hurst

THAT the following Bills are hereby passed by Council;

AND FURTHER THAT the Mayor and Clerk are hereby authorized to execute the said by-laws and affix the seal of the Corporation thereto:

**BY-LAW NO. 2020-0048**

A By-law to adopt the proceedings of the Special Council Meeting held on the 19th day of August, 2020 and to authorize its execution.

**CARRIED**

**9. ADJOURNMENT**

Resolution No. 2020-0155

Moved By: Councillor B. Lewis

Seconded By: Councillor W. Farrow-Reed

THAT this Council meeting do now adjourn at 4:26 p.m.

**CARRIED**

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Rick Bonnette, MAYOR

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Suzanne Jones, CLERK

## **REPORT**

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

**REPORT FROM:** Melissa Ricci, Senior Policy Planner

**DATE:** August 24, 2020

**REPORT NO.:** PD-2020-0036

**RE:** Premier Gateway Phase 2B Integrated Planning Study- Status Update

### **RECOMMENDATION:**

THAT Report No. PD-2020-0036 dated August 24, 2020, regarding the Premier Gateway Phase 2B Integrated Planning Project – Status Update, be received;

AND FURTHER THAT the Communication and Engagement Strategy for the Premier Gateway Phase 2B Integrated Planning Project (attached as Appendix A) be endorsed.

### **BACKGROUND:**

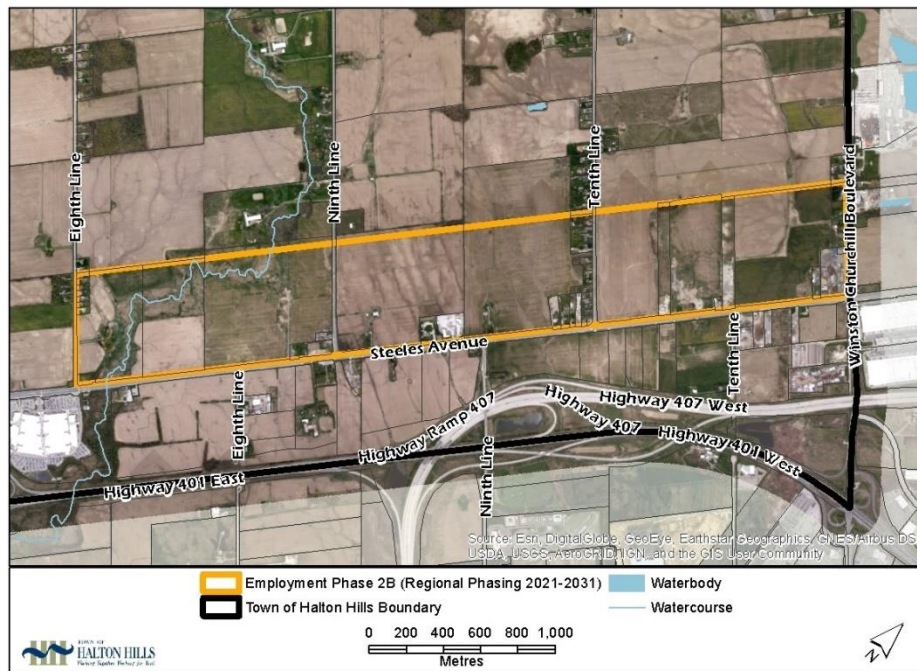
The purpose of this report is to provide a status update, communicate expected next steps for the Premier Gateway Phase 2B Employment Area Integrated Planning Project (PGP2B Planning Project), and to seek Council endorsement of the Communication and Engagement Strategy prepared to guide the public consultation efforts throughout the Project lifecycle.

In October 2019, Council approved the Terms of Reference for the PGP2B Planning Project (see Report PD-2019-0044). In April 2020, the Project Consulting Team led by Macaulay Shiomi Howson Ltd. in association with Wood, Brook McIlroy Inc. and other sub-consultants were retained by way of a memo prepared to the Town's CAO under the authority delegated by Council through By-law No. 2020-0018.

The purpose of the project is to develop a comprehensive Secondary Plan with appropriate land use designations and policies for the PGP2B Employment Area, which is located north of Steeles Avenue, between Eighth Line and Winston Churchill Boulevard (see Figure 1 – Study Area). As noted in previous staff reports, the PGP2B lands have been identified by the Ministry of Municipal Affairs and Housing (MMAH) as a Provincially Significant Employment Zone (PSEZ), which emphasizes their key role in

helping drive job growth and prosperity across the region. The project was initiated in May 2020 and is scheduled to be completed in winter 2022.

**Figure 1- Study Area**



## COMMENTS:

Completion of the PGP2B Planning Project is being undertaken in five (5) phases:

Phase 1 – Project Initiation (spring – summer 2020)

- Prepare Notice of Commencement, Project Charter, Work Plan and Consultation Strategy

Phase 2A – Existing Conditions (summer 2020 – spring 2021)

- Prepare Draft Background Report

Phase 2B – Scoped Subwatershed Study (spring 2020 – winter 2022)

- Initiate field work for the Scoped Subwatershed Study
- Complete a Phase 1 - Draft Characterization Report
- Complete the Phase 2 - Impact Assessment after the finalization of the Draft Land Use Option
- Prepare Phase 3 – Implementation and Monitoring Report

Phase 3 – Planning Studies (spring 2020 – spring 2021)

- Prepare the following studies to support the development of the Recommended Land Use Option: Agricultural Impact Assessment, Cultural Heritage Resource Assessment, Supportive Commercial Needs Assessment, Transportation Study,

## Functional Servicing Plan, Urban Design Study, Fiscal Impact Analysis and Land Use Compatibility Analysis

### Phase 4 - Land Use Planning (spring – fall 2021)

- Prepare a Draft Land Use Option
- Develop a Preferred Land Use Plan

### Phase 5 – Secondary Plan, Official Plan and Zoning By-law Amendments (fall 2021 – winter 2022)

- Develop a draft Secondary Plan and related Official Plan and Zoning By-law Amendments
- Hold a Statutory Open House and Public Meeting as required by the Planning Act
- Present final Secondary Plan and related Amendments for Council Adoption

### Public Consultation to Date

In May 2020, the Notice of Study Commencement was mailed out to the residents and landowners within the Study Area. The notice was also emailed out to the Project email list and an ad was placed in the Independent & Free Press. The Notice of Commencement was also advertised through the Town's social media platforms.

Staff prepared Permission to Enter Forms and mailed them out to all property owners to ensure that permission is granted to access the lands required for the field work investigations as part of the Scoped Subwatershed Study. Permission to Enter has been granted for the majority of parcels and at the time of writing this report, it is expected that the consultant will initiate the field work by late August 2020.

In addition, a notice asking any interested landowners and residents from the Study Area to submit an application to be part of the Project Steering Committee was emailed out to the Project's email list and posted as an ad in the Independent & Free Press. The notice was also advertised through the Town's social media. A Steering Committee composed of the Councillors for Ward 2 (Councillor Lewis and Councillor Brown), a Regional Councillor (Councillor Somerville), the Mayor and landowner representatives and residents has been selected for the Project. The Committee will meet regularly throughout the project phases and provide input into all project deliverables.

Planning staff worked in collaboration with corporate communication staff to create a Project webpage. The project website (<https://www.haltonhills.ca/en/residents/premier-gateway-phase-2b.aspx>) is being kept up to date to provide information to the public and other interested stakeholders.

### Communication and Engagement Strategy

A Communication and Engagement Strategy (attached as Appendix A) has been prepared as a key Phase 1 deliverable and reflects Council's commitment to ensuring meaningful public engagement and participation in the Project. It identifies objectives,

key messages, audiences and the methods of communication that will be used for engagement.

The Communication and Engagement Strategy describes core activities to ensure a proactive communication approach and focus on continuous feedback. These include:

- The opportunity for direct contact with project team members (by phone, email, surface mail, etc.).
- Notifications and regular project updates (e.g. newspaper advertisements at project launch and to promote engagement opportunities; periodic e-newsletters and email notifications to keep people current and informed).
- A project web page hosted on the Town's website — that will feature up-to-date information, serve as a repository for documents/background studies and draft plans, and facilitate online comments and feedback. Website updates will be provided at each stage of the process. Moreover, the webpage will be integrated with the Town's 'Let's Talk Halton Hills' engagement tool.
- Proactive social media using Town-approved tools to help get in front of issues, provide updates, position the initiative, inform the dialogue and promote engagement events.
- Public Open Houses at the different phases of the project to present and get feedback on key project deliverables. These could include display boards with consultants and staff available to explain material and engage participants one-on-one, a presentation followed by a Q&A session, and other interactive tools.
- Mailing list creation and maintenance — including regular updates to those on it through e-blasts, surface mailings, etc.
- The formation and regular engagement of a Technical Advisory Committee that is comprised of Town, Halton Region and agency staff (including Conservation Authority personnel).
- The formation and regular engagement of a Steering Committee that is comprised of representatives of Council, Town departments, community groups and landowners.

Through the five project phases there will be opportunities for the Technical Advisory Committee and Steering Committee to review project deliverables, which afterwards will be presented to the public for their review and input. Regular meetings with and presentations to Town Council will also be scheduled as required.

To ensure that all applicable Indigenous communities that could potentially have an interest in this project are identified, Town staff has contacted appropriate individuals at the Ontario Ministry of Indigenous Affairs and (at the federal level) Crown-Indigenous Relations and Northern Affairs Canada. At the time of writing this report, a letter was being prepared to be sent to each community to ensure that they are aware of the project and invite them to submit any written comments throughout the study process and/or to attend engagement meetings prior to public sessions as well as the public session.

All proposed engagement activities will conform to the Town's Public Engagement Charter. Moreover, pending the operating conditions that may be in play as a result of the COVID-19 pandemic, larger in-person events may be reconceived as virtual/online activities (and/or augmented by other tactics). Changes to the plan will be addressed as required.

### GTA West Transportation Corridor Environmental Assessment and North West GTA Transmission Corridor Study:

The Ministry of Transportation resumed the GTA West Transportation Corridor Environmental Assessment process in May 2019. In the fall of 2019, the GTA West project team released a draft Technically Preferred Route (TPR) for the transportation corridor. On August 7, 2020, the Focused Analysis Area was refined and a Preferred Route (PR) was confirmed via a bulletin released by the Ministry. Staff are preparing a separate report to Council which will include the details of the confirmation by the Ministry and initial comments from staff. Of particular relevance to this report, are the opportunities to reduce the amount of land within PGP2B that are subject to the Corridor Protection policies contained in Regional Official Plan No. 43 and OPA No. 21<sup>1</sup>.

In addition, the Ministry of Northern Development and Mines and IESO have initiated a study to define the area required to be protected to accommodate a future electricity corridor to fulfill future population needs in the GTA West area. It is anticipated that the lands required for the Transmission Corridor will align with the GTA West Transportation Corridor Preferred Route and that both projects will work concurrently to minimize impacts to local plans and initiatives.

In the meantime, the Town will continue to advance the PGP2B Planning Project to ensure that development and economic investment can expeditiously proceed on those key employment lands located outside of the GTA West Transportation Corridor PR. The next steps in the project are outlined below.

### Next Steps

#### **Phase 2A – Existing Conditions**

The first major deliverable of the study is a Background Report which identifies the existing conditions in the study area through the review of planning policy, relevant guidelines and standards, and available background information.

#### **Phase 2B – Scoped Subwatershed Study**

The required field work and a desktop review of existing information has initiated. The analysis will assist in the preparation of the Characterization Report which provides a

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<sup>1</sup> ROPA 43 remains under appeal at the Local Planning Appeal Tribunal. OPA 21 is being held in abeyance by Halton Region at the request of Town Council.

base scientific understanding or “characterization” of the existing natural and physical environment in the study area. The Study includes the following areas:

- Aquatic Ecology
- Hydrogeology
- Hydrology/Hydraulics
- Stream Morphology
- Water Quality

This information will be used in later phases of the Scoped Subwatershed Study process to establish subwatershed management strategies including providing information in the development of a land use plan, refining the natural heritage system and determining the limits of development for the study area.

## **RELATIONSHIP TO STRATEGIC PLAN:**

This report directly aligns with the following values in the Strategic Plan 2019-2022 including:

### Foster a Healthy Community

To maintain and enhance a healthy community that provides a clean environment and a range of economic and social opportunities to ensure a superior quality of life in our community.

### Preserve, Protect and Enhance our Environment

To preserve, protect and enhance our natural environment for the health benefits and enjoyment it provides to present and future generations.

### Foster a Prosperous Economy

To maintain and enhance the economic vitality of the Town through the provision of a wide range of opportunities for economic development.

### Achieve Sustainable Growth

To ensure that growth is managed so as to ensure a balanced, sustainable, well planned community infrastructure and services to meets the needs of its residents and businesses

The report is also closely linked with a number of Focus Areas/Priorities including Shaping Growth.

## **FINANCIAL IMPACT:**

There are no direct financial impacts associated with this report.



**CONSULTATION:**

Through this Project, planning staff will continue to consult with staff from the Region of Halton (Planning), Credit Valley Conservation, Conservation Halton, The Ministry of Transportation, Ministry of Natural Resources and Forestry, Halton Hills Hydro and staff from the Town's Development Engineering, Transportation, Economic Development, Finance, Fire, Parks and Recreation Departments

**PUBLIC ENGAGEMENT:**

Public consultation is an important component of the project and opportunities for public consultation and community engagement have been incorporated throughout the various phases of the project. The Public Communication and Engagement Strategy is included as Appendix A to this report.

As of now, the first Open House which is scheduled to take place in fall 2020 is being planned as a virtual Open House using Let's Talk Halton Hills. Planning staff will work in collaboration with Corporate Communications staff to identify the appropriate tools to be used to ensure that residents/landowners are well aware of the event and to encourage them to participate and provide their feedback.

To date, planning staff have communicated with many residents and landowners to answer questions and provide additional information on the project. Residents and landowners are encouraged to contact planning staff to set up a meeting if they have questions and concerns related to their property, and/or the project.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Economic Prosperity, Environmental, Social Well-Being, and Cultural pillars of Sustainability and in summary, the alignment of this report with the Community Sustainability Strategy is: Excellent.

**COMMUNICATIONS:**

A copy of this report will be forwarded to the Ministry of Municipal Affairs and Housing, the Ministry of Natural Resources and Forestry, the Ministry of Transportation, the Region of Halton, Credit Valley Conservation and Conservation Halton for information.

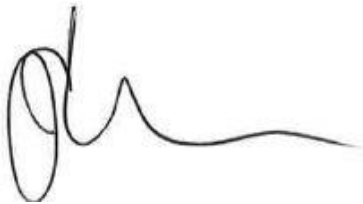
**CONCLUSION:**

This report provides a status update of the PGP2B Planning Project, asks Council to endorse the Communication and Engagement Strategy, and outlines anticipated next steps.

Reviewed and Approved by,

A handwritten signature in dark ink that reads "Bronwyn Parker". The script is cursive and somewhat informal.

Bronwyn Parker, Director of Planning Policy

A handwritten signature in dark ink. It starts with a large, stylized 'J' followed by a series of loops and a long horizontal stroke at the end.

John Linhardt, Commissioner of Planning and Development

A handwritten signature in dark ink. It features a stylized 'C' followed by a series of loops and a long horizontal stroke at the end.

Chris Mills, Acting Chief Administrative Officer



# **Premier Gateway Phase 2B Employment Area Integrated Planning Project**

## **Communication and Engagement Strategy**

Submitted by  
GLPi and Macaulay Shiomi Howson Ltd

July 2020

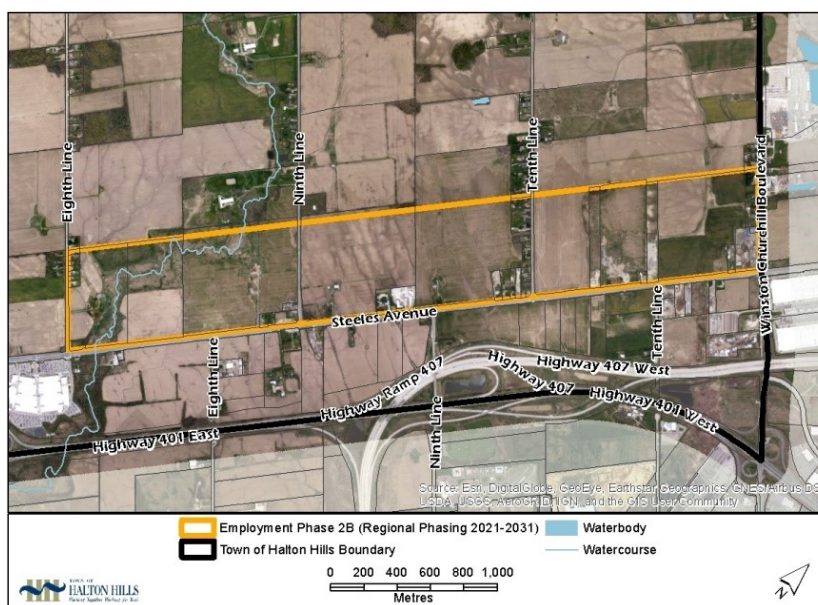
## Preface and Project Overview

The Premier Gateway Phase 2B Employment Area Integrated Planning Project is an important initiative that will shape the future of Halton Hills for years to come — it will comprehensively plan for future employment growth in the Town.

To this end, the Project has two essential purposes:

- To detail the development framework, including appropriate land use designations and policies for the Phase 2B Employment Area to accommodate the second phase of employment lands needed for the 2031 planning horizon as identified through OPA 10 — resulting in a Secondary Plan, Official Plan and Zoning by-law amendment, and Urban Design Guidelines; and
- To conduct a Scoped Subwatershed Study for portions of the Sixteen Mile Creek and Credit River watersheds to confirm the extent of the natural heritage system, guide land use policies for the Secondary Plan and guide servicing studies.

The study area is as shown in the map below:



The Project includes the following five phases, some of which consist of concurrent sub-phase activities:

- Phase 1: Project Initiation;
- Phases 2A: Existing Conditions and 2B: Scoped Subwatershed and Natural Heritage System Planning;
- Phase 3: Detailed Planning Study;
- Phases 4A: Recommended Land Use Option and 4B: Preferred Land Use Plan; and
- Phases 5A: Draft Secondary Plan, Official Plan and Zoning By-law Amendments and 5B: Final Secondary Plan, Official Plan and Zoning By-law Amendments.

Communication and engagement activity will be interwoven throughout the project Phases. This reflects the Town's and Project Team's commitment to keep people informed and to continuously seek input/feedback throughout the process — and to ensuring transparency.

This project is about helping the Town of Halton Hills to realize its aspirations and to deliver on the promise of the future employment lands. However, the project is not simply about land and land use — it is also about the equally fertile terrain of the human heart and mind, and the Town's collective ability to imagine *what can be*.

Engagement and communication are success imperatives. Properly executed, engagement can help put the Town in a strong position to make wise and enlightened decisions. In fact, we believe that it is our duty to offer meaningful engagement opportunities for the public to provide input — to give voice to their perspectives, issues and ideas. We recognize that an important component of engagement is *communication* — there is an important opportunity for the Town and its consultants to inform, educate, inspire confidence, and maximize consensus and support. Moreover, communication helps inform public debate and helps foster a minimum knowledge base allowing for a reasonable exploration of complex issues. The Town and its team have an important role to play in helping 'equip' people to most effectively participate in an involved and meaningful way.

This document is the Communication and Engagement Strategy for the Project. It has been prepared as a key Phase One Deliverable and reflects Council's commitment to ensuring meaningful public engagement and participation in the initiative. The Strategy encompasses Town direction regarding outreach initiatives and draws on the Project Team's collective experience.

The Communication and Engagement Strategy comprehensively guides stakeholder outreach throughout the Project. The Strategy identifies objectives, key messages, audiences — and the tactics that will be used to create constructive and productive dialogue. Tapping the perspective of a broad range of stakeholders will be key to understanding aspirations and the issues to be addressed — and the potential solutions. The Strategy is a 'roadmap' and a starting point for building trust, building relationships and purposefully outlining the path forward.

The following is an overview of the content of the remainder of this document:

- Communication and engagement goals, principles and positioning for the initiative;
- Key audience identification and 'launch' messaging (including a potential name/tagline for the Project);
- The tactical plan — the range of communication and engagement activities proposed throughout the Project and unique to each Phase;
- Guidance for maximizing communication/engagement effectiveness and coordination;
- The Indigenous community engagement approach; and
- The proposed approach to monitoring and success tracking.

## Goals, Principles and Positioning

### Goals

The following have been identified as the overarching communication and engagement goals for the Project:

- Ensure that residents, business representatives, Indigenous communities and other stakeholders are aware of the importance of the initiative and kept informed and up-to-date about Project components, progress and opportunities for input — and to promote participation in the process.
- Create purposeful, meaningful and strategically appropriate opportunities for engagement in the different project phases.
- Foster an environment that is conducive to substantive dialogue: a respectful, informed and productive discussion of project issues and the future.
- Excite people about the possibility and potential inherent in the Project.
- Inspire confidence in the project process and in the Town's management of it.
- Present a well-integrated and seamless project progression that ensures consistency of word and action, demonstrates positive momentum and minimizes contentious issues.
- Establish and reinforce realistic expectations regarding feasible choices and the manner in which stakeholder input will be considered/acted on.
- Secure local municipal official (Council and staff) understanding and support.
- Generate community support for (or at least acceptance of) the Project outcomes.
- Build social capital through a transparent and responsive process.

Early Project phases will focus on building awareness and understanding of the Project, with a view to sharing the project process and opportunities for involvement. Moreover, the initial outreach will help identify collective aspirations and the vision, key issues, core community features, potential trade-offs/solutions and paths forward.

The following phases will leverage staff, project team and community knowledge/insight to identify Premier Gateway-supportive plans and policies with the potential to deliver on the promise of the employment lands. These will subsequently be tested as part of the interactive and continuous feedback process.

The latter phases will produce draft land use options/plans that will be circulated for feedback and robustly assessed. This will lead to the eventual draft and final Secondary Plan, Official Plan and Zoning By-law Amendments (including meeting the statutory requirements regarding comments and responses).

## **Principles**

The following principles underlie the communication and engagement approach:

- Providing the information required to stimulate discussion and promote meaningful participation — including communication that is clear, concise and timely.
- Ensuring reasonable access for input through both formal and less structured opportunities to participate — that facilitate widespread public involvement and information exchange.
- Reaching out to the broader community — that is, to individuals and groups less typically inclined to participate in municipal consultation processes.
- Giving consideration to all input — assessing ideas and suggestions on their merits while being respectful of all views.
- Being accountable — sharing consultation summaries and scrupulously maintaining records.
- Acting with purpose — being clear about the intended outcome of a consultation opportunity and its linkage to the overall project and decision-making process.
- Promoting a cooperative and productive consultation environment that demonstrates respect for due process, appreciates the legitimacy of different opinions and focuses on ideas.
- Encouraging, not forcing consensus — recognizing the value of dialogue and accepting that everyone may not agree with every decision.
- Protecting the public interest — ensuring that decisions are made in a timely manner and that full consideration is given to balancing scheduling and financial imperatives.

## **Positioning**

In this context, positioning refers to how people should relate to the Project — that is, the residual impressions of and beliefs about the initiative. Ideally, we want to ensure that the project is fairly portrayed as:

- A Town priority — A Halton Hills-directed approach in search of a locally appropriate outcome.
- Methodologically sound — comprehensive, innovative and well-sequenced.
- Engaging and beneficial — both interesting and in the public's interest.
- Open, accessible, participatory and understandable.
- Focused, accountable and traceable.
- Having no predetermined outcome — that there are meaningful opportunities to shape decisions/strategies regarding this employment area.

## Key Audiences and Messaging

### Audiences

Broadly defined, the following key audience clusters have been identified and will be engaged throughout the project process (listed in no particular order):

- Town Council and Staff;
- Advisory Committees of Council;
- Landowners/developers;
- Government Agencies (provincial ministries, neighbouring municipalities, etc.);
- Other agencies (Conservation Authorities, etc.);
- Ratepayers/local residents (including youth);
- Business/employers;
- Indigenous communities;
- Interested groups/associations;
- Halton Region; and
- Media (including online media and influencers).

### Big Ideas and Related Key Messages

The following are the key messages proposed for use at the launch and in the early phases of the Project. They will be updated over time to reflect progress through the phases and evolving circumstances as they emerge.

<b><i>Big Ideas</i></b>	<b><i>Key Messages</i></b>
The Project is valuable	<ul style="list-style-type: none"><li>• The Project is an important initiative that will shape the future of Halton Hills for years to come — it will comprehensively plan for future employment growth in the Town</li><li>• The Project will contribute to the ongoing vibrancy of Halton Hills — reinforcing the Town’s enviable reputation as a great place to live, work and play.</li><li>• Halton Hills is growing responsibly and planning for complete communities — and future employment areas are an important part of this.</li><li>• The policies, plans and guidelines being created today will position the Town well for the future jobs to which we aspire.</li></ul>
The Project process is thorough and multifaceted	<ul style="list-style-type: none"><li>• The project is comprehensive and will be looking at a full range of topics including the environment, transportation and servicing (e.g. water, wastewater) infrastructure, stormwater management, cultural and natural heritage considerations, agriculture, urban design, land</li></ul>



	<p>use compatibility, commercial requirements and fiscal impact analysis.</p> <ul style="list-style-type: none"> <li>• The integrated process — in which the Scoped Subwatershed Study will be fully integrated with the Planning Study — will protect the public interest, the natural environment and quality of life.</li> </ul>
The Project has an imperative to get it right	<ul style="list-style-type: none"> <li>• The Premier Gateway employment lands are highly attractive and planning for them is an important part of the Town's economic development, jobs attraction and revenue growth strategy.</li> <li>• Good policy and good design are essential to the attractiveness and viability of the Premier Gateway employment lands.</li> </ul>
The Project will harness excellence and innovation	<ul style="list-style-type: none"> <li>• In adhering to the established vision for the Premier Gateway lands, the team is open to bold and innovative approaches for realizing the vision — and for finding the right balance between competing demands and perspectives.</li> <li>• Project outcomes will reflect Halton Hills' leadership in creating sustainable and resilient development, and be aligned with the Town's Community Sustainability Strategy.</li> </ul>
The Project wants and needs community involvement	<ul style="list-style-type: none"> <li>• We value your participation, voice and constructive involvement in the Project — you have an important opportunity to share your perspective, insight and ideas.</li> <li>• We are committed to meaningfully engaging residents, the business community, Indigenous communities and other stakeholders in the process — there are many ways in which to be involved and share your views.</li> <li>• Please learn more about the Project and tell us what you think.</li> </ul>

### Potential Project Name/Tagline

Recognizing that the Premier Gateway Employment Lands have already been given a descriptive title, the following Project name/tagline is recommended for the Town's use. The shorter Project name provides for an easier to use and remember 'handle' that can become redolent with meaning over time and can serve as a valuable position reinforcing reference.

### *Recommendation*

**Employ HH:** *Planning for the Premier Gateway 2B Employment Area*

## The Tactical Plan

As noted earlier, this Project has five phases:

- Phase 1: Project Initiation;
- Phases 2A: Existing Conditions and 2B: Scoped Subwatershed and Natural Heritage System Planning;
- Phase 3: Detailed Planning Study;
- Phases 4A: Recommended Land Use Option and 4B: Preferred Land Use Plan; and
- Phases 5A: Draft Secondary Plan, Official Plan and Zoning By-law Amendments and 5B: Final Secondary Plan, Official Plan and Zoning By-law Amendments.

The tactics described below are divided into two sections: the core communication and engagement activities that will be maintained throughout the project; and those that are unique to each Project phase.

### Core Activities

As part of the proactive Community Engagement approach and focus on continuous feedback, core options for learning about the Project, keeping up to date and sharing information with the team will be in place from Project start to completion. These include:

- The opportunity for direct contact with project team members (by phone, email, surface mail, etc.).
- Notifications and regular project updates (e.g. newspaper advertisements at project launch and to promote engagement opportunities; periodic e-newsletters and email notifications to keep people current and informed).
- A project web page hosted on the Town's website — that will feature up-to-date information, serve as a repository for documents/background studies and draft plans, and facilitate online comments and feedback. Website updates will be provided at each stage of the process. Moreover, the web page will be integrated with the Town's 'Let's Talk Halton Hills' engagement tool.
- Proactive social media using Town-approved tools (and as and when deemed appropriate by the Town) to help get in front of issues, provide updates, position the initiative, inform the dialogue and promote engagement events.
- Mailing list creation and maintenance — including regular updates to those on it through e-blasts, surface mailings, etc.
- The formation and regular engagement of a Technical Advisory Committee that will be comprised of Town, Halton Region and agency staff (including Conservation Authority personnel).
- The formation and regular engagement of a Steering Committee that will be comprised of representatives of Council, Town departments, community groups and the landowners.
- Regular meetings with and presentations to Town Council.
- Ongoing Project Team calls, emails and working meetings with the Town Project lead and other staff as appropriate.

Some people are unfamiliar with Ontario's land use planning system and, consequently, with the framework and intent behind municipal planning studies. However, many want to meaningfully contribute to local initiatives and are eager to learn. Given this, a primary ongoing activity will be to use the tactics noted above and those unique to each phase to create formal and informal opportunities for people to become better informed. The focus will be on both educating people about the issues and planning opportunities/constraints, and getting their value-adding feedback.

### Phase-Specific Activities

The text and tables below describe the communication and engagement-related focuses for each of the Projects phases and the related proposed tactics.

<b>Phase 1: Project Initiation</b>	<b>Communication/Engagement Focuses</b> <ul style="list-style-type: none"> <li>• Get the word out — generate awareness/understanding of and interest in the Project.</li> <li>• Introduce options for Project involvement and information sharing.</li> <li>• Build the Project contact list and foundation for future outreach.</li> </ul>
<b><i>Tactics</i></b>	<b><i>Overview</i></b>
Kick-off Meeting (Completed in May 2020)	Held with the Town's Project Team, the Technical Advisory Committee (TAC), and various consultant team members. The purpose of the meeting will be to review: <ul style="list-style-type: none"> <li>• The proposed Work Program and potential modifications;</li> <li>• Refinements to the proposed community engagement strategy; and</li> <li>• Administrative procedures necessary for the success of the project including any input required from the Consultant Team to assist the Town with respect to the Project Charter.</li> </ul>
Project Notice to the Public (Timing: July 2020)	The public notice will be posted online, placed in local media and will be mailed to identified stakeholders. It will include core information about the Project and legal/statutory information related to the planning process.
Letter to Indigenous communities (Timing: July 2020)	The letter will include: <ul style="list-style-type: none"> <li>• An introduction to the project and a map of the area affected;</li> <li>• An introduction to the project team;</li> <li>• An introduction to the engagement process that will be followed throughout the project;</li> <li>• An invitation to submit any written comments throughout the study process and/or to attend engagement meetings prior to public sessions as well as the public sessions; and</li> <li>• Notification that they will be receiving a copy of the cultural heritage report.</li> </ul>
Web Presence (Timing: July-August 2020)	In this introductory phase, the website will include: <ul style="list-style-type: none"> <li>• An overview of the project and a map of the study area;</li> <li>• The Project process description and work plan;</li> </ul>

	<ul style="list-style-type: none"> <li>• A list of opportunities for being involved — including Let's Talk Halton Hills;</li> <li>• An overview of upcoming engagement activities in Phase 2;</li> <li>• Background information and documents;</li> <li>• Links to reports and other project communication; and</li> <li>• Key contact information.</li> </ul>
Communication and Engagement Strategy (Timing: July 2020)	[As per this document.]
Council Presentation (Timing: August 2020)	This will cover the project purpose and scope, work plan, communication and engagement strategy, work to date, and so forth.

<b>Phases 2A: Existing Conditions and 2B: Scoped Subwatershed and Natural Heritage System Planning</b>	<b>Communication/Engagement Focuses</b> <ul style="list-style-type: none"> <li>• Opportunities, constraints and issues identification.</li> <li>• Characterization of the natural environment as part of the scoped subwatershed analysis as the basis for establishing sustainable and resilient community design.</li> <li>• Sharing of local understanding and background data/material to inform analysis in multiple technical areas: transportation, heritage, servicing, sustainability, agriculture, supportive commercial needs and land use compatibility.</li> <li>• Relevant provincial, regional, local and conservation authority policies, guidelines and standards.</li> </ul>
<b><i>Tactics</i></b>	<b><i>Overview</i></b>
Pre-Open House Technical Advisory Committee Meeting (Timing: September 2020)	The meeting will focus on presenting and getting feedback on the Background Paper covering various topic areas and relevant policies, guidelines and standards. This will include the opportunity to clarify items and suggest refinements/additions. The updated document will form the basis of the first Public Open House (see below).
Pre-Open House Steering Committee Meeting (Timing: September 2020)	[As above.]

Notice of Public Open House (Timing: October 2020)	The Notice for the meeting will be posted online, mailed or emailed to those on the project list, posted on the Town's website/Let's Talk Halton Hills and included in local media. To complement the formal meeting notice, the session will also be promoted through social media and notices placed in Town facilities (arenas, libraries, etc.).
Public Open House (Timing: November 2020)	<p>This Open House will be conducted in the evening and will focus on:</p> <ul style="list-style-type: none"> <li>• Providing a Project overview and sharing core information about the early work — including key community feedback heard to date;</li> <li>• Explaining the study process and work plan;</li> <li>• Getting feedback on the Background Paper;</li> <li>• Identifying aspirations for the Gateway lands;</li> <li>• Commencing the conversation with the public and landowners on their issues and concerns (including an opportunity to comment on and 'top-up' the list of identified existing conditions); and</li> <li>• Describing next steps and upcoming Project components.</li> </ul> <p>The Open House will include display boards covering the items above (with consultants and staff available to explain material and engage participants one-on-one), and interactive approaches to be determined (for example, a 'graffiti' wall; a visioning space; a priorities identification activity; etc.). There will also be a team presentation followed by a Q&amp;A. In addition, there will be sign-in sheets and individual comment sheets.</p> <p>The Open House will include a pre-session opportunity for focused meetings with the Indigenous communities' representatives.</p>
Additional Input Opportunities (Timing: November/ December 2020)	<p>In addition to the Open House, additional input will be invited through the following vehicles:</p> <ul style="list-style-type: none"> <li>• Social media;</li> <li>• Let's Talk Halton Hills;</li> <li>• A Webpage commenting form; and</li> <li>• Direct comments to the project team (by phone, email, surface mail, etc.).</li> </ul>
Public Consultation Summary Report (Timing: December 2020)	A summary will be prepared covering: the open house overview; presentation outline; Q&A summary; input and feedback received from the various input opportunities; and updated information for use on the website and in social media.
Post-Open House Technical Advisory Committee Meeting (Timing: December 2020)	The meeting will focus on presenting and getting feedback on the comments heard through the public participation process to date. This will include a discussion of implications for the Project as it moves forward.

Post-Open House Steering Committee Meeting (Timing: December 2020)	[As above.]
Council Presentation (Timing: January 2021)	The meeting will focus on presenting the Background Paper, the comments heard through the public participation process to date and a discussion of implications for the Project as it moves forward. This will provide Council with an opportunity to understand the framework for further analysis and investigation as the study proceeds, and to ask any questions of clarification/provide direction.

<b>Phase 3: Detailed Planning Study</b>	<b>Communication/Engagement Focuses</b> <ul style="list-style-type: none"> <li>• Input to and feedback on a series of technical memorandums and reports: Transportation; Built/Cultural Landscape Heritage; Functional Servicing; Agriculture; and Supportive Commercial Needs Assessment.</li> <li>• Initial idea generation in support of land use option development.</li> <li>• Feedback on the draft Urban Design Guidelines table of contents.</li> </ul>
<b><i>Tactics</i></b>	<b><i>Overview</i></b>
Technical Advisory Committee Meeting (Timing: February 2021)	The meeting will focus on presenting and getting feedback on the various technical reports as described above, including the Scoped Subwatershed study draft Phase 1 Background analysis and characterization report. This will include the opportunity to clarify items and suggest refinements/additions. The updated documents will inform the development of the recommended land use option, the selection of the Preferred Land Use Plan, and ultimately, policies for the Secondary Plan. The draft table of contents for the Urban Design Guidelines will also be reviewed and discussed.
Steering Committee Meeting (Timing: February 2021)	[As above.]
Website and Let's Talk Halton (Timing: March 2021)	This will include posting the Detailed Planning Study reports and soliciting feedback on them.
E-Newsletter and E-Blasts (Timing: January-May 2021)	These interim communications will be sent between the September 2020 and June 2021 Public Open Houses and will serve as an important means of keeping people updated on project progress and informing them of what is upcoming.

<b>Phases 4A: Recommended Land Use Option and 4B: Preferred Land Use Plan</b>	<b>Communication/Engagement Focuses</b> <ul style="list-style-type: none"> <li>• Input to and feedback on the Recommended Land Use Option and the Preferred Land Use Plan.</li> <li>• Initial identification of policies and implementation strategies in support of the Preferred Land Use Plan.</li> </ul>
<b><i>Tactics</i></b>	<b><i>Overview</i></b>
Technical Advisory Committee Workshop (Timing: March 2021)	This full-day charrette-style workshop will be used to develop the recommended land use and transportation option for the Secondary Plan Area — and to identify the supporting rationale/merits of the recommended approach. The session format will ensure that the discussion is informed by the relevant background information, the Detailed Planning Phase studies and the work on the natural heritage system and Subwatershed Study.
Steering Committee Meeting (Timing: May 2021)	The meeting will focus on presenting and getting feedback on the recommended land use and transportation option for the Secondary Plan Area — including the supporting rationales and merits. The focus will be on ‘stress testing’ the recommended option in advance of its presentation at the upcoming Public Open House and refining it as appropriate.
Technical Advisory Committee Meeting (Timing: May 2021)	[As above.]
Notice of Public Open House #2 (Timing: May 2021)	The Notice for the Open House will be posted online, mailed or emailed to those on the project list, posted on the Town’s website/Let’s Talk Halton Hills and included in local media. To complement the formal meeting notice, the session will also be promoted through social media and notices placed in Town facilities (arenas, libraries, etc.).
Open House #2 (Timing: June 2021)	<p>The Open House, including a workshop component, will be conducted in the evening and will focus on:</p> <ul style="list-style-type: none"> <li>• Getting feedback on the Recommended Land Use Option;</li> <li>• Identifying any public or landowner issues and concerns;</li> <li>• Identify potential issue mitigation options and potential Land Option refinements; and</li> <li>• Describing next steps and upcoming project components.</li> </ul> <p>The Open House will serve as a Public Information Centre (PIC) for the Master Plan/Class EA process and will include display boards covering the items above (with consultants and staff available to explain material</p>

	<p>and engage participants one-on-one). This session will involve a brief presentation outlining the results of Phases 1, 2 and 3, and of the background and technical analyses which will help the public to understand how the land use option took shape (and an ensuing Q&amp;A). A workshop-style break-out session will follow to allow the participants to review and comment on the proposed option and related scenarios — and to provide their value-adding suggestions for refinements. In addition, there will be sign-in sheets and individual comment sheets.</p> <p>The Open House will include a pre-session opportunity for focused meetings with Indigenous communities' representatives.</p>
Additional Input Opportunities (Timing: June/July 2021)	<p>In addition to the Open House, additional input will be invited through the following vehicles:</p> <ul style="list-style-type: none"> <li>• Social media;</li> <li>• Let's Talk Halton Hills;</li> <li>• A Webpage commenting form; and</li> <li>• Direct comments to the project team (by phone, email, surface mail, etc.).</li> </ul>
Public Consultation Summary Report (Timing: July 2021)	<p>A summary will be prepared covering: the open house overview; presentation outline; Q&amp;A summary; feedback received on the Recommended Land Use Option from the various commenting opportunities; and updated information for use on the website and in social media.</p>
Technical Advisory Committee Workshop (Timing: October 2021)	<p>This workshop will focus on presenting and getting feedback on the Preferred Land Use Plan. It will also identify the supporting rationale/merits of the Preferred approach and address updates to the technical studies. The session format will ensure that the discussion is informed by the work to date, including feedback from the public Open House/Workshop and related commenting opportunities.</p>
Steering Committee Meeting (Timing: October 2021)	<p>(As above)</p>
Council Presentation (Timing: November 2021)	<p>The meeting will focus on presenting and getting feedback on the Preferred Land Use option. This will provide Council with an opportunity to understand the implications for the Project as it moves forward, and to ask any questions of clarification and provide direction to inform the upcoming Secondary Plan, Official Plan and By-law phase of activity.</p>
Scoped Subwatershed TAC meeting (Timing: December 2021)	<p>The meeting will only require a portion of the TAC members as it will focus exclusively on the Scoped Subwatershed Analysis and Management Strategy Report. The report will be presented and an opportunity for questions and discussions will be provided.</p>



<b>Phases 5A: Draft Secondary Plan, Official Plan and Zoning By-law Amendments and 5B: Final Secondary Plan, Official Plan and Zoning By-law Amendments.</b>	<b>Communication/Engagement Focuses</b> <ul style="list-style-type: none"> <li>• Input to and feedback on the draft and final Secondary Plan, Official Plan and Zoning By-law Amendments.</li> <li>• Input to and feedback on the land use compatibility and urban design guidelines/policies.</li> <li>• Feedback on the proposed natural heritage and open space system.</li> <li>• Feedback on the proposed transportation plan and related policies.</li> <li>• Input to and feedback on the proposed phasing plan and implementation strategy.</li> <li>• Feedback on the Phase 3 report of the Scoped Subwatershed Study, addressing the implementation and monitoring program associated with it.</li> <li>• Approval of the above.</li> </ul>
<b><i>Tactics</i></b>	<b><i>Overview</i></b>
Technical Advisory Committee Meeting (Timing: February 2022)	This meeting will focus on presenting and getting value-adding comments on the draft Secondary Plan, Official Plan and Zoning By-law Amendments (and the related component parts). It will feature a presentation on what is being proposed and the supporting rationale for it. The session will invite interactive feedback on potential refinements and enhancements. The focus will be on stress testing the draft documents prior to presentation to Council.
Steering Committee Meeting (Timing: February 2022)	[As above.]
Council Presentation (Timing: March 2022)	The meeting will focus on presenting and getting feedback on the draft Secondary Plan, Official Plan and Zoning By-law Amendments as well as the Urban Design Guidelines. It will feature a presentation on what is being proposed and the supporting rationale for it. This will provide Council with an opportunity to understand the implications of what is being proposed, and to ask any questions of clarification and provide direction.
Open House #3 (Timing: April 2022)	The Open House, including a workshop component, will be conducted in the evening and will focus on: <ul style="list-style-type: none"> <li>• Feedback on and refinements to the Draft Urban Design Guidelines;</li> <li>• Feedback on and refinements to the Draft Secondary Plan, Official Plan and Zoning By-law Amendments (and the related component parts);</li> <li>• Feedback on and refinements to the Draft Implementation Strategy;</li> <li>• Identifying any other public or landowner issues and concerns; and</li> </ul>

	<ul style="list-style-type: none"> <li>Describing next steps and upcoming project components.</li> </ul> <p>The Open House will include display boards covering the items above (with consultants and staff available to explain material and engage participants one-on-one). This session will involve a brief presentation outlining the draft plans and strategies (and an ensuing Q&amp;A). A workshop-style break-out session will follow to allow the participants to review and comment on what is being proposed — and to provide their value-adding suggestions for refinements. In addition, there will be sign-in sheets and individual comment sheets.</p> <p>The Open House will include a pre-session opportunity for focused meetings with the Indigenous communities' representatives.</p>
Additional Input Opportunities (Timing: April/May 2022)	<p>In addition to the Open House, additional feedback on the draft plans and strategies will be invited through the following vehicles:</p> <ul style="list-style-type: none"> <li>Social media;</li> <li>Let's Talk Halton Hills;</li> <li>A Webpage commenting form; and</li> <li>Direct comments to the project team (by phone, email, surface mail, etc.).</li> </ul>
E-Newsletter and E-Blasts (Timing: March-June 2022)	<p>These interim communications will be sent prior to and following the Public Open House and will serve as an important means of keeping people updated on project progress and informing them of what is upcoming.</p>
Public Consultation Summary Report (Timing: May-June 2022)	<p>A summary will be prepared covering: the open house overview; presentation outline; Q&amp;A summary; feedback received on the draft Secondary Plan, Official Plan and Zoning By-law Amendments (and the related component parts) from the various commenting opportunities; and updated information for use on the website and in social media.</p>
Technical Advisory Committee Meeting (Timing: June 2022)	<p>This meeting will include a debrief on the recent round of consultation and a review of feedback received and the implications of the information — and any comments on the Consultation Summary Report that may be forthcoming. It will also present the draft Phase 3 report of the Scoped Subwatershed study to allow for discussion of the proposed implementation and monitoring strategies.</p>
Steering Committee Meeting (Timing: June 2022)	<p>[As above.]</p>
Statutory Public Meeting (Timing: September/October 2022)	<p>This Statutory Meeting will focus on presenting the Secondary Plan and will follow the requirements of the Planning Act. Documents will be made available to the public 20 days in advance of the meeting and the Town's normal procedures will be followed.</p>

Council Meeting (Timing: December 2022)	Following responses to comments from the Statutory meeting described above, the final Secondary Plan and Implementation Strategy (including OP and Zoning By-law amendments, and related urban design guidelines and so forth) will be submitted to Council for adoption.
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### **Protocols and COVID-19**

Please note that all proposed engagement activities will conform to the Town’s Public Engagement Charter. Moreover, pending the operating conditions that may be in play as a result of the COVID-19 pandemic, larger in-person events may be reconceived as virtual/online activities (and/or augmented by other tactics). Changes to the plan will be addressed with the Town as required.

### **Maximizing Effectiveness and Coordination**

The following will help ensure that Town staff and consultant team members work well together to ensure timely, consistent and coordinated communication/engagement activities — and strategic and proactive outreach to the public and others:

- Establish clear lead contacts — the Town and Consultant Project Managers will be the primary points of contact, with other team members to be engaged as appropriate.
- Create a rolling, 180-day forward-looking calendar identifying communication and engagement initiatives — including target dates, specific upcoming meeting dates, roles of various parties, and any non-Project specific Town activities/events that may have a bearing on this initiative.
- Establish an ad hoc core communications and engagement group — consisting of the Town’s Project Manager and communication lead, and the consulting team Project Manager and engagement/facilitation lead — to oversee and coordinate communication and engagement activities. This group will monitor the forward-looking calendar, plan upcoming activities, debrief on past activities and generally ensure a seamless project progression.
- Establish clear approval processes — for example, providing the first draft of materials to Halton Hills staff a minimum of three weeks in advance of their proposed use with the public or other stakeholder groups. The intent is to ensure that the Town has adequate time to review, circulate and comment on materials — and that the consulting team has time to revise them before they are shared with the TAC, SC and other groups.

## Indigenous Group Engagement

To ensure that all applicable Indigenous communities that could potentially be impacted by this project are identified, we understand that Town staff will contact appropriate individuals at the Ontario Ministry of Indigenous Affairs and (at the federal level) Crown-Indigenous Relations and Northern Affairs Canada. Once the Indigenous communities have been identified, a letter will be sent to each community as part of the Project Initiation Task with a view to providing:

- An introduction to the project and a map of the area affected;
- An introduction to the project team;
- An introduction to the engagement process that will be followed throughout the project;
- An invitation to submit any written comments throughout the study process and/or to attend engagement meetings prior to public sessions as well as the public sessions; and
- Notification that they will be receiving a copy of the cultural heritage report.

We understand that Halton Hills planning authorities will have primary responsibility for engaging Indigenous communities. This is consistent with Indigenous requests for ‘government to government’ engagement approaches. Notwithstanding the emphasis on planning authorities serving as the leads in Indigenous outreach and engagement, our team is prepared to support and assist the Town in its efforts. Many of our team members have directly applicable knowledge to contribute. Our team understands the critical importance of:

- Never referencing Indigenous or Métis groups as ‘stakeholders’ — nor treating them as simply one of a variety of groups that are to be engaged;
- Being very careful about using the term ‘consultation’ in the context of outreach and engagement activity;
- Understanding that Indigenous and Métis groups are not homogeneous — they have specific issues and challenges that can vary by community;
- Understanding that issues with a tangential relationship to a project cannot be dismissed as ‘out of scope’ — they need to be given voice, listened to and seriously considered;
- Understanding the social justice, reconciliation and economic development-related components of the issues;
- Being flexible in engagement approaches, meeting agendas and facilitation-styles;
- Building-in opportunities for ceremonial and/or traditional meeting components; and
- Always being respectful, courteous and appreciative of all input including Traditional Knowledge.

The results of the Indigenous consultation process will be compiled into a memorandum that will form part of the basis for the background to the Secondary Plan.

## Monitoring and Success Tracking

The success of community engagement efforts will be assessed by conducting regular reviews against the communication and outreach-related objectives as outlined earlier in this document. The following is a brief overview of the proposed approach for doing this.

The project consultant team will undertake the following in order to monitor the success of the Community Engagement Strategy:

- Tracking the number of participants who attend consultation events, contribute to meetings, provide formal comments, and participate in the various consultation activities; and
- Gauging the overall level of support for the initiative outcome.

Should there be the interest and inclination, Town staff can:

- Track statistics associated with the website, Let's Talk Halton Hills and social media; and
- Conduct brief surveys and provide response forms at events and online to:
  - Assess how participants feel about being involved in the project process;
  - Determine which components of the engagement process participants feel are most effective, useful, informative or productive; and
  - Gauge the degree to which activities helped people to develop a better understanding of the Project and the issues being discussed/presented.

Monitoring will also entail the collective team's reflections on consultation tools and activities. Following each phase of the study, we will consider the following as they relate to community engagement:

- Did we meet our engagement objectives?
- What worked well?
- What could have been done better?
- What changes might we implement to improve the process going forward?

We will report on our monitoring efforts by providing briefings to the Technical Advisory Committee, Steering Committee and to Council at the end of each of the project phases. This will include an overview of such things as:

- The engagement events/activities;
- The information/feedback obtained from participants and how the feedback was incorporated into the Project work/process;
- How future engagement methods might be modified to ensure better participation and feedback; and
- How the consultation strategy will be updated for upcoming project phases — including priority focuses, updated tactics and related timelines.

## **REPORT**

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

**REPORT FROM:** Erin Kaiser, Senior Economic Development Officer

**DATE:** August 14, 2020

**REPORT NO.:** ADMIN-0020-0019

**RE:** Community Improvement Plan (CIP) – Status Update and CIP Update Terms of Reference

### **RECOMMENDATION:**

THAT Report ADMIN-0019-2020, dated August 14, 2020, regarding the Community Improvement Plan (CIP) Status Update and CIP Update Terms of Reference, be received;

AND FURTHER THAT Council approve the Terms of Reference for the CIP Update, appended to this report;

AND FURTHER THAT, as part of the CIP Update, Town staff be directed to expedite the potential development of an ‘Economic Assistance Program’ with the objective of providing additional assistance to businesses in response to COVID-19 and any future similar major economic challenges.

### **BACKGROUND:**

In 2010, the Town’s CIP was approved by Council. At the time, the Town’s CIP was one of the most comprehensive in Ontario and included a variety of financial incentives and municipal leadership programs, tailored to address key community improvement issues in both the urban and rural areas of Halton Hills. Among other things, the CIP programs were designed to encourage brownfield remediation and redevelopment, revitalize downtown Acton and Georgetown, encourage additional landscaping in industrial areas, and support the agricultural sector. Amendments to the CIP have been made over the years to provide additional flexibility.

Since its approval in 2010 and subsequent funding allocation starting in 2014, the CIP has been successful at encouraging private sector investment, especially through building, façade and landscape improvement grants; as well as grants for environmental site assessments (ESAs). Since 2014, the Town has processed about 30 applications and allocated about \$349,000 in grants/loans. Since 2017 alone, the CIP has resulted in over \$1,000,000 in public and private sector investment for CIP-related improvements.

## **COMMENTS:**

### **1. Areas of Consideration**

Town staff is seeking Council approval of a Terms of Reference to conduct a comprehensive review and update of the existing CIP. This update will build on the existing program's strengths and successes, while exploring potential additional tools and incentives, to encourage even broader community improvement and to continue to maximize the CIP's benefits.

Taking into account the Town's economic development goals and strategic priorities, main areas for consideration as part of the CIP Update will include:

- affordable housing;
- brownfield redevelopment;
- storefront/main street revitalization;
- agriculture/agri-business;
- heritage;
- arts and culture;
- climate change;
- accessibility; and
- an Economic Assistance Program.

The updated CIP will be aligned with key Town plans, strategies, programs and initiatives, including the emerging new Economic Development and Tourism Strategy. The review and update will result in a CIP that continues to be effective; is modern; and more universal, flexible and streamlined in its implementation. Where feasible, it will also allow for the potential inclusion of new and 'non-traditional' CIP (and/or related) programs, including those related to affordable housing, arts and culture, and climate change. Consideration of the development of an Economic Assistance Program will also be included.

The Economic Assistance Program will entail the review of best practices, opportunities, and the feasibility of introducing supports and tools to assist businesses during periods of significant economic hardship, including potential additional COVID-19 related supports. The Economic Assistance Program will be included if deemed to be feasible through the CIP Update process.

While necessary to respond to the public health emergency, regulations and restrictions put in place to slow the spread of COVID-19 have had significant negative impacts on local businesses, with small businesses being most affected. Results of an initial business survey conducted by the Town in March/April indicated that 70% of businesses experienced either major or catastrophic impacts, including closure. Most businesses expressed concern over event cancellations, reduced purchase orders, reduced demand and a decline in customer confidence. Reduced cash-flow and the inability to make payments were other major concerns. Concerns were also expressed over the difficulty in accessing funding; an inability to pivot business models; lack of business continuity plans; and impacts from disrupted supply chains.

In July, the Town conducted a follow-up survey to assess how businesses have adopted to COVID-19, as well as their ongoing challenges. Results will be used to consider potential additional initiatives to assist local businesses. While many respondents reported lost revenue and expect this to continue over the next year, the majority (65%) indicated that their business is stabilizing or doing well. In general, larger businesses appear to be faring better than businesses with less than 10 employees, including those in the retail and hospitality sectors. Businesses have taken steps to reduce costs as revenues have fallen. This has included reducing staff since April 1 (39%). About 20% anticipate having to lay off more in the next 3-6 months. For 60% of the respondents, the biggest obstacle to recovery is the slow return of customers, followed by cash flow/debt problems (36%), and difficulty in understanding the physical distancing requirements (34%). The majority of respondents have been able to keep up with their regular expenses. There are three main areas where businesses are seeking more support: (1) funding; (2) planning post-COVID and (3) enhancing online presence and e-services. Where feasible and appropriate, the CIP Update will further evaluate and respond to the needs of local businesses.

The potential development of an Economic Assistance Program as part of the CIP Update will focus on strengthening business resiliency and adaptation to changing economic conditions; growing e-commerce capacity; assisting with COVID-19-related expenses; and responding to future unexpected economic hardships. Incorporating consideration of this Program into the CIP Update will build upon existing processes and leverage community awareness of the CIP.

While the Economic Assistance Program will be included in the overall CIP Update, its consideration will be expedited to ensure prompt assistance to affected businesses, as well as readiness for any future major economic disruptions.



## 2. Key Deliverables

Key deliverables of the CIP Update will include:

- **Background Discussion Report** summarizing the review of the existing CIP, assessment of critical needs and opportunities, review of available municipal tools, feasibility of implementing new programs, and a recommended strategy/approach for the update;
- **Public Engagement Strategy** to ensure that a broad range of stakeholders are meaningfully engaged throughout the project, using engaging, effective and innovative approaches. This will include preparation, presentation and hosting any statutory public meetings and public engagement events;
- **Planning and CIP Justification Report** to provide a policy framework and rationale related to the potential integration of an Economic Assistance Program and all other programs (including any 'non-mortar' or 'non-traditional' programs) into the CIP, along with an associated draft Official Plan Amendment, other policies and/or by-laws;
- **Recommended Strategy Report** detailing stakeholder input, proposed policy direction, implementation framework, Funding Strategy, incentive programs to be integrated in the updated CIP, and the CIP document structure to undertake the CIP update;
- **Draft Official Plan Amendment** and any other policies, and policy approvals and by-laws required to effectively implement the new CIP and all of the recommended programs;
- **Draft and Final Comprehensive CIP** incorporating all prior work and feedback in a comprehensive document;
- **Presentations to Council, Senior Management Team and Project Committee**; and,
- **Administration Documents** to support successful implementation of the updated CIP, including program guidelines, administration guides, program application templates and tracking/KPI tools.

### **3. Project Management**

Economic Development will lead the CIP Update. The Senior Economic Development Officer will be the Project Manager, supported by a cross-departmental team, including representatives from Planning and Development, Strategic Initiatives, Recreation and Parks, Finance, and Transportation and Public Works. A Technical and/or Project Steering Committee(s) comprised of Town staff, a Council representative and external stakeholders will also be formed and be involved throughout the project to provide guidance and technical input. Council will be involved and informed throughout the project.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

The CIP Update relates to and advances numerous Strategic Plan priorities, focus areas and values:

Applicable Strategic Plan priorities and focus areas are:

- Shaping Growth (Downtown Revitalization, Employment Lands, Affordable Housing)
- Climate Change and Environment (Action on Climate Change, Low Carbon Transition)
- Ensure a Vibrant Agricultural Community (Promote Agritourism)

Applicable Strategic Plan values are:

- Foster a Healthy Community
- Preserve, Protect and Enhance our Environment
- Protect and Enhance our Agriculture
- Foster a Prosperous Economy
- Preserve, Protect and Promote our Distinctive History

#### **FINANCIAL IMPACT:**

Funding for the Community Improvement Plan (CIP) Update is included in the approved Capital Budget in the amount of \$45,000. An additional \$30,000 has been received from an external grant. As part of the CIP Update, a Funding Strategy will be developed to ensure sustained implementation, including confirming if and when funding may be available for the Economic Assistance Program as well as all other recommended CIP programs. Development of the Funding Strategy will include a focus on ensuring alignment with the Town's Long Range Financial Plan and budget availability considerations.

Town staff will also continue to seek opportunities for external funding support towards this and other business improvement initiatives. For example, the Town is submitting an application to deliver the Digital Main Street initiative, a program to fund and assist main street businesses with the adoption of technology. The latter will support COVID-19 recovery.

**CONSULTATION:**

Town staff from various departments/divisions, including Planning and Development, Purchasing, Finance, Strategic Initiatives/Climate Change, Recreation and Parks, and Transportation and Public Works, were engaged in the development of the Terms of Reference for the CIP Update.

**PUBLIC ENGAGEMENT:**

A Public Engagement Strategy will be developed to ensure that a broad range of stakeholders is engaged throughout the project.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy: Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation? Yes

Which pillar(s) of sustainability does this report support?

- Economic Prosperity;
- Social Wellbeing;
- Cultural Vibrancy, and;
- Environmental Health

The CIP Update will have an expanded scope with new areas of consideration, including climate change, arts and culture, heritage, affordable housing, and an Economic Assistance Program. These areas of consideration relate to the four pillars of sustainability.

Overall, the alignment of this report with the Community Sustainability Strategy is: Excellent.

**COMMUNICATIONS:**

There is no communications impact associated with this report. Going forward, the community will be engaged throughout the project.

**CONCLUSION:**

In place for about 10 years, the CIP is in need of a review to maintain its currency and effectiveness.

This report has summarized the key objectives and Terms of Reference for updating the CIP. The Update will leverage the successes of the existing CIP program to ensure the program's continued success, while taking advantage of new opportunities and responding to current needs.

Reviewed and Approved by,

A handwritten signature in dark ink, reading "Damian Szybalski". The signature is written in a cursive, slightly slanted style.

Damian Szybalski, Director of Economic Development, Innovation & Culture

A handwritten signature in dark ink, reading "C. Mills". The signature is written in a cursive, slightly slanted style.

Chris Mills, Acting Chief Administrative Officer

## ***Appendix 1 to RPT-ADMIN-2020-0019***

### ***CIP UPDATE Terms of Reference***

#### **4.0 Project Summary**

##### **4.0.1 Background**

In 2010, the Town's current CIP (available at [InvestHaltonHills.com](http://InvestHaltonHills.com)) was approved by Council. At the time, the Town's CIP was one of the most comprehensive in Ontario and included a variety of financial incentives and municipal leadership programs, tailored to address key community improvement priorities in both the urban and rural areas of Halton Hills. Among other things, the CIP programs were designed to encourage the remediation and redevelopment of vacant brownfields, revitalize downtown Acton and Georgetown, encourage additional landscaping in industrial areas, and to support the agricultural sector.

All lands in Halton Hills were designated as a Community Improvement Project Area. In the overall Project Area, eight Community Improvement Project Sub-Areas were designated. Multiple amendments to the CIP have been made since its consolidation to provide additional flexibility. To date, the Town's CIP has been mainly used to provide funding for façade and building improvements, ESA studies, and landscape improvements.

##### **4.0.2 Goal and Objectives**

The goal of this project is to conduct a comprehensive review and update of the Town's CIP Program in order to maintain its currency, amplify economic and community benefits, and address current priorities and areas of consideration. To achieve this goal, the main project objectives are:

- Conduct a thorough assessment of critical needs and opportunities throughout Halton Hills, including an assessment of gaps and opportunities contained within the existing CIP;
- Review current and emerging legislation for potential opportunities and limitations, including relevant aspects of the Municipal Act and Planning Act, and identify leading and emerging municipal tools, incentives, and opportunities that stimulate community improvement, as well as investment attraction, and business retention and expansion;
- Recommend programs for inclusion into the CIP as well as for potential future implementation outside of the CIP Update – where appropriate;
- Assess opportunities and provide recommendations for the Town to align with, leverage and/or advocate for changes to relevant Halton Region and/or provincial policies/programs related to the CIP Update;
- Recommend and incorporate appropriate CIP programs and eligibility criteria that address the Town's priorities, opportunities and areas of consideration;
- Ensure meaningful stakeholder engagement throughout the CIP Update project;
- Incorporate an affordable housing component into the updated CIP;
- Guide and support the Town through the policy approval process (as required);
- Recommend opportunities to expand program access, and allow for a more universal and flexible application of the CIP throughout Halton Hills;

- Restructure the CIP document to allow for an enhanced Marketing Strategy and a streamlined administration process;
- Provide a fulsome Funding Strategy for funding all CIP incentive programs, including local, and potential regional, provincial and/or federal funding sources. The Funding Strategy must ensure alignment with the Town's Long Range Financial Plan as well as budget considerations; and
- Draft a comprehensive CIP document(s) for consolidation along with all relevant administration documents for program implementation.

Areas of consideration or focus for the Consultant to explore and incorporate as part of the CIP Update include:

- **Brownfields:** Review the effectiveness of existing CIP programs, and consider a streamlined approach that incentivizes brownfield remediation and redevelopment, as well as potential new and/or amended programs;
- **Storefront Revitalization:** Build upon existing CIP programs and explore additional tools to encourage building improvements;
- **Business Supports (Economic Assistance Program):** Explore and, where deemed feasible, incorporate additional and flexible supports for the business community such as funding for business plans, e-commerce integration, technology upgrades, and business continuity and financial assistance in light of the economic emergency and substantial challenges caused by COVID-19 (and potential future major economic disruptions);
- **Agriculture and Agri-Business:** Review the effectiveness of existing CIP programs and explore incentives that support innovation and growth in the agri-business sector;
- **Affordable Housing:** Explore, evaluate and incorporate a range of tools and incentives to encourage and enable affordable and assisted housing development at a range of scales by the private sector and non- profits. Among other things, include consideration and feasibility of:
  - Financial incentives such as: waiving of municipal fees; exemption/reduction or deferral of development charges; exemption or reduction in property taxes; provision of loans and/or grants; and activating Town-owned lands;
  - Incentives geared towards rental housing, multi-unit housing, and second units; and
  - Information on affordability requirements for each incentive program.
- **Heritage:** Ensure CIP programs enable, support and/or encourage the conservation, protection, and preservation of listed and designated heritage structures/properties;
- **Arts and Culture:** Explore and incorporate programs that support, encourage and enable the continued growth and vitality of the local arts and culture sector; in collaboration with the private sector (such as by animating vacant storefronts with artists' work and mural creation for businesses). Any recommended incentive programs must align with the Town's Public Art Master Plan;
- **Climate Change:** Explore and recommend incentives that enable the achievement of measurable improvements in Greenhouse Gas emission reductions, elevated energy performance, and water conservation. These incentives/programs should align with and leverage the Town's goal of being a Net Zero community by 2030 as noted in the Town's Climate Change Emergency Declaration (available on [HaltonHills.ca](https://www.haltonhills.ca));
- **Accessibility:** Explore and incorporate incentives for businesses to invest in physical accessibility upgrades.

If appropriate, the Consultant is encouraged to make recommendations about other areas of focus that the Town should consider for inclusion into this CIP Update.

In support of an enhanced CIP Marketing Strategy, the updated CIP is proposed to be organized by category or theme in the following way:

1. **Improve** *(focus on physical building improvements)*
  - Storefront Revitalization
  - Accessibility
  - Arts and Culture
2. **Go Green and Net Zero** *(focus on climate change mitigation and adaptation)*
  - Climate Change
3. **Develop & Innovate** *(focus on new investment and redevelopment)*
  - Brownfields
  - Affordable Housing
  - Agricultural/Agri-business
4. **Support** *(focus on flexible supports to the business community)*
  - Business Supports (e.g. Economic Assistance Program)

The above is a proposed method of categorizing the updated CIP. The Consultant is encouraged to recommend modifications to this initial organizational approach in consultation with the Project Manager. The Consultant is expected to structure and organize the updated CIP in a manner that is clear, concise and comprehensive.

#### 4.0.3 Scope of Work

The project is proposed to be undertaken in four phases. However, the first priority of the CIP Update will be to explore the feasibility of implementing CIP program(s) that will provide additional financial (and/or other) supports to businesses most impacted by COVID-19 via an “Economic Assistance Program”. Consideration will also be given to potential supports in response to any future major economic disruptions. While this component will be developed in parallel with the overall CIP Update, it will be expedited to ensure prompt assistance to affected businesses – while building on actions already taken by the Town in response to COVID-19. The feasibility of implementing an Economic Assistance Program and associated recommendations needs to be completed by January 2021, and the overall CIP Update to be finalized by mid-2021. With the objective to implement as soon as possible, components of the Economic Assistance Program may start to be delivered prior to 2021 (based on business needs, financial considerations and authority to deliver).

The following is a description of each proposed phase:

##### Phase 1: Background Review/Study

- Conduct a review of the critical needs, opportunities and areas of consideration in Halton Hills and assess what updates are required to the existing CIP (i.e. geographical extent, policies, objectives, programs, legislative opportunities/limitations/changes, funding opportunities, response to major economic disruptions such as COVID-19, etc.)
- Evaluate existing and potential municipal strategies/plans/policies/initiatives/

programs/capital projects to identify synergies and to address critical needs, opportunities and areas of consideration, and identify appropriate strategies for the Town's consideration as part of the CIP Update as well as for future consideration beyond the CIP (where appropriate).

- Substantiate recommended CIP programs with a rationale and implementation strategy. For financial incentives, this includes identification of funding sources and/or the value-added economic benefits to the Town from each dollar invested through the proposed initiatives.
- Submit a Planning and CIP Justification Report and associated Draft Official Plan Amendment to integrate potential "non-mortar" business supports into the CIP. The Planning and CIP Justification Report must include a comprehensive review of all relevant legislation, including but not limited to the Municipal Act and Planning Act, and recommended strategies to ensure that there are no legislative conflicts.
- Submit a fulsome Public Engagement Strategy (aligned with the Town's Public Engagement Charter and practices) to ensure meaningful public engagement throughout the project.
- **Phase 1 Deliverables:**
  1. *Background Discussion Report;*
  2. *Planning and CIP Justification Report, and associated Draft Official Plan Amendment;*
  3. *Public Engagement Strategy;*
  4. *Presentation to Project Technical and/or Steering Committees;*
  5. *Presentation to the Senior Management Team (SMT); and*

*\*Note: All in-person meetings will be scheduled virtually until December 2020.*

## **Phase 2: Stakeholder Feedback**

- Based on the *Background Discussion Report*, recommended policy direction and incentive programs should be identified to provide a proposed strategic framework for the CIP.
- Engage stakeholders on the Background Discussion Report, as per the Public Engagement Strategy.
- Incorporate feedback received into the proposed Recommended Strategy Report.
- **Phase 2 Deliverables:**
  1. *Recommended Strategy Report (including results of public engagement);*
  2. *Economic Assistance Program Recommendation Report;*
  3. *Presentation to Project Technical and/or Steering Committees;*
  4. *Presentation to the Senior Management Team (SMT);*
  5. *Presentation to Town Council/Committee; and*

*\*Note: All in-person meetings will be scheduled virtually until December 2020.*

## **Phase 3: Draft CIP**

- Prepare a Draft CIP based on work completed in Phases 1 and 2, along with any additional feedback received.
- Draft an Official Plan Amendment (OPA) and other required policies and/or by-laws required to enact and support the CIP update.
- Submit a Funding Strategy, including ensuring alignment with the Town's Long Range Financial Plan and other budget considerations and availability.
- Engage the public on the Draft CIP and proposed Official Plan Amendment as per the



Public Engagement Strategy, and in accordance with all applicable regulatory requirements.

- **Phase 3 Deliverables:**

1. *Draft CIP;*
2. *Draft Official Plan Amendment and any other required draft policies and/or by-laws, as required;*
3. *Funding Strategy;*
4. *Presentation to Project Technical and/or Steering Committees;*
5. *Presentation to the Senior Management Team(SMT);*
6. *Presentation to Town Council; and*
7. *Public Engagement for CIP and OPA.*

**Phase 4: Final CIP**

- Review, address and/or incorporate applicable stakeholder feedback into the Final CIP.
- Obtain Council approval of the CIP and OPA, along with other associated by-laws.
- Following Council's approval of the updated CIP, prepare any required administration/implementation documents for each CIP program.
- **Phase 4 Deliverables:**
  1. *Final CIP;*
  2. *Administration documents;*
  3. *Presentation to Project Technical and/or Steering Committees; and*
  4. *Presentation to Council.*

Deliverables for each Phase shall be reviewed by the Project Manager, the Steering/Technical Committee and/or the Senior Management Team (SMT), as applicable, prior to being finalized.

The Consultant is expected to identify and develop any necessary Official Plan Amendments, policies and/or by-laws required to fully implement the new CIP. Any required Statutory Public Meetings must be incorporated into the Public Engagement Strategy.

#### **4.0.4 Project Management**

The Town's Economic Development team will lead the CIP Update. The Senior Economic Development Officer will be the designated Project Manager, supported by a cross-departmental team. The Consultant is expected to complete the CIP Update in close collaboration with the Project Manager. Frequent and ongoing communication between the Consultant and the Project Manager will be required, including bi-weekly project status updates. The Town will form a CIP Technical and/or Project Steering Committee(s) comprised of Town staff, a Council representative, and external stakeholders (as appropriate), which will be involved throughout the project.

#### **4.1 Requirements**

The Consultant is required to undertake a comprehensive and thorough update of the Town's existing CIP. This will require the following deliverables:

- **Background Discussion Report** summarizing the review of the existing CIP, assessment of critical needs and opportunities, review of available municipal tools, feasibility of implementing new programs, and a recommended strategy/approach for the update;
- **Public Engagement Strategy** to ensure that a broad range of stakeholders are meaningfully engaged throughout the project, using engaging, effective and innovative approaches. This will include preparation, presentation and hosting of any statutory public meetings and public engagement events;
- **Planning and CIP Justification Report** to provide a policy framework and rationale related to the potential integration of an Economic Assistance Program and all other programs (including any 'non-mortar' or 'non-traditional' programs) into the CIP, along with an associated draft Official Plan Amendment, other policies and/or by-laws;
- **Recommended Strategy Report** detailing stakeholder input received, proposed policy direction, implementation framework, Funding Strategy, incentive programs to be integrated in the updated CIP, and the CIP document structure to undertake the CIP update;
- **Draft Official Plan Amendment** and any other policies, and policy approvals and by-laws required to effectively implement the new CIP and all of the recommended programs;
- **Draft and Final Comprehensive CIP** incorporating all prior work and feedback in a comprehensive document;
- **Presentations to Council, Senior Management Team and Project Committee;** and,
- **Administration Documents** to support successful implementation of the updated CIP, including program guidelines, administration guides, program application templates and tracking/KPI tools.

## 4.2 Budget

The budget for this project is \$73,700.00 excluding taxes but including provisional items, expenses and disbursements. All bidders to include a breakdown of anticipated expenses.

## REPORT

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

**REPORT FROM:** Graham Lowe, Senior Economic Development Officer

**DATE:** August 14, 2020

**REPORT NO.:** ADMIN-2020-0016

**RE:** Economic Development and Tourism Strategy – Project Status Update and Background Discussion Report

### RECOMMENDATION:

THAT Report ADMIN-2020-0016, dated August 14, 2020, regarding a Project Status Update and Background Discussion Report for the Economic Development and Tourism Strategy, be received for information;

AND FURTHER THAT the Background Discussion Report for the Economic Development and Tourism Strategy (appended to this report), be approved and posted on the Town's website.

### BACKGROUND:

MEM-ADMIN-2020-0002 (dated March 30, 2020), provided Council with a status update on the new Economic Development and Tourism Strategy, including highlights of the [Executive Summary of Initial Findings \(March 2020\)](#). The latter outlined key background data and analysis, as well as numerous successes achieved to date in advancing Halton Hills' economic prosperity. Despite COVID-19 and the extensive efforts made to support immediate needs of the local business community, work on the Strategy has continued.

The purpose of this report (ADMIN-2020-0016) is to provide Council with an overview of the Background Discussion Report, concluding Phase 2 of the Economic Development and Tourism Strategy project. A draft Background Discussion Report was posted on the Town's [investhaltonhills.com](https://investhaltonhills.com) website in order to facilitate community feedback via a Lets Talk Halton Hills survey on the Strategic Priorities for the Economic Development and Tourism Strategy. Since then, relatively minor updates have been made to the document.

Since the Town's existing Economic Development Strategy was approved in 2012 and the Tourism Strategy in 2014, many demographic, technological and economic changes have taken place. Consequently, the development of an updated and consolidated 5-year Economic Development and Tourism Strategy was required to: help ensure Halton Hills' long-term economic prosperity; support strategic decision-making; and grow local investment, jobs and assessment.

Anticipated outcomes of the new Strategy include:

- Actionable roadmap for strategic decision-making on economic development matters;
- Maintenance and enhancement of the Town's economic competitiveness;
- Continued strengthening of an "open for business" approach;
- Local job growth and economic diversification;
- Maximization of economic benefits from the tourism sector;
- Increased local investment;
- Increased non-residential assessment;
- Improved non-residential to residential assessment ratio;
- Increase in job quality (i.e. more professional/technical jobs offering competitive compensation);
- Confirmation of key sectors of focus; and
- Review of applicable processes, practices, tactics, policies and structures to best facilitate economic development.

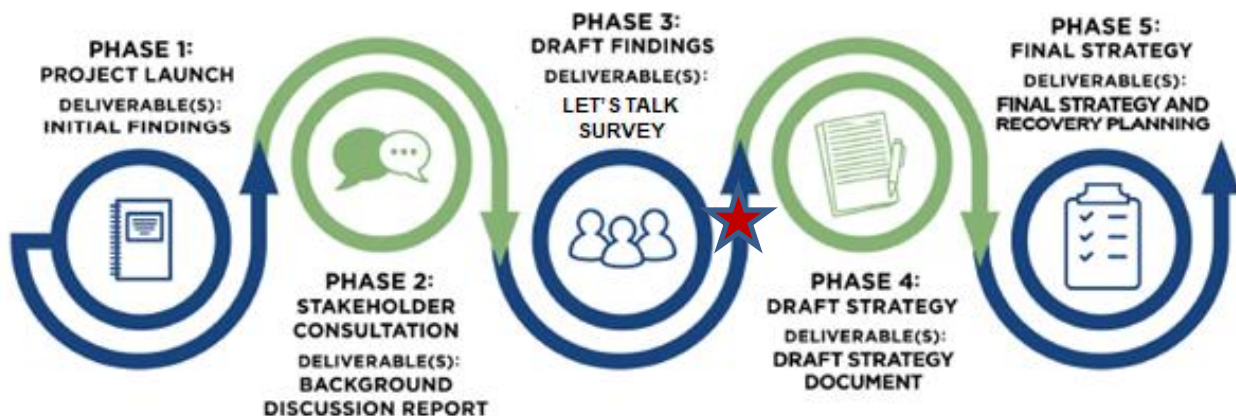
Making up the 'umbrella' Economic Development and Tourism Strategy are three Sub-Strategies:

- **Tourism:** Will position the Town as a leading destination for investment and growth in the Tourism sector (including recreation, sports, culture and heritage tourism).
- **Green Economy/Clean Technology:** Will build on Council's climate change priorities and leverage key related initiatives to position Halton Hills as a leading destination for investment and growth in the clean technology/low-carbon sectors.
- **Brownfield Redevelopment:** Will focus on addressing any regulatory, land-use planning and financial challenges and opportunities posed by brownfield sites, with the objective to promote remediation, rehabilitation, adaptive re-use and overall redevelopment of brownfields.

The Economic Development and Tourism Strategy will also include a Marketing and Communications Plan that will recommend a practical suite of marketing collateral and actions. Further, the Strategy will integrate with the Town's Foreign Direct Investment (FDI) Strategy which was approved by Council on March 9, 2020.

As shown in Figure 1, the Strategy is being completed in five phases. The [Executive Summary of Initial Findings \(March 2020\)](#) was the first deliverable of the project and marked the completion of Phase 1. This phase entailed extensive research, analysis and synthesis. The completion of the Background Discussion Report marks the conclusion of Phase 2. Phase 3 has recently been initiated via a Let's Talk Halton Hills survey that was available between July 17 and August 7, 2020. Town staff and the project consultants are reviewing the responses received and preparing the draft Strategy. The final Economic Development and Tourism Strategy is anticipated to be presented to Council in the fall.

**Figure 1: Amended Strategic Planning Process**



Recognizing the rapid onset of COVID-19 and the subsequent State of Emergency declared by the Province on March 17 and by the Town on March 24, the Background Discussion Report captures analysis and consultation conducted before the pandemic and State of Emergency declarations. Nonetheless, this content is still very much applicable and relevant.

Given the significant economic changes caused by COVID-19, to maximize its effectiveness and currency, the original scope of work for the Economic Development and Tourism Strategy has been amended. The project will now culminate with the development of two documents:

1. **Halton Hills Economic Development and Tourism Strategy:** The Strategy will provide goals, objectives and actions based on economic development and tourism fundamentals that remain relevant regardless of ensuing challenges and socio-economic changes caused by COVID-19.
2. **COVID-19 Recovery Planning:** A supplementary report will address COVID-19 Recovery Planning. It will provide a framework and guidelines for economic recovery planning. It will also identify issues and solutions specific to the Halton Hills context based on the recommendations of the Economic Development and Tourism Strategy. This framework and guidelines will form the basis of a future

“Economic Resilience and Recovery Plan” for Halton Hills. The latter will be developed by Town staff.

## **COMMENTS:**

### **1. Building on a Solid Foundation**

The Town has been taking a strategic approach to economic development. By combining the economic development, tourism and cultural portfolios, Halton Hills has been able to maximize economic benefits for the community. Since taking over responsibility for the management of the tourism portfolio in 2018, the Town has made considerable progress in amplifying tourism’s benefits.

Development of the new Economic Development and Tourism Strategy builds on and leverages many successes achieved to date as well as numerous actions that are ongoing. Many of these were highlighted in the [Executive Summary of Initial Findings \(March 2020\)](#) as part of Phase 1 of the project. The appended Progress on Identified Themes document highlights additional examples of cross-departmental successes and progress to-date, including:

- Organizational changes that have positioned economic development to be more strategic in pursuit of longer-term objectives and investment opportunities, including advocating for the Town’s interests at federal and provincial levels.
- The Town’s recognition of the link between a vibrant arts and culture sector, high quality of life and investment attraction. The result has been a substantially expanded Cultural Services work plan with dedicated resources, and the development/implementation of key strategies and initiatives, including award-winning Culture Days. Recent cultural successes build on prior and ongoing cross-departmental initiatives.
- Successful uptake of the Community Improvement Plan (CIP) program which has generated substantial private and public investment.
- Allocation of \$40,000 per year in dedicated funding for the Manufacturing Expansion Fund (MEF) incentive program.
- Launch of the Business Concierge program by leveraging past successes to continue to modernize and streamline the attraction and processing of key economic development opportunities.
- Launch of a formal and comprehensive Business Retention and Expansion (BR&E) program that will help support and strengthen existing businesses.
- Approval of the Town’s first-ever Foreign Direct Investment (FDI) Attraction Strategy and Action Plan to enhance Halton Hills’ competitiveness.
- Expanded stakeholder partnerships and collaboration, including with the Chamber of Commerce, BIAs, Halton Region, Regional Tourism Organization 3 (RTO3), Haltech, provincial ministries, real estate industry, individual businesses, and the Town’s Tourism Advisory Committee.

- Town approval of the Phase 1B Secondary Plan that will facilitate major investment opportunities and projects in the Premier Gateway. This will support the Town's efforts to leverage five million sq. ft. of existing non-residential development in the Premier Gateway to advance an additional five million sq. ft. of development that is in various stages of being developed or contemplated for potential construction in the future throughout the Gateway.
- Initiation of planning work for the Phase 2B Secondary Plan.
- Approval of the Vision Georgetown Secondary Plan which will lead to the development of 1,000 acres, providing a home to 18,000 residents and 2,025 new jobs.
- Approval of the Transit Service Strategy which will result in a right-sized 'made-in-Halton Hills' strategy that serves the needs of residents and businesses.
- Launch of the [www.InvestHaltonHills.com](http://www.InvestHaltonHills.com) website to provide information tailored for the business audience.
- Redevelopment and launch of a brand new [www.VisitHaltonHills.com](http://www.VisitHaltonHills.com) website as the Town's main tourism communication tool.
- Substantially expanded economic development communication and marketing program in collaboration with the Town's Corporate Communications division, including marketing videos, brochures, social media (including a new dedicated Instagram account for tourism), digital advertising and use of the Town's Let's Talk community engagement platform.

Completion and subsequent implementation of the new Economic Development and Tourism Strategy will help ensure that the Town continues be able to implement leading economic development practices.

## **2. Overview of the Background Discussion Report (Phase 2)**

The purpose of Phase 2 of the project and the Background Discussion Report was to undertake comprehensive stakeholder consultation, analyze the main themes that arose from consultation, perform a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats), and develop a list of strategic priorities for consideration. The Background Discussion Report, along with the [Executive Summary of Initial Findings \(March 2020\)](#), provide a solid foundation for the preparation of the Economic Development and Tourism Strategy.

Consultation was broad and included a multi-pronged approach, including visioning workshops, interviews, focus groups, online surveys and input from the Project Steering Committee.

The Background Discussion Report is appended to this report. Sections 3 and 4, below, briefly highlight the key content.



### 3. Economic Development Stakeholder Consultation

#### 3.1 Economic Development Themes

It is important to note that, at this time, to provide a fulsome overview of consultation, the results of the stakeholder consultation should not be considered recommendations. In addition, public input collected was not modified – even in instances where some comments may not be accurate or reflect actual Town and/or regional policies, work plans, priorities and/or practices, and/or community conditions. Stakeholder comments also may not reflect the many successes already achieved in recent years in pursuing economic development and tourism objectives. The latter offers an opportunity for additional communication initiatives to be implemented to showcase the Town's many achievements to-date.

Eight main themes related to economic development were identified throughout the stakeholder consultations:

- **Diversity:** In each of the four consultation activities participants noted the importance of diversity when positioning Halton Hills for future growth. The theme of diversity was related to: Job/Employment Diversity, Industry Diversity and Population Diversity.
- **Transit:** Stakeholders identified the need for a transit plan that connects workers from Halton Hills and neighbouring communities with employers and employment lands in Halton Hills. There was also strong support for advocating for regular/more frequent GO Transit service.
- **Land and Buildings:** Stakeholders identified challenges in finding sufficient land or buildings to expand their operations, especially the small and medium-sized businesses. The lack of shovel-ready serviced employment lands was also identified as a barrier to Halton Hills' economic growth.
- **Downtowns:** There was almost universal interest in ensuring that downtown areas are vibrant, with a strong retail component that reflects a variety of housing types, density and ownership. Stakeholders also identified the need to raise awareness of the revitalization that has already begun to take place in Halton Hills' downtown cores.
- **Regulatory Process:** The presence of multiple development approval authorities, along with an approval process that was perceived as being too long and a comprehensive zoning by-law that was perceived as being too restrictive, were identified as barriers to local economic development.
- **Housing:** Many participants supported increasing the variety of housing types, density and ownership in the downtown cores. Their future vision for Halton Hills included a larger diversity of housing stock, including owned and rented



properties. Some stakeholders noted a possible connection between local staffing/labour shortages and the lack of housing diversity.

- **Economic Development Programs:** Stakeholders saw an opportunity to leverage quality of life and well-educated residents to promote Halton Hills as a source of a quality workforce. In the online survey, respondents ranked Economic Development Programs (e.g. supports for small business, investment attraction, promotion, commercial development, business retention, existing business, work from home, partner collaboration) as being tied for the greatest opportunity to stimulate economic growth.
- **Access and Strategic Location:** Stakeholders identified Halton Hills location close to Toronto and the associated GTA amenities as being a distinct advantage. They spoke about the Town's strong transportation linkages, including proximity to major highways, rail service and Pearson Airport.

### 3.2 Tourism Themes

Through tourism stakeholder engagement, the following ten main themes were identified. As with the economic development themes, the following information should not be considered recommendations:

- **Product and Experience Clusters:** When asked to identify the main reasons why people visit Halton Hills, participants noted:
  - Nature and Outdoors;
  - Historic Downtowns/Rural Communities;
  - Festivals and Events;
  - Retail/Shopping;
  - Visiting Friends and Relatives;
  - Arts and Culture;
  - Agri-Tourism;
  - Sports and Recreation; and
  - Culinary Tourism.
- **Key Target Markets:** Interviewed stakeholders identified several key tourism markets for Halton Hills, including:
  - Visiting Friends and Relatives ("VFR");
  - Young Families (engaging in agri-tourism and visiting rural communities);
  - Short-term stays from the GTA;
  - Cyclists;
  - Eco-tourism (including hiking, etc.);
  - Sport Tourism (including hockey, soccer, baseball);
  - Artist Community; and
  - International tourists (particularly for the Toronto Premium Outlets).

- **Destination Development:** Stakeholders provided the following suggestions for implementing a new Tourism Sub-Strategy:
  - Improve key existing assets and build on Halton Hills' strengths (i.e. connecting and organizing trail systems for cycling and hiking);
  - Educate and inform residents to help them understand the tourism potential of Halton Hills; and
  - Consider developing elements that will benefit residents first, which in turn will help to manage visitor expectations.
- **Visitor Information Services:** A common issue raised in conjunction with the need for visitor information services was the need for better wayfinding and signage, as well as baseline visitor information training for staff working at Town facilities and businesses serving the tourism industry. Doing so would provide visitors with basic tourism information and better direct them to tourism destinations.
- **Event Support:** Stakeholders identified broader promotion of local festivals and events and the need for new/enhanced overnight accommodations as being of highest priority. When asked for suggestions that may help grow tourism in Halton Hills, respondents also identified the need to support the growth of local events and festivals.
- **Wayfinding/Signage:** Stakeholders identified insufficient signage for businesses and events, as well as trails that are not connected to the Downtowns, as pressures/threats for tourism development in Halton Hills.
- **Visitor Friendliness:** Stakeholders identified the following pressures/threats to Halton Hills' visitor friendliness:
  - Retailers are often closed Sunday/Monday;
  - Operators have limited knowledge of other events, attractions and foodservice establishments to direct tourists towards; and
  - Parking is limited in the Downtown cores.
- **Overnight Accommodations:** Tourism-specific stakeholders echoed the economic development stakeholders' sentiments about the Town's limited availability of overnight accommodations. Focus groups were also aligned on this topic, stating that more overnight accommodation options would help increase the length of stay for tourists, leading to increased visitation and tourism spending.
- **Marketing and Promotion:** Stakeholders had several suggestions for Tourism Marketing Opportunities, stating that Halton Hills is currently lacking in this area. Online survey respondents believed that better advertising and promotion of Halton Hills (including promoting the hamlets' "unique personalities", a better website, itineraries and social media) would be an effective way to help grow local tourism.

- **Partnerships:** While many stakeholders identified strong tourism assets in Halton Hills, they also highlighted the need for coordination, as they felt that the local tourism industry is currently disjointed, and both residents and tourists are largely uninformed about local tourism offerings.

**As noted earlier, the Town has already taken action (or started to take action) on many of the suggestions/comments voiced during the consultation process. For an update on how some of the key themes identified in the Background Discussion Report are already being implemented, please see the appended Progress on Identified Themes document.**

#### **4. Strategic Priorities for Consideration**

Based on the key themes identified through community engagement and the SWOT analysis highlighted in Section 3, a number of Strategic Priorities have been identified. They will serve as the foundation of the Economic Development and Tourism Strategy. The Strategic Priorities for each of the five Sub-Strategies are:

##### **4.1 Economic Development Priorities:**

- Improve investment readiness by ensuring that Halton Hills has all remaining key foundational economic development elements in place (e.g. land/buildings supply, human resources, marketing, data).
- Facilitate regular and structured engagement with the local business community.
- Implement sector-specific initiatives focusing on identified target sectors of advanced manufacturing (labour, transit, access to markets), agriculture/agri-business (permitted on-farm uses), food processing (access to markets), and arts and culture.
- Ensure an adequate supply of land and buildings to meet investment demand.
- Address development processes and perceptions of a long and challenging process.
- Advance re-development and investment in the Acton and Georgetown downtowns (e.g. mixed-use, specialty retail, restaurants).

##### **4.2 Green Economy Priorities:**

- Establish the broader region (both Halton Region and neighbouring municipalities) as a 'Green Economy Hub', with Halton Hills at its core.
- Establish an agreed upon and widely understood definition of what the 'Green Economy' means in Halton Hills.
- Build-on and leverage Halton Hills' interest and leadership in 'green economic development', as well as the Town's commitment to climate change action, including its 2030 Net Zero target.
- Support additional green development and adopt more green building standards.

#### **4.3 Brownfield Priorities:**

- Develop an inventory of the size and scope of local brownfield properties.
- Provide greater financial support for local brownfield redevelopment programs, and encourage and leverage Halton Region's brownfield redevelopment programs/incentives, as appropriate.

#### **4.4 Tourism Priorities:**

- Focus on tourism product development and market readiness (e.g. experiences and assets, bundling, itinerary-building).
- Target specific market segments (e.g. families, New Canadians, international visitors) that are aligned with Halton Hills' existing experiences and assets (e.g. outdoor recreation, shopping at Toronto Premium Outlets, and successful local events like Culture Days, the Leathertown Festival, Highland Games, etc.).
- Facilitate partnerships to pool human and financial resources, and encourage cross-promotion.
- Promote Halton Hills as a single tourism destination – including through improved wayfinding and signage, as well as the development of consistent messaging for local communities.
- Encourage visitor friendliness and best practice sharing between operators.
- Align the new Tourism Sub-Strategy with input and recommendations of the Town's Tourism Advisory Committee.
- Consider completing an Accommodation Needs Study to respond to and support the need for over-night accommodations in Halton Hills.
- Define key performance indicators (KPIs), key target markets and associated messaging.
- Grow local awareness related to tourism.

#### **4.5 Marketing Priorities:**

- Increase branding consistency between the Town, economic development and tourism brands.
- Develop tactics to build awareness of the economic development and tourism brand.
- Establish economic development and tourism positioning statements and value propositions.
- Identify target sectors and related values and motivators.
- Evaluate appropriate marketing tools and budgets required to reach target markets.

## **RELATIONSHIP TO STRATEGIC PLAN:**

Development of the Economic Development and Tourism Strategy relates to and advances numerous Strategic Plan priorities, focus areas and values:

Applicable Strategic Plan priorities and focus areas are:

- Shaping Growth (Downtown Revitalization, Employment Lands, Affordable Housing)
- Climate Change and Environment (Action on Climate Change, Low Carbon Transition)
- Ensure a Vibrant Agricultural Community (Promote Agritourism)

Applicable Strategic Plan values are:

- Foster a Healthy Community
- Preserve, Protect and Enhance our Environment
- Protect and Enhance our Agriculture
- Foster a Prosperous Economy

## **FINANCIAL IMPACT:**

Funding for the Economic Development and Tourism Strategy is part of the existing Capital Budget.

## **CONSULTATION:**

Strategy development has benefited from input from the cross-disciplinary Project Steering Committee. The latter includes the Georgetown and Acton Business Improvement Areas (BIAs), Halton Hills Chamber of Commerce, Regional Tourism Organization 3 (RTO3), Haltech, Halton Region, the private sector and Town staff. The Project Steering Committee was provided with the draft Background Discussion Report for review. The draft was also posted to facilitate community input on the priority areas. The Town's Tourism Advisory Committee has also been engaged.

## **PUBLIC ENGAGEMENT:**

A variety of stakeholders has been engaged in multiple ways throughout this project. The appended Background Discussion Report outlines the various community engagement activities undertaken, which included focus groups, visioning sessions, interviews and online surveys. Stakeholder engagement will continue moving forward, including through a second Let's Talk Halton Hills survey about the draft Strategy, and presentations to the Senior Management Team (SMT) and Project Steering Committee. The Tourism Advisory Committee will also continue to be engaged. Community awareness of the project will continue to be raised through the Town's e-newsletters and social media channels.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendations outlined in this report advance the Strategy's implementation.

This report supports all four pillars of Sustainability, and in summary, the alignment of this report with the Community Sustainability Strategy is excellent.

**COMMUNICATIONS:**

The draft Background Discussion Report was available on the Invest Halton Hills website in order to solicit community input, including via the Let's Talk Halton Hills survey.

Since the project launched, a variety of communication channels have been used to maximize community awareness and stakeholder engagement. Communication will continue to take place for the remaining phases of the project. As required, the approach to communication has and will continue to be adjusted in light of COVID-19 to maximize the effectiveness of communicating this project to the community.

**CONCLUSION:**

A modern, actionable and comprehensive Economic Development and Tourism Strategy will position Halton Hills as a prime destination for investment and job growth. The Strategy will also provide a sufficiently flexible roadmap so that the Town can continue to respond effectively to changing economic conditions in the wake of COVID-19.

Reviewed and Approved by,



Damian Szybalski, Director of Economic Development, Innovation & Culture



Chris Mills, Acting Chief Administrative Officer

# HALTON HILLS ECONOMIC DEVELOPMENT & TOURISM STRATEGY

## PROGRESS ON IDENTIFIED ECONOMIC DEVELOPMENT THEMES



### TRANSIT

In June 2019, Council approved a Transit Service Strategy to develop a right-sized 'made-in-Halton Hills' approach to transit that serves the needs of residents and businesses.



### DOWNTOWNS

With the Town's support, the Acton BIA approved a new Strategic Plan. Significant progress has been made in reducing store vacancies and attracting new businesses to Downtown Acton.



### HOUSING

Approval of the Vision Georgetown Secondary Plan will lead to the development of 1,000 acres, providing homes for approximately 18,000 residents and 2,025 jobs.



### ACCESS

Significant infrastructure improvements are planned between Georgetown and the Premier Gateway, including the extension of lake-based services to Georgetown and a number of key road widenings.



### LAND AND BUILDINGS

In 2019, an Employment Land Needs Study was completed to identify the Town's long-term employment needs and support Halton Hills' economic prosperity.



### LAND AND BUILDINGS

Since 2010, Halton Hills has become a leader in implementing Green Development Standards to elevate the sustainability performance of new development.



### LAND AND BUILDINGS

Approximately 5 million sq. ft. of non-residential development is in various stages and/or being contemplated for future development in the Premier Gateway. A number of leading companies have already located in the Premier Gateway area.



### REGULATORY PROCESS

A Business Concierge program is anticipated to launch in 2020 to help the Town streamline attraction, identification, tracking and delivery of key economic development opportunities.



### REGULATORY PROCESS

Completion of the Phase 1B Secondary Plan to facilitate major investment opportunities in the Premier Gateway and further increase the Town's non-residential assessment -- which increased from 10.7% to 13.3% between 2013 and 2018.



### REGULATORY PROCESS

The Town completed a Process Review of Development Systems (PRODS) initiative in 2005, leading to the streamlining of development review processes to better respond to complex and time sensitive files.



### ECONOMIC DEVELOPMENT PROGRAMS

Council approved the Town's first Foreign Direct Investment (FDI) Strategy in March 2020. The strategy will assist Halton Hills in being proactive and competitive in growing the local economy by accessing new international markets.



### ECONOMIC DEVELOPMENT PROGRAMS

A formal and comprehensive Business Retention and Expansion (BR&E) program, that will help support and strengthen the economic activity of existing businesses in Halton Hills, is currently being implemented.



Approved in 2010, the Town's Community Improvement Plan (CIP) provides financial incentives to encourage private sector investment. Since 2017 the CIP has generated over \$1.2 million in private and public investment. To assist with the expansion of existing manufacturing businesses, the Town offers the Manufacturing Expansion Fund (MEF) to cover the cost of certain Town fees. To assist in implementing key economic development initiatives the Town has also established an Economic Investment Attraction Fund.



Regular State of Economic Development and State of Culture reports are prepared to highlight key economic and cultural initiatives and developments.



Halton Hills has committed to becoming a Net-Zero community by 2030. As a leader in climate change action, Halton Hills has a variety of projects underway to help achieve this goal, including a Low-Carbon Transition Strategy.

**In response to COVID-19 the Town has also been taking proactive, decisive and coordinated action to support the business community, including implementing over 20 new and modified initiatives.**

## PROGRESS ON IDENTIFIED TOURISM THEMES



The VisitHaltonHills.ca website has been redeveloped to provide a modern, engaging and user-friendly experience to showcase Halton Hills' tourism assets.



In 2018, the Town assumed management of the tourism portfolio to maximize its economic benefits and ensure strategic alignment with the Town's other programs, including economic development, arts and culture, and recreation. In a short period of time, substantial progress has already been made. This has included dedicating more resources to tourism, establishing a Tourism Advisory Committee, expanding marketing and tourism engagement efforts, and the launch of the Tourism Ambassador Program.



To elevate the Town's brand and attract investment since taking over responsibility for tourism, marketing and engagement for economic development, tourism and cultural programs has expanded significantly. This includes the launch of InvestHaltonHills.com with information tailored for businesses; redevelopment of VisitHaltonHills.ca as the major tourism communication channel; expanded e-newsletters; digital marketing; social media; use of video profiles; and development of new marketing collateral.



The Economic Development, Innovation and Culture division has expanded stakeholder partnerships and collaboration with the Chamber, BIAs, Halton Region, RT03, Haltech, provincial ministries, the real estate industry and individual businesses. Staff are active participants on various business-related committees including the Chamber's Advocacy Committee and the RT03 Board.



Via the establishment of the Economic Development, Innovation and Culture Division, linkages between economic development, culture and tourism have been leveraged. This has resulted in a substantially expanded Cultural Services portfolio with dedicated resources for implementing key strategies and initiatives, including award-winning Culture Days, Cultural Assets Tours, Public Art and Cultural Master Plans, and expanded programming at the Helson Gallery.





## **REPORT**

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

**REPORT FROM:** Susie Spry, Supervisor of Enforcement Services

**DATE:** August 12, 2020

**REPORT NO.:** ADMIN-2020-0026

**RE:** Resumption of the Town of Halton Hills Parking Enforcement program

### **RECOMMENDATION:**

THAT Report No. ADMIN-2020-0026 dated August 12, 2020 regarding the resumption of the Town of Halton Hills parking enforcement program be received:

AND FURTHER THAT Council approve staff's request to resume the Town's parking enforcement program in its entirety which would include time related enforcement (on-street parking enforcement) as well as the collection of fees for municipal lot permit holders.

### **BACKGROUND:**

On March 17, 2020, the Province of Ontario declared a state of emergency to help stop the spread of COVID-19 and to keep the people of Ontario safe. On March 23, 2020, the Province ordered the closure of all non-essential workplaces. As a result of the declaration and its associated orders, many establishments were legally required to close causing many Ontarians to be faced with financial hardships through job loss, reduction of hours and/or the cancellation of their academic school year.

Through the daily provincial briefings, the Premier suggested local municipalities "relax" some of their by-laws in relation to noise and parking in order to give a break to businesses and residents during this very difficult time. Municipalities across Ontario adhered to the advice of the Premier. Enforcement Services quietly ceased all time related parking enforcement and suspended the parking permit program for municipal lots.

Ontario has since transitioned into the recovery phase with the new *Reopening Ontario* (A Flexible Response to COVID-19) Act and the Region of Halton is currently in Stage 3 of Ontario Regulation 364/20.

**COMMENTS:**

Since Enforcement adapted the “relaxed” approach, complaints from residents have gradually increased. The Town’s Enforcement Coordinator began tracking requests to resume parking enforcement in June and has recorded an average of 2-3 calls per day through June, July and August. With the announcement from the Province indicating schools will re-open in September, there is concern with the anticipated increase of vehicular and pedestrian traffic and what the impact will be on Town streets.

**RELATIONSHIP TO STRATEGIC PLAN:**

This report is operational in nature and therefore is not directly related to the Strategic Plan.

**FINANCIAL IMPACT:**

Revenues received between the period of March 2019 through to August 2019 from parking fines totaled \$88, 296.00. During this same period in 2020, revenues from parking fines totaled \$46, 103.00, totaling a decrease of \$42, 193.00 in revenue.

**CONSULTATION:**

Staff consulted with Ontario Parking Control, the town’s parking control contract providers, regarding the resumption of parking control enforcement.

**PUBLIC ENGAGEMENT:**

Staff will seek the assistance of our communications group to provide residents with information on the re-launch of the program through the Town’s website, social media platforms and public notices in the local newspaper.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy’s implementation.

**COMMUNICATIONS:**

Staff will provide residents information on the resumption of enforcement through the Town’s website and through the various social media platforms.

**CONCLUSION:**

Staff recommend the resumption of the parking enforcement program to commence on Friday September 4, 2020 prior to the re-opening of schools and the increase in vehicular traffic which will include busses being back on the roads. Municipal lot permit holders would be advised resumption of fee payment for parking would commence as of October 1, 2020.

Reviewed and Approved by,

A handwritten signature in cursive script, appearing to read "Suzanne Jones".

Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in cursive script, appearing to read "C. Mills".

Chris Mills, Acting Chief Administrative Officer

## **REPORT**

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

**REPORT FROM:** Rija Rasul, Senior Climate Change Specialist

**DATE:** August 31, 2020

**REPORT NO.:** ADMIN-2020-0027

**RE:** Climate Change Adaptation Plan

### **RECOMMENDATION:**

THAT Report No. ADMIN-2020-0027, dated August 31, 2020, regarding the Climate Change Adaptation Plan be received;

AND FURTHER THAT Council adopt the Climate Change Adaptation Plan as the Town's key document to drive forward the Climate Change Resilience Strategy, and in doing so, take concrete action towards implementing the Low-Carbon Resilience Framework.

### **BACKGROUND:**

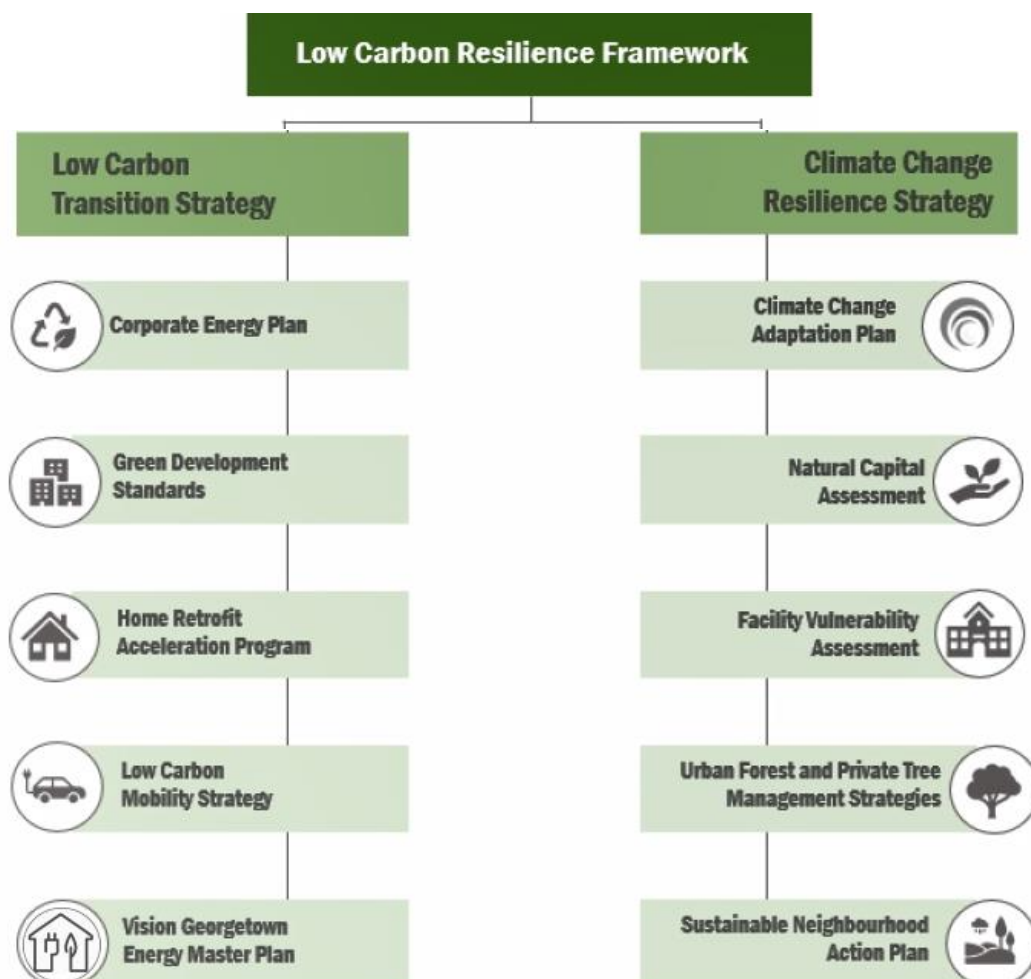
In 2017, Town staff initiated the Climate Change Adaptation Plan (CCAP) project. Since then, the following related work has been completed by the Town:

- Presented the Terms of Reference for the CCAP project to Council via Report No. P&I-2017-0002, dated February 6, 2017;
- Updated the Terms of Reference to reflect an expanded scope upon successful receipt of \$175,000 in FCM grant funding, via Report No. PLS-2017-0002;
- Issued Request for Proposal P-019-17 in Fall 2017, to hire a project consultant;
- Presented Report No. PLS-2018-0005, to hire the Canadian Urban Institute as the lead project consultant in January 2018;
- Provided a project update to Council via Report No. PLS-2019-0001, dated January 7, 2019;
- Declared a Climate Emergency in May 2019 through Resolution No. 15.1 which, among other things:
  - Cited Canada's Changing Climate Report 2019 which concluded that Canada's annual average temperature has been increasing at a rate that is double the global average

- Recognized that climate change is an emergency with no foreseeable conclusion and that addressing it will require permanent changes in the way the Town conducts business
- Established a target for the Town of Halton Hills to become a net-zero municipality by 2030
- Requested that Town staff prepare a Staff Report outlining a recommended course of action
- Presented to Council the Low-Carbon Resilience Framework through Report No. ADMIN-2019-0035, dated December 9, 2019, to help identify key initiatives in response to the Climate Emergency Declaration and to establish a coordinated approach to climate mitigation and adaptation within two guiding strategies: for mitigation, the Low-Carbon Transition Strategy, and for adaptation, the Climate Change Resilience Strategy.

The CCAP is a key element of the Low-Carbon Resilience Framework (see Figure 1). The Climate Change Action Task Force, established in response to the Climate Emergency Declaration is chaired by Mayor Bonnette and governs the overall development and implementation of this Framework. The Task Force also oversees two Steering Committees, the Low-Carbon Transition Steering Committee chaired by Councillor Fogal, and the Climate Change Resilience Steering Committee chaired by Councillor Somerville.

**Figure 1 – Low-Carbon Resilience Framework**

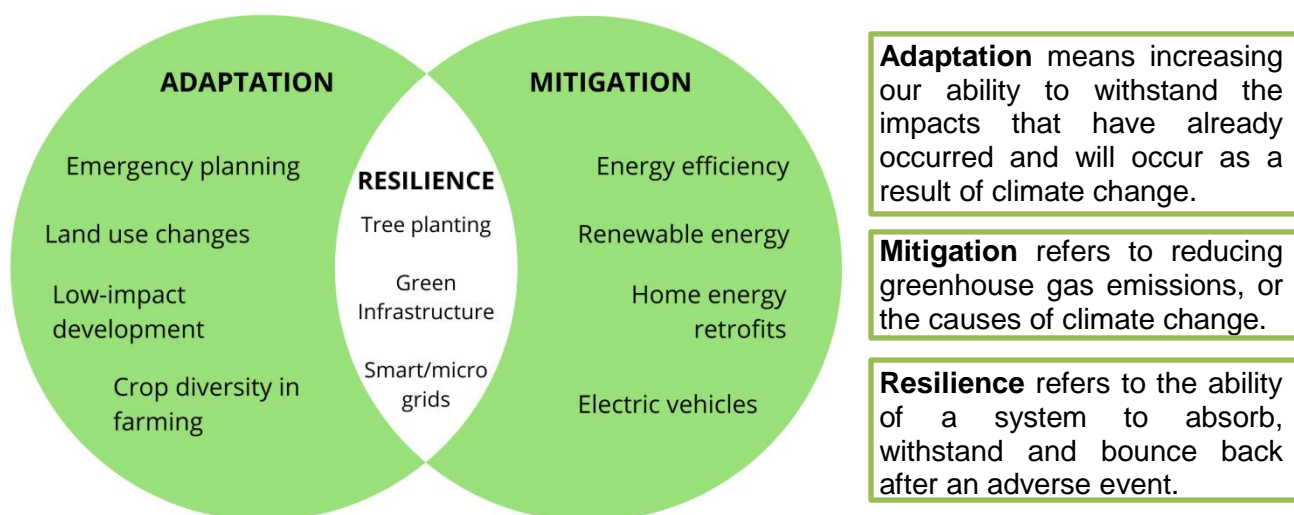


## Climate Change Resilience Steering Committee

The Climate Change Resilience Strategy (CCRS) is governed by the Climate Change Resilience Steering Committee (CCR-SC), who provides guidance on the CCRS and the initiatives that fall within it, and helps support and influence its implementation within the broader community.

Although the Town's mitigation and adaptation initiatives have been separated into two strategies for the purposes of the Low-Carbon Resilience Framework, it is important to note that synergies between these two areas exist (i.e. actions that help adapt to climate change while at the same time reduce GHG emissions to mitigate the effects of climate change) and will be drawn upon to drive forward the entire Framework and to reinforce the Town's response to the Climate Emergency. This concept of building upon the synergies and striving for resilience, as opposed to solely adaptation was woven throughout the CCAP actions and remains a focus of the CCR-SC. Figure 2 below shows the differences between and examples of mitigation, adaptation, and resilience.

**Figure 2: Synergies between Adaptation and Mitigation**



### Plan Development:

The framework for the development of the Town's first Climate Change Adaptation Plan (CCAP) is based on ICLEI Canada's Building Adaptive & Resilient Communities (BARC) methodology, summarized in Figure 3 below and as follows:

**Figure 3: BARC Milestone Framework and Town Status**



#### Milestone 1: Initiate (2017)

This phase set the groundwork for the project and included the following tasks:

1. Development of work plan and engagement plan
2. Submit funding application to the Federation of Municipalities (FCM)
3. Establishment of Adaptation Team
4. Scan/review of existing Town plans/strategies
5. Review of Regional and Provincial climate change policy

#### Milestone 2: Research (2016-2017)

This phase involved climate modeling, assessing risk and vulnerability of Town facilities, mapping the impacts of climate change on the Town, and engaging the community to solicit feedback and input on the plan. Milestone 2 produced the following deliverables:

##### **1. Historical Climate Analysis & Future Climate Modeling**

This Report looked at historical climate data for Halton Hills and conducted modeling to predict what climate change impacts Halton Hills can expect over the next 10, 20, and 30 years.

##### **2. Town Facilities Vulnerability Assessment**

This Report undertook a risk and vulnerability assessment for ten Town facilities, to evaluate their ability to withstand the projected impacts of climate change. The study used the Public Infrastructure Engineering Vulnerability Committee (PIEVC) protocol to define the climate parameters, provide climate change impact projections, and make recommendations to enhance the resiliency of the Town's key facilities.

### **3. Geospatial Natural Capital Assessment**

This Report identified and mapped out the Town's significant natural areas and environmental features that provide crucial ecosystem services (e.g. flood mitigation, carbon sequestration, heat refuges, etc.), and which, if conserved/enhanced/restored, will improve the Town's ability to leverage its natural capital assets to remain resilient to climate change.

### **4. Community Engagements**

Between the two public workshops, a total of 70 attendees participated in a collaborative discussion forum on key themes of the CCAP. The first community consultation focused on sharing information about climate adaptation and research findings such as expected climate projections for Halton Hills with residents. Participants were then asked to discuss and share their perceptions of climate change, how they have been impacted, and what they think the Town should do to prepare. The second consultation focused on identifying priority actions.

Two online surveys were also conducted through Let's Talk Halton Hills, and this platform was also used to provide project updates, information and opportunity to ask questions. Staff also had two student volunteers, who worked with Halton Climate Collective to survey residents on CCAP and homeowner climate actions.

#### Milestone 3: Plan (2018-2020)

The development and Council approval of the Final CCAP document will mark the end of this phase. Milestone 3 included the following tasks:

1. Climate Change Plan Vision, Mission and Guiding Principles
2. Plan Document Development (including draft, revisions, and final document)
3. Plan Presentation to Council (to summarize the CCAP contents, how it was developed, and importance of adaptation planning to Council, and provide an opportunity to ask questions)

#### Milestone 4: Implementation

Once the plan is approved by Council, the Town will officially initiate Milestone 4 and begin implementing actions. It should be noted, however, that projects contributing to CCAP implementation have been ongoing and the Town is at various stages of progress on CCAP actions. Examples of recent, ongoing initiatives that contribute to CCAP implementation are outlined below in this report.

Upon Council approval, staff will also complete and fulfill any outstanding reporting obligations to the FCM; \$175,000 was awarded to the Town through FCM's Municipalities for Climate Innovation Program (MCIP). These funds went towards the Canadian Urban Institute contract.

#### Milestone 5: Monitoring and Reporting

The final Milestone involves monitoring and reporting on implementation throughout the lifetime of the Plan and establishing a process to review and keep the CCAP up to date.



Figure 3 above shows major tasks associated with each of the five Milestones, including the red box outlining the current stage. Once approved, staff will continue to implement CCAP actions and report progress on an annual basis, using the indicators developed through the CCAP process. While the full list can be found in Appendix B of the CCAP, examples of indicators that may be reported on include:

- Number of actions implemented
- Annual Town expenditures related to climate change adaptation (total cost and percent of total)
- Number of residents engaged through climate change adaptation programs, events and online
- Percentage of Town critical infrastructure with backup power
- Percentage of municipality with tree canopy coverage

## **COMMENTS:**

The Town's CCAP consists of:

- Main document summarizing the development process, community consultation results, climate data, and findings of background studies
- Appendix A: Actions
- Appendix B: Indicators
- Appendix C: Resources and what you can do at home

The six main goals of the CCAP, and a summary of the types of actions within each, are as follows:

### **1. Cross-cutting**

The 9 cross-cutting actions can relate to more than one specific goal and have broader implications. Examples of such actions include: community education and outreach, integrating climate considerations across Town policies/plans, and securing access to data.

### **2. Halton Hills can withstand extreme weather events**

The 10 actions in this category largely deal with infrastructure (e.g. transportation systems, facilities, power systems) resiliency to extreme storms and ensuring operation of critical facilities during extreme weather events.

### **3. Halton Hills is resilient to higher temperatures and increased heat waves**

The 13 actions in this category revolve around the Town's parks and recreation facilities, as well as natural assets (e.g. tree canopy) protection and resilience against drought.

### **4. Halton Hills is resilient to increased precipitation and flooding**

The 11 actions under this goal are related to flood protection and ensuring proper stormwater management.

**5. Halton Hills is prepared for the socio-economic impacts of climate change**

The 7 actions in this category are focused on agricultural resilience, food security, and strengthening resilience of the economic sector.

**6. Halton Hills can protect residents from the health and safety impacts of climate change**

The 11 actions in this goal center around emergency preparedness and response, as well as the public health impacts of climate change.

The 61 actions in the CCAP were developed and informed by the three main background studies, discussions with the relevant staff/departments involved in action response, and the community engagement workshops. For each action, the following are also identified:

- **Lead** – Town department or external agency if applicable who is responsible for implementing the action
- **Partners** – Town departments or external agencies who should be involved in a supporting capacity
- **Cost** – Approximate cost to complete action, categorized into low (under \$500k), medium (\$500k-\$2m), and high (\$2m+)
- **Type** – Category of action for the Town, i.e. planning, encouraging, or regulating
- **Timeline** – Approximate timeframe in which the action should be completed, categorized into either short (within 1 year), medium (2-4 years), long (4+ years), or recurring actions (happen more than once or on a regular basis)
- **Status** – to identify actions that have already begun, and are in progress

A total of 22 indicators were also developed to help track and measure progress on action implementation; in addition to ‘overall’ CCAP indicators, each goal area has distinct indicators corresponding to the actions that fall under its respective category. These indicators will be used for monitoring and reporting of CCAP implementation and progress on action completion, on an annual or bi-annual basis. Examples of some indicators to measure overall progress include:

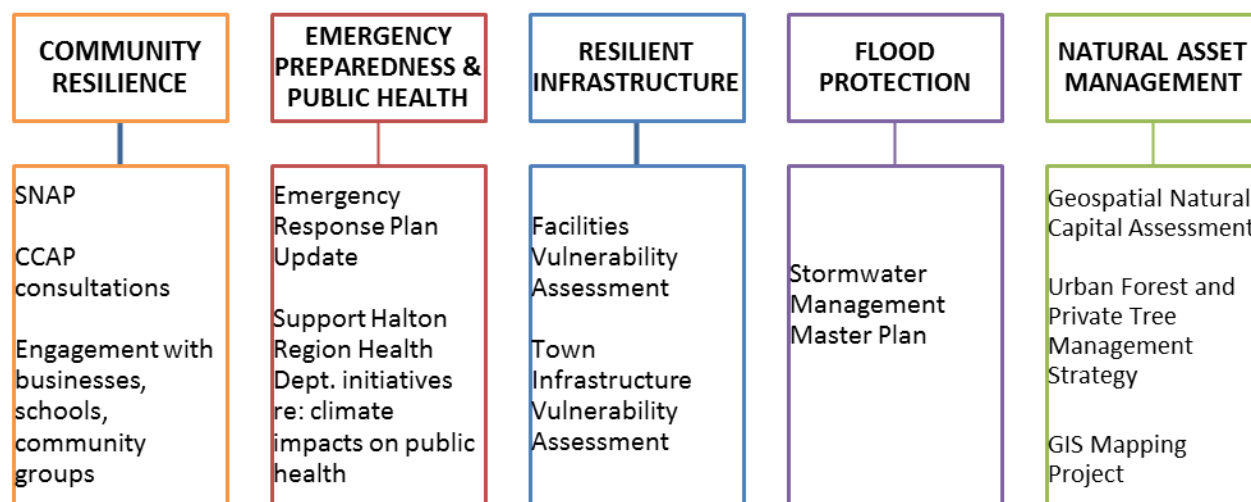
- Number of actions implemented
- Annual Town expenditures related to climate change adaptation (total cost and percent of total)
- Number of residents engaged through climate change adaptation programs, events and online

A resources and ‘what you can do at home’ section is included at the end of the Plan as an easy takeaway for residents, describing easy and no/low-cost examples of actions they can take to both further their understanding of the impacts of climate change, and to contribute towards climate adaptation.

## Next Steps and Implementation

Various climate adaptation initiatives that align with and help achieve actions in the CCAP have been ongoing and staff will continue to prioritize these projects as a next step towards CCAP implementation. The 61 actions in the CCAP helped determine five key theme areas, which will guide implementation (see Figure 4 below). Examples of major projects/initiatives that fall under each theme area are listed under each respective theme and details on three key ongoing projects are provided below as well.

**Figure 4: CCAP Implementation Theme Areas**



The following initiatives and projects are currently underway and help fulfill actions of the CCAP:

1. Hungry Hollow Sustainable Neighborhood Retrofit Action Plan (SNAP)
2. Vulnerability Assessment on Town Infrastructure
3. Natural Assets Management and Mapping
4. Private Tree Management Strategy
5. Youth Challenge International's Innovate MY Future Program

In addition to progressing on and completing the projects listed above, staff will continue to work with other departments to integrate their respective CCAP actions into ongoing business/capital plans wherever possible.

## RELATIONSHIP TO STRATEGIC PLAN:

The recommendations within this Report contribute to the 2020 Strategic Plan focus areas of Climate Change and the Environment, Fiscal and Corporate Management, and Ensure a Vibrant Agricultural Community.

**FINANCIAL IMPACT:**

Existing funds of \$100,000, approved in the 2019 capital budget through 7300-10-1902 are currently being used for the implementation projects described above. Additional funding, as required, will be sought through the standard capital budgeting process and through external grant opportunities wherever possible.

**CONSULTATION:**

N/A

**PUBLIC ENGAGEMENT:**

Public consultations were completed as a part of the Plan development process and are summarized above, as well as in the CCAP document, attached. Once approved, the CCAP will be made public on the Town's website.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

Through the identification of climate related risks and the development and implementation of strategies and actions to minimize/address those risks, the Climate Change Adaptation Plan will enhance the Town's ability to "be prepared for climate change" and advances the Strategy's implementation.

This Report supports the environmental pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is Excellent.

This Report also supports the Town's Climate Emergency Declaration.

**COMMUNICATIONS:**

There will be ongoing communication through the Town's new climate change webpage as well as the Town's other communication channels primarily to engage, educate and raise awareness in the community on climate change adaptation. Public consultations, as appropriate, will be held for various CCAP implementation projects as needed.

**CONCLUSION:**

The development and approval of a Climate Change Adaptation Plan is a key strategic priority for Halton Hills. This Report summarizes the progress made to date, outlines notable results from the process, and presents a Final Climate Change Adaptation Plan ready to be endorsed.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'Dharmen'.

Dharmen Dhaliah, Senior Manager of Climate Change and Asset Management

A handwritten signature in black ink, appearing to read 'R. Cockfield'.

Richard Cockfield, Director of Strategic Planning

A handwritten signature in black ink, appearing to read 'C. Mills'.

Chris Mills, Acting Chief Administrative Officer

# TOWN OF HALTON HILLS

# CLIMATE CHANGE ADAPTATION PLAN



## PREPARED FOR:

Town of Halton Hills  
Climate Change & Asset Management  
1 Halton Hills Drive  
Halton Hills Ontario

## PREPARED BY:

Canadian Urban Institute  
30 St. Patrick Street, 5 Floor  
Toronto Ontario

2020



## ACKNOWLEDGEMENTS

We would like to acknowledge the contributions of the following individuals:

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Rija Rasul, Senior Climate Change Specialist, Climate Change & Asset Management  
Jennifer Spence, Climate Change Outreach Coordinator, Climate Change & Asset Management  
Dharmen Dhaliya, Senior Manager, Climate Change & Asset Management

### **Town of Halton Hills Climate Change Adaptation Advisory Committee**

Bill Andrews, Director, Engineering  
Bronwyn Parker, Director, Planning Policy  
Bruce Morrison, Deputy Chief, Operations, Halton Hills Fire Department  
Jeff Jelsma, Manager, Development Engineering, Transportation & Public Works  
Jeff Markowiak, Director, Development Review  
Kevin Okimi, Director, Parks & Open Space  
Moya Jane Leighton, Town Treasurer & Director of Accounting  
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### **Youth Engagement Student Volunteers**

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Thank you to all the community members who shared their ideas through-out the process.

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i. The preparation of this study was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

# EXECUTIVE SUMMARY

Climate change adaptation planning is about taking strategic action to minimize a community's vulnerability to climate impacts. It is built on the premise that appropriate actions are undertaken before major impacts occur or shortly after they take place, so that damage is anticipated and minimized.

The Town of Halton Hills developed this Climate Change Adaptation Plan (CCAP) in order to minimize the negative impacts of climate change, as well as take advantage of opportunities to strengthen the Town's resilience to climate change.

The Plan's vision, goals and actions guide the Town in strengthening current policies, developing new programs and practices, and identifying the steps necessary to integrate climate adaptation as a core practice within the Corporation and community.

In addition to a set of actions that are grouped under "Cross-Cutting," the Plan's five main goals are:

1. Halton Hills can Withstand Extreme Weather Events
2. Halton Hills is Resilient to the Impacts of Higher Temperatures and More Frequent Heat Waves
3. Halton Hills is Resilient to Increased Precipitation and Flooding
4. Halton Hills is Prepared for the Socio-Economic Impacts of Climate Change
5. Halton Hills Can Protect Residents from the Health and Safety Impacts of Climate Change

Three technical studies were conducted to inform and provide an evidence-based, locally specific foundation for the actions in the Plan.

These studies are:

- **Key Climate Indicators for Halton Hills:**  
on the potential broad impacts of climate change
- **Facility Vulnerability Assessment Report:**  
on the impacts on the Town's facilities
- **Geospatial Natural Capital Assessment Report:**  
on the Town's significant natural resources

The Plan was developed through a collaborative process, involving Town staff from multiple departments and with input from community organizations and residents.

The public engagement process included public meetings, online surveys, and youth engagement. Staff heard valuable feedback from residents on key concerns and themes that have been integrated throughout the CCAP and its actions.

**The Key Climate Indicators study lays out the major patterns that Halton Hills can expect as a result of climate change over the next 30 years:**

**It's going to get warmer, it's going to get wetter, and the weather is going to be less predictable.**

The Town has been a leader in sustainability for over a decade and continues to show leadership in climate change through this CCAP and the overarching Low-Carbon Resilience Framework.

The Town knows it cannot successfully tackle the challenges of climate change on its own: climate solutions require collaboration and partnerships with the community and across all levels of government and sectors. Appendix C: What You Can Do includes actions that residents and businesses can undertake at home and work to prepare for the impacts of climate change and to help implement this Plan.



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## APPENDIX A – ACTION PLAN

A summary of the Plan's actions, with details on implementation.

## APPENDIX B – INDICATORS

A list of indicators for measuring and reporting on the Town's progress in implementing this Plan.

## APPENDIX C – WHAT YOU CAN DO

Actions that residents and businesses can undertake to adapt to the impacts of climate change and to help implement this Plan. Includes links to additional sources of information.

# 1. ABOUT THIS PLAN

## 1.1 WHY WE NEED TO PREPARE FOR A CHANGING CLIMATE

The need for Halton Hills to be prepared for climate change has never been greater.

While climate change is a complex, global issue, its impacts are experienced locally. Warming temperatures, changes in precipitation and the increasing frequency and intensity of extreme weather events; these climatic changes are having serious impacts on our health and safety, as well as the economic stability of our community.

Rising temperatures can lead to health issues for residents, like heat stroke and dehydration, especially among more vulnerable populations like young children, seniors, and low-income households without air conditioning. It can impact residents' ability to enjoy the outdoors, reducing participation in recreation and leisure activities. Higher temperatures also demand more energy in order to keep our homes, businesses, and municipal facilities cool, increasing costs to residents and the Town and putting more stress on its infrastructure.

Increased precipitation and big rain events can enhance the risk of flooding, and lead to individual property damage and service disruptions, such as to transportation. The Town's infrastructure will need to handle more precipitation, which will require new approaches to land-use development as well as greater upfront investment.

More frequent, extreme weather events like wind and ice storms can cause power outages and damage to individual homes and businesses, as well as roads and public buildings. Major storms disrupt access to community services and facilities such as schools and community centres, as well as interrupt communications. These damaging weather events create major issues for residents and local businesses, while at the same time increasing costs to the Town.

Climate change adaptation is about taking strategic action to minimize a community's vulnerability to these climate impacts. Municipalities are on the frontlines of climate change, both in terms of facing its impacts, and in terms of implementing solutions to protect communities. However, municipalities cannot do so alone; climate change solutions require collaboration and partnerships across all levels of government and all sectors.



## 1.2 HOW THIS PLAN HELPS US PREPARE

This Climate Change Adaptation Plan (Plan) was developed to increase Halton Hills' preparedness and ability to manage the impacts and risks posed by climate change.

The Plan provides direction for the Town to strengthen current policies, develop new programs and practices, and identify the steps necessary to integrate climate adaptation as a core practice within the Corporation.

It includes a planning framework and specific actions to minimize the negative impacts of climate change, as well as take advantage of opportunities to strengthen the Town's resilience to climate impacts. The Plan also provides direction to support residents in preparing their families, homes and businesses for climate change (see Appendix C - What You Can Do).

The Plan is built on climate data specific to Halton Hills, gathered to provide an evidence-based

understanding of the potential impacts of climate change, and assess the areas where Halton Hills is most vulnerable today and up to thirty years from now.

This data informed the development of the Plan's vision, goals and actions.

Being prepared for climate change and being proactive about integrating climate considerations into the Town's processes and decision-making will significantly reduce the individual, economic, environmental and community costs to Halton Hills, including to our natural and built environments.





## 2. ADAPTING TO A CHANGING CLIMATE IN HALTON HILLS

### 2.1 A LEADER IN SUSTAINABILITY

The Town of Halton Hills has built a strong reputation as a sustainability leader. It was one of the first municipalities in Ontario to develop a Green Plan, in 2007, which set out the Town's commitment to be proactive, rather than reactive, in protecting and enhancing the environment.

Since 2007, the Town has implemented many successful initiatives to reduce its impact on the environment and mitigate climate change. Launched in 2008, the Office of Sustainability successfully delivered the Community Sustainability Strategy (2013), Corporate Energy Plan (2014), the Green Development Standards (2014), the Mayor's Community Energy Plan (2015), Climate Emergency declaration (2019), Corporate Energy Plan Update (2020), and a variety of corporate and community engagement and education initiatives.

Through these initiatives, the Town has developed and strengthened partnerships with other levels of government, community groups, agencies and businesses. Community engagement has been key to the Town's sustainability and climate change efforts since the Green Plan was launched.

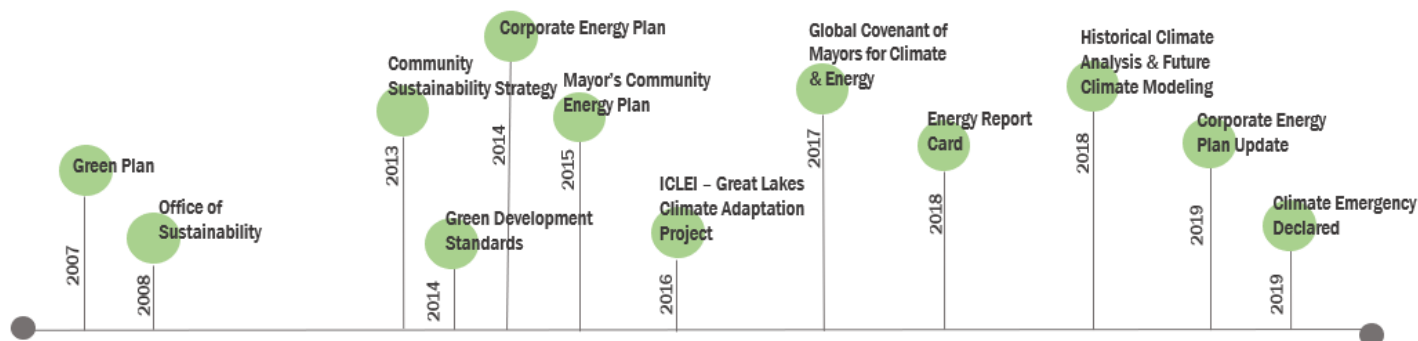


FIGURE 1: SUSTAINABILITY & CLIMATE INITIATIVES TIMELINE

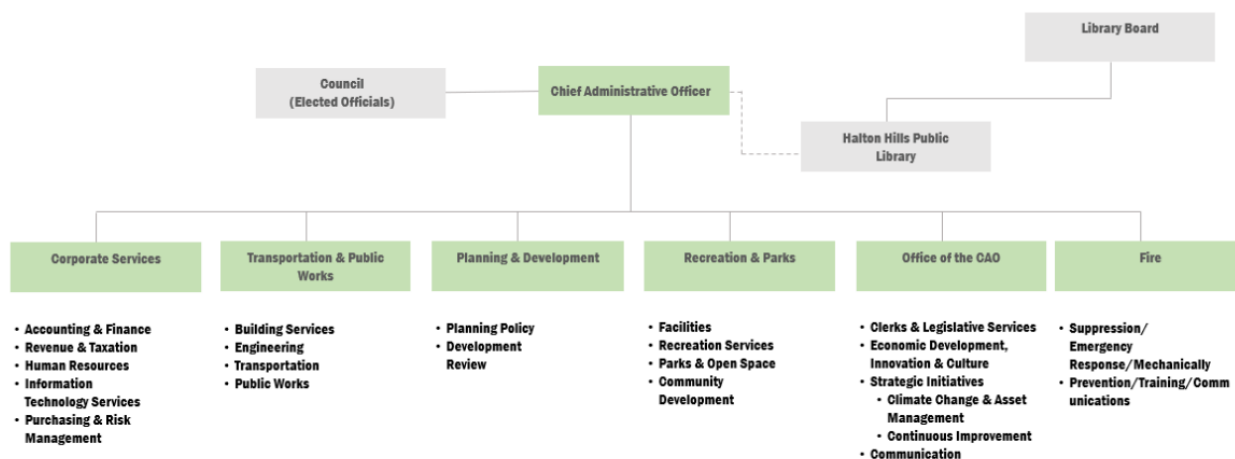


FIGURE 2: CORPORATE ORGANIZATIONAL CHART

## 2.2 ADDRESSING THE CLIMATE EMERGENCY

On May 6th, 2019 the Town declared a Climate Emergency<sup>1</sup> to signal Council’s understanding of climate change as “an emergency with no foreseeable conclusion” that requires “permanent, robust” changes to how the Town conducts its business. It identified the need to set departmental goals, particularly in Recreation and Parks, Transportation and Public Works, Planning and Development, and Fire Services.

The Town has since restructured the Office of Sustainability to create a new Climate Change and Asset Management (CCAM) division. This division reports to the Chief Administrative Officer (CAO) on advancing the Town’s climate change mitigation and adaptation programs as well as implementing the Corporate Asset Management (CAM) program.

### Low-Carbon Resilience Framework

The CCAM division established a Low-Carbon Resilience Framework (LCRF) in late 2019 to support the Town’s aims of becoming a low-carbon resilient community.

The Framework establishes a coordinated approach to climate change mitigation and adaptation, within two guiding strategies: the Low-Carbon Transition Strategy and the Climate Change Resilience Strategy.

This Plan focuses on climate adaptation and will be the key driver of the Climate Change Resilience Strategy. The Town’s Low-Carbon Transition Strategy will focus on mitigation and will guide the Town’s work in this area.

**Both adaptation and mitigation are foundational components of the Town's Low-Carbon Resilience Framework.**

**Adaption means increasing our ability to withstand the impacts that have already occurred and will occur as a result of climate change**

**Mitigation refers to reducing greenhouse gas emissions that cause climate change**

Climate Change Action Task Force

The Town has established a Climate Change Action Task Force with a mandate to serve in an advisory role, providing staff with strategic direction and guidance on the development of the Town's Low-Carbon Resilience Framework and to support and influence its implementation within the Community.

Climate Change Resilience Steering Committee

The Climate Change Action Task Force is supported by two Steering Committees:

- Low-Carbon Transition Steering Committee (LCT-SC), whose mandate is centered on the Low-Carbon Transition Strategy;
- Climate Change Resilience Steering Committee (CCR-SC), who will govern the Climate Change Resilience Strategy

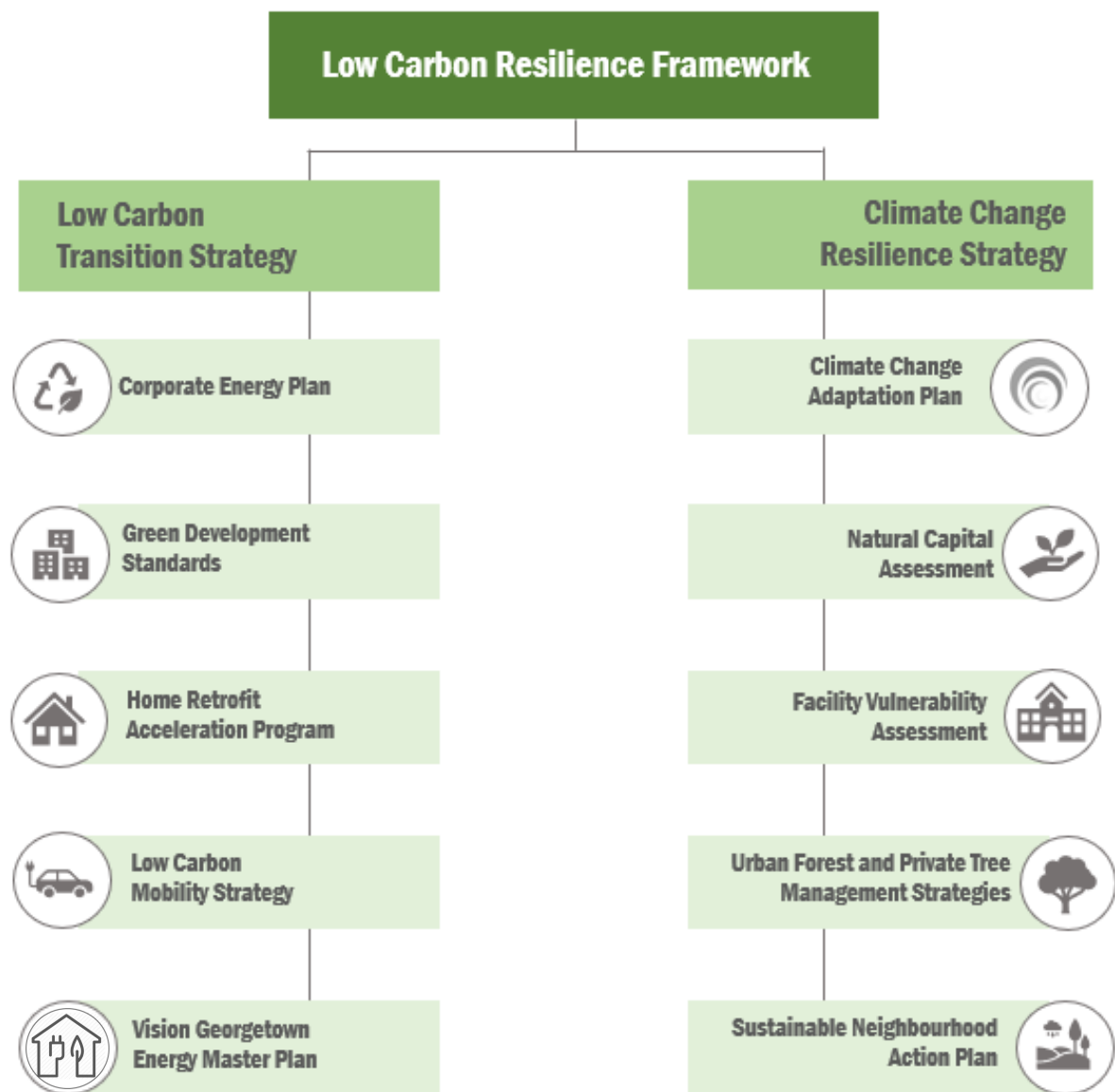


FIGURE 3: TOWN OF HALTON HILLS LOW-CARBON RESILIENCE FRAMEWORK

## Mitigation, Adaptation & Resilience

While this Plan focuses on adaptation and it is generally helpful to focus on adaptation and mitigation individually, the Town recognizes the importance of identifying synergies between the two approaches. Actions that integrate climate change adaptation and mitigation reduce GHGs and simultaneously enhance and strengthen resilience. This integrated approach to low-carbon resilience planning can increase the Town's return on investments, help to save time and resources, while accelerating implementation and achieving co-benefits across efforts.

**Resilience refers to the ability of a system to absorb withstand and bounce back after an adverse event.**

Figure 4 shows examples of adaptation and mitigation measures and highlights the synergies between them that would be considered examples of green resilience. Examples of actions included in this Plan that integrate adaptation and mitigation include:

- Encouraging low-impact development for storm water management (3.2.4)
- Exploring opportunities to support local food production (4.2.1)
- Implementing new tree planting and maintenance programs (2.3.3)

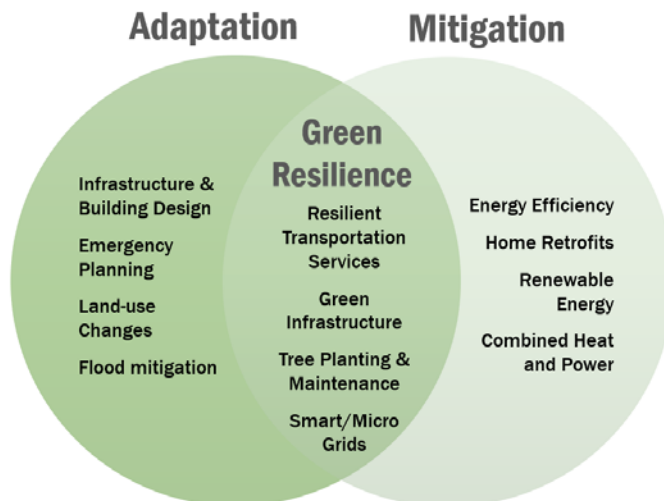


FIGURE 4: ADAPTATION, MITIGATION & RESILIENCE  
(Adapted from Taking Action on Green Resilience Report, Adaptation Climate Change Team, 2017)

## 2.3 COSTS OF ACTION VS. INACTION

Climate adaptation is built on the premise that appropriate actions are undertaken before major impacts occur or shortly after they take place, so that damage is anticipated and minimized.

In most cases, planned adaptation will be more effective and have lower long-term costs to the Town. Adaptation actions also have the benefit of lowering insurance costs for the Town and others. Studies have shown a 6:1 return on investment on adaptation spending; meaning that for every dollar spent on adaptation measures, approximately \$6 is saved in future damages.<sup>1</sup>

<sup>1</sup> The Cost of Climate Adaptation at the Local Level Report, Federation of Canadian Municipalities, 2020

## 2.4 VULNERABLE POPULATIONS AND CLIMATE ADAPTATION

Individual residents and communities will experience the impacts of climate change differently. Often those that are most affected by climate change are the ones who lack resources and are most vulnerable, such as Indigenous communities, young people and seniors, and people with low incomes. In particular, the children and seniors can be more vulnerable to extreme heat and disruptions to power and services.

People with lower socio-economic means are less likely to have adequate protection from heat and cold, or the resources to address damage that might result from an extreme weather event.

This Plan includes actions that are directed at ensuring the climate adaptation actions of the Town account for the needs of vulnerable populations.

## 2.5 TYPES OF ACTIONS

In developing this Plan, three proactive approaches for the Town were identified, which are in line with how local governments around the world are adapting to climate change:

- **Assess and Plan:** The Town can update Town policies and plans, and undertake related studies, plans and strategies to better understand and be prepared to adapt to the impacts of climate change.
- **Encourage:** The Town can encourage residents, community groups, developers and others to be better prepared for climate impacts by creating guidelines and design standards, developing education and public awareness campaigns, and advocating and partnering with other levels of government and the private sector.
- **Regulate:** The Town can update and introduce local regulations to advance climate adaptation measures, such as through the use of local improvement charges, planning regulations, or zoning and other by-laws to compel stakeholders to take action.





# 3. DEVELOPMENT OF THE PLAN

## 3.1 PLANNING PROCESS

This Climate Change Adaptation Plan was developed through a collaborative planning process led by the Climate Change and Asset Management (CCAM) division and involving Town staff from multiple departments, and a range of community organizations and residents. It was also informed by several technical studies that were commissioned to provide an evidence-based, locally specific foundation for the actions in the Plan.

The Plan's development was guided by the Building Adaptive and Resilient Communities (BARC) framework developed by the Canadian branch of the International Council for Local Environmental Initiatives (ICLEI). The process had five key steps, each one building off the findings of the one before. The process as a whole creates an opportunity to re-evaluate and review findings and decisions. The planning process officially started in June 2018 and was completed in February 2020.

### Step 1: Initiate

The Town participated in ICLEI Canada's Great Lakes Climate Change Adaptation Project (GLCCAP) (2016-2017), aimed at building capacity for local resilience planning and implementation. ICLEI Canada assisted the Town in undertaking a vulnerability and risk assessment, which was a foundational piece of work for this Plan.

In February 2017, Halton Hills' Council approved a budget to initiate the Climate Change Adaption Plan. The Town's Office of Sustainability (now the CCAM division) hired a consultant in February 2018 to undertake the work.

The Climate Change Adaption Team was established to guide the planning process. This multi-disciplinary cross-departmental team included representatives from the Office of the CAO (Corporate Services, Senior Management), Recreation and Parks, Transportation and Public Works, and Planning and Development. The team met regularly to drive the development of this Plan.

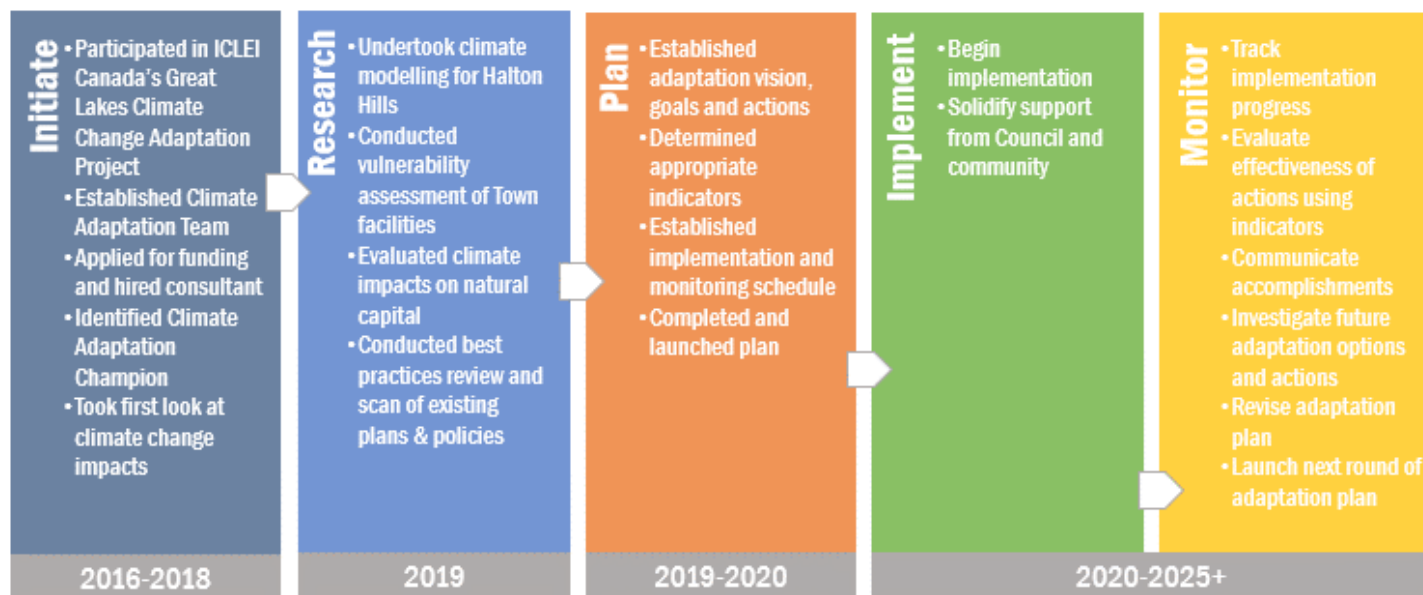


FIGURE 4: PLANNING PROCESS

## Step 2: Research

Three technical studies, the Key Climate Indicators for Halton Hills, Facility Vulnerability Assessment Report, and Geospatial Natural Capital Assessment Report, were undertaken to inform the development of this Plan. These studies provided the data and evidence for the development of the Plan's vision, goals and actions. Highlights of the studies are included below.

## Step 3: Plan

The Plan's vision, goals and actions were developed using the results of the technical studies, with the support of the Climate Change Adaption Team in consultation with community members.

The three technical studies provided an understanding the potential impacts of climate change on Halton Hills and an assessment of where Halton Hills is most vulnerable today and in the future.

The Climate Change Adaption Team also guided the development of the Action Plan (see Appendix A), the indicators and the implementation and monitoring schedule. The planning process was completed in February 2020 and the plan was launched publicly in May 2020.

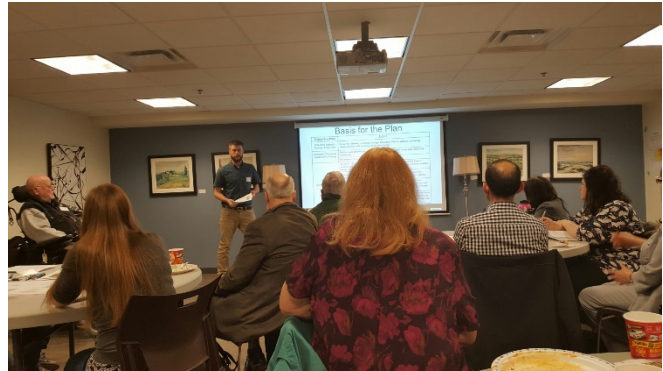
## Step 4: Implementation

An Action Plan is provided in Appendix A. It identifies specific details for each action, including who will lead and support the actions, order of magnitude costs, and timelines. This Action Plan will be a key resource for the Town's Climate Change Resilience Strategy.

## Step 5: Monitoring

Indicators were developed for each goal, and an implementation and monitoring schedule was developed to help ensure successful implementation of the Plan. More details about monitoring are included in Section 5 Implementation.

Implementation and monitoring will begin in 2020 and continue over the next five+ years.



## 3.2 PUBLIC ENGAGEMENT

### Overview of Engagement Activities

This Plan was developed through an extensive public engagement process that included:

- **Public meetings:** Two meetings were held to gather input and feedback from residents, businesses and other community stakeholders about the Plan, and create a common forum for sharing information and ideas. More than 70 people attended the public meetings (July and December 2019).
- **Plan webpage:** The online platform Let's Talk Halton Hills ([LetsTalkHaltonHills.ca](http://LetsTalkHaltonHills.ca)) provided an overview of the Plan, background materials, updates on the planning process, information on how to get involved, and opportunities for residents to share their opinions, stories, ideas and questions about the development of the Plan.
- **Surveys:** Two surveys were posted on Let's Talk Halton Hills to encourage input to the development of the Plan (Spring/Summer 2019 and December 2019).
- **Youth engagement:** In the summer of 2019, two students conducted outreach at several events throughout Halton Hills. Their work contributed to the development of this Plan. The students worked in partnership with Halton Climate Collective to survey local residents to record actions residents take to reduce their impact on the environment.

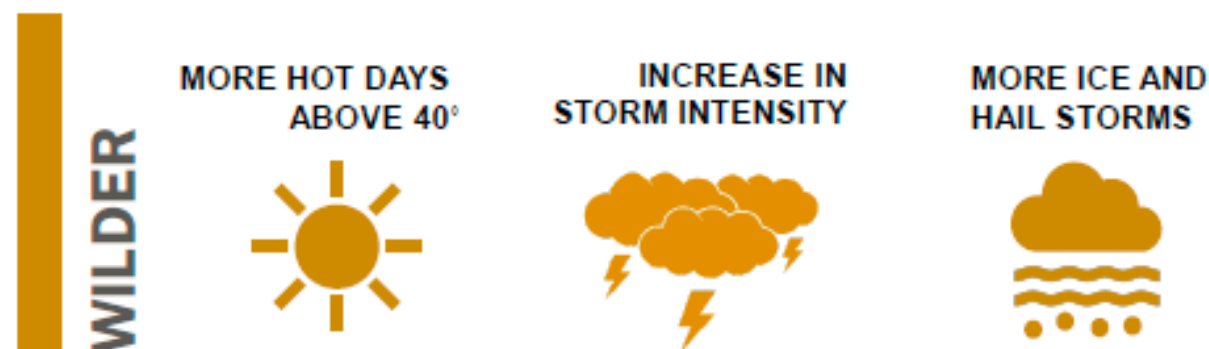
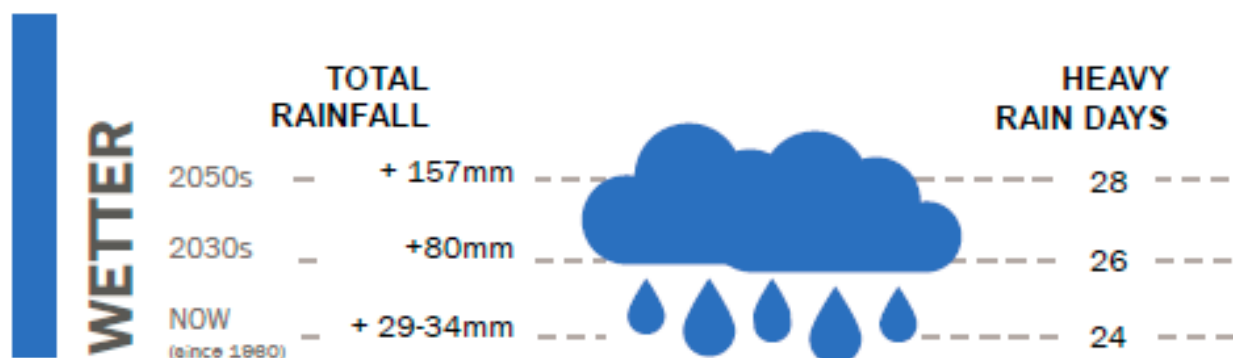
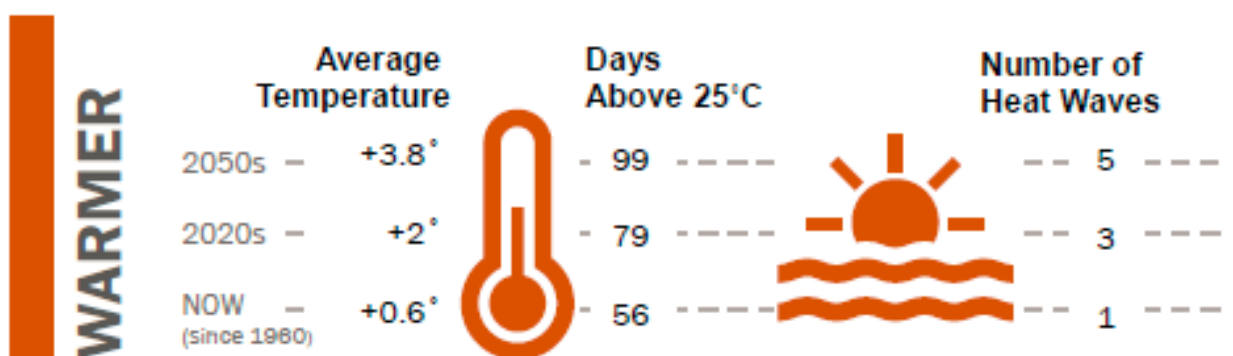
## What We Heard

The following is a summary of key themes from the two public meetings and surveys conducted for the Halton Hills Climate Change Adaptation Plan.

- **There is awareness among residents about the increasing number of extreme weather events.** Members of the public recognize that there has been an increase in extreme weather events like wind and ice storms, as well as more brownouts (temporary disruption of energy in a system), increased risk related to walking on frozen sidewalks, property damage and increased insurance rates as a result of these events.
- **There have been observed changes to the natural environment, such as reduced pollinators, increasing invasive species, and fewer migratory birds.** Residents described more difficulty with things like cultivating successful gardens and birdwatching.
- **There have been negative impacts to physical and mental health and quality of life.** Some residents described a reduction in comfort and safety while doing activities. Residents noted increased cases of respiratory illness due to reduced air quality, prevalence of Lyme disease and expressed changes in their mental health due to increased uncertainty and stress.
- **The Plan should guide the Town and resident action.** The Plan should encourage both the community and the Town of Halton Hills to proactively work together on climate adaptation. The Plan should reflect that local businesses and community organizations as well as faith-based groups and hospitals play important roles in responding to weather-related emergencies and building resilience.
- **Residents want to see the Town taking leadership in climate change and identified actions, including:**
  - **Actions to preserve the natural environment.** Residents expressed shared values for mature trees, improved air quality and successful home gardens. Suggestions to support the natural environment included:
    - Planting a diversity of native species on Town-owned land;
    - Protecting water systems;
    - Flood prevention tools such as permeable pavements;
    - Banning plastic bottles/bags and eliminating microplastics; and
    - Maintaining arable land and considering local food sustainability.
  - **Actions to reduce energy consumption and make energy systems and infrastructure more resilient.** Residents want to see the Town responding to the increase in brown outs and power outages. Suggestions to improve energy resilience included: Smart/micro grids, net-zero emissions, use of renewables; and financial incentives for home retrofits and electric vehicles.
  - **Actions to increase density, public transit and walkability/active transportation and prevent urban sprawl.** Some suggestions included:
    - Incorporating low impact development into updated Green Development Standards;
    - Use zoning By-law amendments to encourage intensification and more compact urban form;
    - Improve public transit options;
    - More cycling infrastructure; and
    - Encourage secondary dwellings in single family homes.
  - **Actions to protect vulnerable populations.** Residents discussed the importance of prioritizing for vulnerable populations, as well as animals that may be vulnerable to climate change. Food security is another important consideration for climate adaptation, according to residents.
  - **Actions that engage and educate residents about climate change.** Many people noted that educating residents about climate change is critical and that this needs to be emphasized in the Plan.
- **A tree protection plan for mature trees;**

# HOW CLIMATE CHANGE WILL IMPACT HALTON HILLS

## 2020 CLIMATE CHANGE ADAPTATION PLAN



Source: Klimaat Consulting & Innovation Inc., Key Climate Indicators for Halton Hills

### 3.3 RESEARCH FINDINGS

#### *Key Climate Indicators for Halton Hills* - *Klimaat Consulting & Innovation Inc.*

The purpose of this study was to establish a detailed understanding of the potential climate change impacts for Halton Hills. It has three components:

1. Historical climate data analysis for the Town;
2. Projection of local climate conditions to 2100 for three scenarios (ambitious, moderate, 'Business-as-Usual'); and
3. Assessment of historical and future climate trends.

Data was collected for the three emissions scenarios (reflecting the uncertainty of the world's ability to take action on climate change over the next century). The study found that the same climate change characteristics will develop by mid-century regardless of the global emissions scenario that may unfold. As most actions in this Plan will take place in this time frame, the 'Business-as-Usual' scenario predictions were used as a basis for decision-making.

#### Key Findings

This study lays out the three major weather patterns that Halton Hills can expect as a result of climate change over the next 30 years: It's going to get warmer, it's going to get wetter, and the weather is going to be less predictable.

#### Warmer

Temperatures have been rising in Halton Hills and will continue to rise for decades to come, largely due to greenhouse gases produced by human activities.

Key temperature-related weather changes Halton Hills can expect include:

- Warmer annual average temperatures
- More heat waves (3 or more days with average temperatures above 30 °C)
- More days with temperatures above 25 °C
- Warmer nights (more nights with temperatures over 20 °C)
- Fewer days with temperatures below 0 °C

**Table 1: Examples of Warmer Weather Trends for Halton Hills**

	Past	2020's	2050's
<b>Average temperature</b>	+ 0.6 °C since 1960	+ 2 °C	+ 3.8 °C
<b>Days with temperatures above 25 °C per year</b>	56	79	99
<b># of heat waves per year</b>	1	3	5

#### Wetter

Halton Hills is going to see more rain and more precipitation. Total annual precipitation has increased in Halton Hills by approximately 17-23 mm since the 1960s and is expected to continue to increase. While the amount of snow is expected to decrease, there will be more rainfall and more precipitation overall.

Key weather changes Halton Hills can expect include:

- More rain
- More total precipitation
- More heavy rain events

**Table 2: Examples of Wetter Weather Trends for Halton Hills**

	Past	2020's	2050s
<b>Total rainfall per year</b>	+ 29-34mm since 1960	+ 80mm	+ 157mm
<b>Heavy rain days (days per year with precipitation greater than 10mm)</b>	24 days	26 days	28 days



## Wilder

An important aspect of climate change is not just the shift in average daily temperature but also an associated change in the weather variability experienced day-to-day.

In Halton Hills, the day-to-day variability in temperature is expected to increase during summer and decrease in winter. There will be more hot days above 40°C, for example. Halton Hills is also expected to see an increase in total precipitation during five consecutive days, indicating an increase in intensity during storms. With more precipitation, Halton Hills can expect more thunderstorms, ice and hail storms, and wind storms.

Key weather changes Halton Hills can expect include:

- More variable temperatures in the summer with increasing day-to-day variability;
- Increase in total precipitation during five consecutive days, indicating an increase in intensity during storms; and
- More ice and hail storms, as a result of more overall precipitation.

### *Facility Vulnerability Assessment Report* - Mott MacDonald

The purpose of this study was to undertake a risk assessment for ten of the Town's facilities to evaluate their ability to withstand the impacts of climate change. The study used the Public Infrastructure Engineering Vulnerability Committee (PIEVC) protocol to define the climate parameters, provide climate change impact projections, and make recommendations to enhance the resiliency of the Town's key facilities.

The study noted that gradual climatic changes are less of a concern than extreme weather events for buildings and infrastructure.

The study included data on the probability of extreme weather events such as ice storms/freezing rain and high winds based on global climate modelling; but it recognized that it is difficult to fully understand how big the impact of extreme weather will be.

### Town Facilities included in the Risk Assessment

1. Acton Arena and Community Centre
2. Halton Hills Public Library (Acton)
3. Robert C. Austin Operations Centre
4. Fire Services (District One)
5. Fire Services (District Two)
6. Fire Services (Headquarters)
7. Gellert Community Centre
8. Halton Hills Cultural Centre and Library
9. Mold-Masters SportsPlex
10. Town Hall

**Table 3. Event Thresholds and Probability Scores**

Climate Change Event	Indicative Threshold Chosen	Probability Score*
<b>Higher temperatures</b>	Heat wave of at least 3 days maximum temperature >30 °C	7
<b>Increased precipitation</b>	Rainfall >50mm/day	5
<b>High Winds</b>	120 km/hr + wind gust	7
<b>Ice Storms</b>	25 mm ≈ 12.5mm radial ice buildup on branches or cables	7

\*Ranked on a scale of 0 (Negligible) to 7 (Extreme/Frequent/Continuous Loss of Asset)



## Key Findings

### Variability Among Facilities

The Town's facilities have a large variability in their resilience to climate change-related weather events. At the time of the assessment, the Cultural Centre, Town Hall, and Halton Hills Public Library (Acton location) showed lower levels of resiliency than the other seven Town facilities.

### Common vs. Individual Solutions

Some of the solutions are applicable to most, if not all of the facilities. These include developing procedures for pre-disaster preparations (e.g. maintaining facilities in a state of good repair) and post-disaster assessments by Town staff from various departments. Other recommendations are specific to individual facilities, such as the need to replace the Town Hall's generator and roof membrane.

### Infrastructure is Interdependent

The Town's facilities are part of a larger system and are not immune to external disruptions to critical linear infrastructure such as power, water, and sewage systems, communications and roads. These relationships need to be better understood, and any 'weaknesses in the chain' need to be managed with proactive contingency planning.

Additional climate change vulnerability assessments need to be done on other Town infrastructure. This includes parks, roads, and bridges.

### *Geospatial Natural Capital Assessment Report – LGL Limited*

The purpose of this study was to identify and map out Halton Hills' significant natural assets and understand their vulnerability to climate change.

#### Key components of the study were:

1. Selecting environmental features to be analyzed using Geographic Information Systems (GIS) data;
2. Integrating the climate projections from the three climate models developed by Klimaat Consulting & Innovation for this Plan;

3. Developing criteria to evaluate the environmental features; and
4. Using the criteria to map out climate change resilient and vulnerable natural areas and features.

The analysis identified the terrestrial, wetland and aquatic ecosystems that are most resilient to changes in temperature and rainfall to help the Town better understand the factors that make its natural features vulnerable to climate change and introduce the appropriate adaptive management and protection measures.

## Key Findings

### Prioritize the Most Resilient Assets

The natural capital assets that are the most resilient to the effects of climate change should be made the highest priority for protection, restoration and enhancement. This will maximize the sustainability of the asset, ameliorate the effects of climate change and protect the investment in infrastructure.

### Protect Lower Quality Ecosystems

Lower quality ecosystems should continue to be protected. Their protection, however, is a lower priority than the most resilient assets, described above. The resilience of lower quality ecosystems can be maintained and enhanced through ecological restoration so that further degradation does not occur and quality improves.

### Update Policies and Maps

The Town should use the results of this study to support its review of Halton Region's Official Plan update, which will inform the Town's own Official Plan. Policies and mapping should be developed to maintain additional habitat patches, wetlands, and waterbodies in the Town's Greenlands System and ensure that minimum buffers are applied to specific watercourses and waterbodies maintain the function of these important hydrological features.

# 4. VISION, GOALS & OBJECTIVES

This section includes the Plan's vision, a description of the five goals and the objectives for each goal. A full list of actions (i.e. the Action Plan) can be found in Appendix A.

## 4.1 VISION

Halton Hills is a climate action leader. The Town and its residents are continually taking steps to prepare for the impacts of a changing climate. The Town is ensuring that infrastructure and services are resilient, and that people are safe and prepared. Residents are informed and engaged in adapting to climate change.

## 4.2 GOALS & OBJECTIVES

### CROSS-CUTTING

Cross-cutting goals and actions are those that apply to more than one of the five numbered goals and have over-arching implications beyond just one topic area.

#### Objectives:

- CC.1 A governance structure is in place to monitor plan implementation and progress
- CC.2 Climate adaptation considerations are integrated across Town strategies and processes
- CC.3 Greenspace and natural areas are protected and enhanced
- CC.4 Residents are educated and engaged in addressing climate change
- CC.5 Data is available to support climate change planning

### GOAL #1 - HALTON HILLS CAN WITHSTAND EXTREME WEATHER EVENTS

Halton Hills has experienced some severe and devastating extreme weather events in the past, affecting infrastructure, livelihoods, and public safety, health and well-being.

High winds and intense storms can cause broken tree branches and other debris, leading to property damages and power outages. Ice storms (freezing rain) result in power outages which lead to interruptions in major infrastructure, inoperable critical facilities and power outages. When it comes to buildings, impacts include, but are not limited to, an inability to access sites and undertake maintenance, as well as increased loading and damage to structures.

#### Potential impacts include:

- Disruptions to the transportation network and local economy;
- Damage to trees, infrastructure and property that may make it difficult to access sites, undertake maintenance or increase loading that causes further damage to structures;
- Power outages leading to interruptions in major infrastructure and critical facilities;
- Potential groundwater contamination;
- Increased demand for Emergency Management Services;
- Increased demand for emergency preparedness including essential services and disaster recovery; and
- Greater financial demands on the Town

#### Objectives

- 1.1 The Town's infrastructure is resilient
- 1.2 New buildings are built to withstand damaging weather events
- 1.3 Critical facilities can continue to operate in case of a damaging weather event/related emergency



## GOAL #2 - HALTON HILLS IS RESILIENT TO THE IMPACTS OF HIGHER TEMPERATURES AND MORE FREQUENT HEAT WAVES

Higher temperatures and more frequent heat waves are expected for Halton Hills as a result of climate change. This will likely have a significant impact on health and stress-related illnesses, mortality, and productivity, and especially on vulnerable populations such as children and seniors. Hotter weather will also impact recreation and work operations in the Town.

Air-conditioners will need to work harder, putting pressure on the Town's energy systems. Hotter weather will also reduce the capacity for Halton Hills' urban centres (and individual buildings) to shed heat at night. This has implications for how buildings should be designed and built.

### Objectives

- 2.1 Buildings are designed to keep people cool
- 2.2 Parks and public spaces are designed for hotter temperatures
- 2.3 Halton Hills has a resilient, protected tree canopy
- 2.4 Groundwater sources are protected from drought
- 2.5 Vulnerable populations are protected from hotter temperatures

Potential impacts include:

- Adverse health effects on people, especially vulnerable populations
- Increased demand for air conditioning
- Increased peak demand for electricity and stresses on the electrical production and distribution systems
- Reduced capacity for facilities to shed heat at night, requiring consideration of building design and retrofits
- Increased need for public cooling and warming centres
- Increased demand for indoor recreation and improved park spaces (e.g. with shade)
- Altered spatial distribution and spread of vector-borne (i.e. West Nile Virus), water-borne and food-borne diseases.
- Alterations to existing biodiversity

- Increased degradation of natural areas and incidences of forest and brush fires
- Increases in pollen allergies and a longer allergy season

## GOAL #3: HALTON HILLS IS RESILIENT TO INCREASED PRECIPITATION AND FLOODING

Big rain events and increased precipitation are likely to enhance flooding risks, especially in early spring while the ground is still frozen. Changes in precipitation will also impact planting schedules for agriculture.

Potential impacts include:

- More storm runoff that increase stress on the Town's stormwater management infrastructure;
- Increased incidences of infrastructure and facility failures, such as roads and bridges;
- Disruptions to transportation network and economy;
- Increased river flooding and wetland flooding;
- Increased lot-level flooding;
- Increased groundwater contamination;
- Decreased surface water quality; and
- Disruption to early season agricultural planting schedules

### Objectives

- 3.1 Buildings and individual homes are protected from flooding
- 3.2 The Town's stormwater management infrastructure has adequate capacity
- 3.3 In urban areas, stormwater is managed on-site where possible

#### GOAL #4: HALTON HILLS IS PREPARED FOR THE SOCIO-ECONOMIC IMPACTS OF CLIMATE CHANGE

Climate change is a global issue that will have noticeable social and economic impacts on Canadians and citizens around the world.

Food availability and prices will almost certainly be affected, as a result of changing weather patterns, as well as the move towards new energy sources.

Mass migration has already begun in regions where climate change is taking its toll on food, water, and social destabilization. Municipalities like Halton Hills may be required to accommodate refugee populations in the future.

There is growing evidence supporting the idea that well-designed environmental policy, including GHG reduction policies, can also support innovation and create opportunities for economic growth.

Potential impacts include:

- Migrations of populations from uninhabitable areas to Halton Hills
- Increased cost of doing business (i.e. insurance, energy, utilities)
- Adverse effects on food security
- Increased financial burden on all residents and a disproportionate effect on vulnerable populations
- Changes to outdoor work operations, scheduling, and programming
- Longer growing seasons and challenges with production of agricultural crops

##### Objectives

- 4.1 Halton Hills is prepared for an increase in climate refugees
- 4.2 Local food security is protected
- 4.3 Local businesses and tourism are protected

#### GOAL #5: HALTON HILLS CAN PROTECT RESIDENTS FROM THE HEALTH AND SAFETY IMPACTS OF CLIMATE CHANGE

A top priority for the Town of Halton Hills and all local governments is emergency preparedness, and this includes protecting health and safety of residents. Climate change impacts introduce a need to re-evaluate emergency preparedness plans and strategies. This means being prepared with a plan and resources to protect residents from the impacts of more frequent and extreme weather events, and ensuring that Town staff, residents and local businesses know what to do to in an emergency.

Climate change also threatens public health. For example, climate change has led to an increase in water- and vector-borne diseases, such as Lyme disease, which are increasing in prevalence and are likely to continue due to warming temperatures expanding the geographic range of insects. Halton Region has a lead role in protecting public health and minimizing the spread of diseases, meaning the Town must also play a role in working with the Region.

Potential impacts could include:

- Increased demand for social services and financial burden on municipalities;
- Increased demand for public shelters, emergency preparedness and Emergency Management Services;
- Altered spatial distribution of infectious diseases and increased spread of vector-borne, water-borne and food-borne diseases;
- Adverse health effects on people, especially vulnerable populations (i.e. elderly, young, impoverished, disabled etc.); and
- Adverse effects on pets and livestock

##### Objectives

- 5.1 Impacts to public health are minimized
- 5.2 Town staff and residents are adequately prepared for emergencies exacerbated by climate change
- 5.3 The Town and residents are prepared to deal with the aftermaths of damaging weather events
- 5.4 People can stay connected during a weather-related emergency

# 5. IMPLEMENTATION

## 5.1 ACTION PLAN ELEMENTS

The Action Plan (Appendix A) describes how the Town will advance each of the 61 actions, including:

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**Lead:** The Town department that is responsible for leading implementation of the action

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**Type of action:** (see Section 2.4)

- Plan/Assess
  - Encourage
  - Regulate
- 

**Cost:** The order of magnitude cost of implementing the action

- Low – under \$500,000
  - Medium – \$500,000 – \$2 Million
  - High – \$2M+.
- 

**Timeline:** The timeframe in which the action needs to be implemented

- Short-term – 1 year
  - Medium-term – 2-3 years
  - Long-term – 4+ years
  - Recurring actions – on an ongoing basis
- 

**Status:** To identify actions that have already begun

- IPR - In Progress

## 5.2 MEASURING AND REPORTING ON PROGRESS

The Town of Halton Hills is committed to measuring and reporting on its progress and the outcomes of implementing the actions in this Plan.

Indicators have been developed to track progress of the Plan and the success of the Town's adaptation efforts overtime. The indicators were selected based on what data is available to the Town and what information would best demonstrate the progress being made. Climate Change Impacts Indicators were also developed to help the Town track the progression of climate change and its impact on Halton Hills. The indicators are listed in Appendix B.

The Town's Climate Change and Asset Management division will prepare progress reports that provide data and an analysis on a selection of key indicators for each of the Plan's five goals and the cross-cutting actions, starting in 2021. The report will provide an opportunity to assess if the actions are producing the desired results, as well as communicate and celebrate the progress being made. The Town will also track its progress on adapting to climate change by recording the capital and operating expenditures related to adaptation in its annual budget.

The CCAM division will present progress reports to Council and convene other departments as needed to review progress.

### 5.3 UPDATING THE PLAN

The Town will review and update this Plan every five years. It may choose to update parts of the Plan more frequently, to be included as addendums.

The Town will need to conduct additional climate risk and vulnerability assessments on Town infrastructure and assets that were not included in the Facilities vulnerability assessment. The findings of these assessments will be incorporated into future updates of the Plan.

To review and update the Plan, the Town will:

- Integrate new climate science and vulnerability and risk assessments;
- Align with other important policy and guidance documents in the Town, including the:
  - Official Plan
  - Strategic Plan
  - Other Plans in the Low-Carbon Resilience Framework
- Engage Town departments, residents, businesses and community stakeholders in identifying new strategies and actions.

### 5.4 ONGOING ENGAGEMENT AND COMMUNICATION

An important component of the implementation of this Plan is communicating and engaging with members of the public and community stakeholders.

Progress reports will be an important tool for sharing information about the Plan's implementation. Corporate Communications, as well as the Climate Change Action Task Force, will play a key role in engaging and communicating with the public about climate adaptation. Key communication tools for engaging the public include: the Town of Halton Hills website, the online newsletter called The Current, online media and local print newspapers, and the Town's social media platforms.





Questions about this Plan or the Town's climate change initiatives?

Visit us at: [haltonhills.ca/climatechange/](https://haltonhills.ca/climatechange/) to learn more and to get in touch with the Town's Climate Change & Asset Management division.



# APPENDIX A & B

## ACTION PLAN & INDICATORS

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Appendix A: Action Plan

Action	Lead	Partners	Cost	Type of Action	Timeline	Status
CROSS-CUTTING ACTIONS						
CC.1 A governance structure is in place to monitor plan implementation and progress						
CC.1 .1 Establish the Climate Change Resilience Steering Committee to help monitor progress and provide strategic direction on all actions identified in this Plan	CAO's Office (CC & AM)	Council	\$	All	Short-Long term	IPR
CC.2 Climate adaptation considerations are integrated across Town strategies and processes						
CC.2.1 Integrate climate change adaptation solutions into the Town's Official Plan and other relevant plans and strategies	Planning and Development	Recreation and Parks, CAO's Office (CC & AM), Transportation and Public Works (Engineering), Halton Region	\$\$\$	Assess/Plan, Regulate, Encourage	Long-term	
CC.2.2 Explore the use of lifecycle costing standards for all projects and alternatives (and integrate into town initiatives as is relevant)	CAO's Office (CC & AM)	All Town Departments, Purchasing, Finance	\$	Assess/Plan, Regulate	Short-term	IPR
CC.3 Green space and natural areas are protected and enhanced						
CC3.1 Inform policies in the Town's Official Plan by using data from the Natural Capital Assets Assessment to identify areas worthy of protection, restoration and enhancement	CAO's Office (CC & AM)	Planning and Development, Recreation and Parks, Conservation Authorities, Halton Region	\$	Assess/Plan	Medium-term	IPR
CC3.2 Continue to encourage intensification, and where appropriate, more compact urban form by focusing development away from highest quality/most resilient ecosystems within the Town	Planning and Development	Halton Region, Conservation Authorities	\$	Regulate, Encourage, Assess/Plan	Medium-term	IPR

LEGEND

Cost	Timeline	Status
Low – under \$500,000 Medium – \$500,000 – \$2 Million High – \$2M+	Short-term – 1 year Medium-term – 2-3 years Long-term – 4+ years	IPR - In Progress

CC.4 Residents are educated and engaged in addressing climate change						
CC.4.1 Improve local awareness of the Climate Change Resilience Strategy and strengthen climate change literacy by mainstreaming climate change into existing communications and programs, and developing materials and targeted outreach/educational campaigns for residents, youth/schools, and businesses in Halton Hills	CAO's Office (CC & AM)	Communications	\$	Encourage	Short-term	IPR
CC4.2 Engage local media to increase awareness of local climate resilience initiatives and encourage homeowner participation in existing incentive programs such as the Eco-roof Incentive program	CAO's Office (CC & AM)	Communications	\$	Encourage	Short-term	
CC4.3 Encourage homeowners to implement climate change resiliency measures (e.g. Appendix C - What you can do) such as lot-level LID and sustainable stormwater management practices	CAO's Office (CC & AM)	Communications, All Town Departments, Conservation Authorities	\$	Encourage	Medium-term	
CC.5 Data is available to support climate change planning						
CC.5.1 Obtain and track climate change and related data (daytime temperature, hottest day, extreme heat days, precipitation, flood event data) to support creation of maps to visualize data, to support integration of climate considerations in planning	CAO's Office (CC & AM)	Transportation and Public Works, Conservation Authorities, Halton Region	\$\$	Assess/Plan	Medium-term	
GOAL 1: HALTON HILLS CAN WITHSTAND DAMAGING WEATHER EVENTS						
1.1 The Town's infrastructure is resilient						
1.1.1 Conduct a vulnerability assessment of services that the Town is reliant upon to assess the level of service required by the Town in an extreme-weather related emergency to identify gaps	Transportation & Public Works	CAO's Office (CC&AM), Fire Services, Recreation and Parks, Public Works, Halton Region	\$	Assess/Plan	Short-term	
1.1.2 Conduct climate change vulnerability and lifecycle cost assessments on critical infrastructure to determine the appropriate time for replacement or upgrade	CAO's Office (CC & AM)	Transportation and Public Works, Recreation and Parks, Fire Services, IT Services	\$\$/\$\$\$	Assess/Plan	Short-term	IPR
1.1.3 Add climate vulnerability as a component of regular building and infrastructure condition assessments	CAO's Office (CC & AM)	Transportation and Public Works, Recreation and Parks, Fire Services, IT Services	\$	Assess/Plan	Medium-term	IPR
1.1.4 Assess opportunities to bury hydro cables in the Town, particularly in new developments	Halton Hills Hydro	Transportation and Public Works, Planning and Development	\$	Assess/Plan	Medium-term	

LEGEND

Cost	Timeline	Status
Low – under \$500,000 Medium – \$500,000 – \$2 Million High – \$2M+	Short-term – 1 year Medium-term – 2-3 years Long-term – 4+ years	IPR - In Progress



1.2 New buildings are built to withstand damaging weather events						
1.2.1 Use a climate change adaptation lens when updating the Town's Green Development Standards and integrate appropriate considerations	CAO's Office (CC & AM), Planning and Development	Transportation and Public Works, Recreation and Parks, Fire Services	\$	Assess/Plan, Regulate	Short-term	IPR
1.3 Critical facilities can continue to operate in case of a damaging weather event/related emergency						
1.3.1 Determine which Town facilities are critical in the event of an emergency and ensure that facility management teams have access to all critical areas within Town facilities	Recreation and Parks (Facilities)		\$	Assess/Plan	Short-term	
1.3.2 Provide backup generation systems for services needed in an emergency at critical Town facilities where none exist (Acton Arena and Community Centre, Halton Hills Public Library (Acton), Halton Hills Cultural Centre, MoldMasters SportsPlex,) and assess opportunities to use battery storage and/or microgrids as a part of the evaluation	Recreation and Parks (Facilities)	Recreation and Parks, IT Services, Finance	\$\$/\$\$\$	Assess/Plan	Medium-Term	
1.3.3 Develop a protocol for removing obstructions from areas surrounding Town facilities in case of an emergency	Transportation and Public Works	Recreation and Parks, Fire Services, Corporate Services	\$	Assess/Plan	Short-term	
1.3.4 Identify which local businesses are critical to residents in an emergency and provide guidance to on how to remain open during extreme weather events	CAO's Office	Communications, Fire Services, Transportation and Public Works	\$	Assess/Plan, Encourage	Short-Medium-term	
1.3.5 Engage public institutions and community groups including faith-based organizations, daycares and seniors' residences in planning and preparing hazardous weather protocols (e.g. guidance materials and best practice advice, emergency power requirements)	CAO's Office	Communications, Recreation and Parks, Halton Region, School Boards, Provincial Government	\$	Encourage	Short-term	
GOAL 2: HALTON HILLS IS RESILIENT TO THE IMPACTS OF HIGHER TEMPERATURES AND MORE HEAT WAVES						
2.1 Buildings are designed to keep people cool						
2.1.1 Review and implement recommendations from the Facilities Vulnerability Assessment Report	Recreation and Parks (Facilities)	CAO's Office (CC & AM), Finance	\$\$\$	Assess/Plan	Medium-term	
2.1.2 Explore opportunities for an incentive program to support climate change resiliency related retrofits in existing residential buildings	CAO's Office (CC & AM)	Planning and Development, Transportation and Public Works (Building)	\$\$\$	Encourage, Assess/Plan, Regulate	Long-term	

LEGEND

Cost	Timeline	Status
Low – under \$500,000 Medium – \$500,000 – \$2 Million High – \$2M+	Short-term – 1 year Medium-term – 2-3 years Long-term – 4+ years	IPR - In Progress

2.2 Parks and public spaces are designed for hotter temperatures						
2.2.1 Develop design standards for parks based on shorter winters/less snow (e.g. installing irrigation infrastructure) and hotter summers (e.g. materials that reflect heat)	Recreation and Parks	Finance, CAO's Office (CC&AM)	\$\$\$	Assess/Plan	Long-term	
2.2.2 Provide more shade/shelter and cooling facilities such as splash pads, water fountains and misters in Town public spaces, where feasible/needed	Recreation and Parks	CAO's Office (CC & AM), Public Works	\$\$\$	Assess/Plan	Long-term	
2.2.3 Incorporate new ground cover/turf mixes in parks that can better withstand hotter temperatures, and more native and drought resistant plants in Town landscaping	Recreation and Parks	Public Works, CAO's Office (CC & AM)	\$	Assess/Plan	Long-term	
2.3 Halton Hills has a resilient and protected tree canopy						
2.3.1 Include trees on municipal land as a municipal asset in infrastructure assessments	CAO's Office (CC & AM)	Recreation and Parks, Transportation and Public Works	\$	Assess/Plan	Short-term	
2.3.2 Maintain existing tree planting programs and improve education around tree planting	CAO's Office (CC & AM)	Conservation Authorities, Recreation and Parks, Transportation and Public Works, Communications, Halton Region	\$	Encourage	Short-term	IPR
2.3.3 Implement Public Tree Management Plan and Privately-Owned Tree Management Strategy to encourage more tree planting and better tree maintenance	CAO's Office (CC & AM)	Planning and Development, Transportation and Public Works (Building), Recreation and Parks, Communications	\$	Assess/Plan, Encourage	Short-term	IPR
2.3.4 Encourage tree diversity (best species for a changing climate) as part of planting programs and in new developments	Recreation and Parks	Recreation and Parks, Planning and Development, Conservation Authorities	\$	Encourage, Assess/Plan	Medium-term	
2.4 Groundwater sources are protected from drought						
2.4.1 Explore potential incentive program for residents to conduct water conservation retrofits, rainwater harvesting, and non-potable landscape irrigation to improve resilience to drought	Transportation & Public Works	CAO's Office (CC & AM)	\$\$	Encourage	Medium-term	
2.4.2 Update planting standards in development agreements to encourage more drought resistant plants	Recreation and Parks	Planning and Development, Conservation Authorities	\$	Regulate	Medium-term	

LEGEND

Cost	Timeline	Status
Low – under \$500,000 Medium – \$500,000 – \$2 Million High – \$2M+	Short-term – 1 year Medium-term – 2-3 years Long-term – 4+ years	IPR - In Progress

2.5 Vulnerable populations are protected from hotter temperatures						
2.5.1 Develop a heat response plan for vulnerable populations including children, seniors, and animals	Fire Services	CAO's Office (CC & AM), Communications, Halton Region	\$	Assess/Plan	Short-term	
2.5.2 Assess the impacts of hotter temperatures on the local farming community	Halton Region	Planning and Development, CAO's Office (CC & AM), Halton Region	\$	Assess/Plan	Medium-term	
GOAL 3: HALTON HILLS CAN WITHSTAND INCREASED PRECIPITATION AND FLOODING						
3.1 Buildings and individual homes are protected from flooding						
3.1.1 Ensure the Town has funding available to respond to major flooding events	CAO's Office	Finance	\$\$\$	Assess/Plan	Short-term	IPR
3.1.2 Identify a preferred supplier for machinery needed to respond to floods (e.g. pumps) and set-up a purchasing clearance/pre-procurement arrangement	Transportation & Public Works	Finance, Transportation and Public Works, Fire Services	\$\$\$	Assess/Plan	Short-term	
3.1.3 Maintain the Halton Region basement flooding program	CAO's Office (CC & AM)	Transportation and Public Works (Engineering, Building)	\$	Encourage	Short-term	IPR
3.1.4 Evaluate conducting roof drainage studies at all three Fire Stations, , Mold-Masters SportsPlex , Halton Hills Cultural Centre and Library, and Acton Arena and Community Centre	CAO's Office (CC & AM)	Recreation and Parks (Facilities), Fire Services, Purchasing, Finance	\$	Assess/Plan	Short-term	
3.2 The Town's stormwater management infrastructure has adequate capacity						
3.2.1 Review current levels of stormwater management (SWM) service using climate change data and assess gaps	Transportation & Public Works	CAO's Office (CC & AM)	\$	Assess/Plan	Short-term	IPR
3.2.2 Increase funding for maintenance and replacement of SWM infrastructure	Transportation & Public Works	CAO's Office (CC & AM), Finance,	\$\$\$	Assess/Plan	Long- Term	
3.2.3 Incorporate climate change data in forthcoming Stormwater Master Plan, in collaboration with Conservation Authorities	Transportation & Public Works	CAO's Office (CC & AM), Conservation Authorities	\$	Assess/Plan	Short-term	
3.2.4 Invest in low-impact development solutions that retain and release water in a controlled manner	Transportation & Public Works	CAO's Office (CC & AM), Finance, Conservation Authorities	\$\$\$	Assess/Plan	Long-Term	
3.2.5 Consider climate change scenarios when doing flood studies for infrastructure	Transportation & Public Works	CAO's Office (CC & AM), Conservation Authorities	\$	Assess/Plan	Short-term	IPR

LEGEND

Cost	Timeline	Status
Low – under \$500,000 Medium – \$500,000 – \$2 Million High – \$2M+	Short-term – 1 year Medium-term – 2-3 years Long-term – 4+ years	IPR - In Progress

3.3 In urban areas, stormwater is managed on-site where possible						
3.3.1 Review/assess existing stormwater systems at Town facility parking lots and consider rainwater capture systems and the use of permeable pavements if applicable	Recreation and Parks (Facilities)	Transportation and Public Works (Engineering, Building)	\$	Assess/Plan, Do/Fund	Short-term	
3.3.2 Encourage low-impact development practices for on-site stormwater management (e.g. rain water harvesting, permeable pavements, rain gardens, green roofs)	Transportation and Public Works (Engineering, Building)	Planning and Development, CAO's Office (CC & AM), Conservation Authorities	\$	Encourage, Assess/Plan	Short-term	
GOAL 4: HALTON HILLS IS PREPARED FOR THE SOCIO-ECONOMIC IMPACTS OF CLIMATE CHANGE						
4.1 Halton Hills is prepared for an increase in climate refugees						
4.1.1 Begin planning for the impacts of increased global refugees (e.g. housing, infrastructure, employment, and social support) and assessing what services will be required	CAO's Office (CC & AM)	Planning and Development, Transportation & Public Works, Halton Region	\$\$	Assess/Plan	Long-term	
4.1.2 Identify means of welcoming and engaging refugee populations	CAO's Office (CC & AM)	Halton Region, Local Community Groups	\$	Assess/Plan	Long-term	
4.2 Local food security is protected						
4.2.1 Explore opportunities available to the Town to support local food production, including rooftop gardens, vertical farming, backyard farming, regenerative farming, greenhouses, farmers markets, local food processing and storage, and community gardens	CAO's Office (CC & AM)	Economic Development, Transportation and Public Works, Recreation and Parks	\$	Assess/Plan	Medium-term	IPR
4.2.2 Ensure sufficient lands remain available within the Town for agricultural use	Planning and Development	Communications, Halton Region, Provincial Government, Conservation Authorities	\$	Regulate	Medium-term	IPR
4.2.3 Support safety-net programs such as food banks and meal programs which can provide needed access to healthy food for low-income residents	Halton Region	Planning and Development, Economic Development, Communications, Public Works and Transportation, Halton Region	\$	Encourage	Long-term	
4.3 Local businesses and tourism are protected						
4.3.1 Assess new opportunities for different forms of tourism as a result of changing climate conditions	CAO's Office (CC & AM)	Economic Development	\$	Assess/Plan	Medium-term	
4.3.2 Encourage businesses to undertake climate change planning exercises	CAO's Office (CC & AM)	Economic Development, Communications	\$	Encourage	Medium-term	

LEGEND

Cost	Timeline	Status
Low – under \$500,000 Medium – \$500,000 – \$2 Million High – \$2M+	Short-term – 1 year Medium-term – 2-3 years Long-term – 4+ years	IPR - In Progress

GOAL 5: HALTON HILLS CAN PROTECT RESIDENTS FROM THE HEALTH AND SAFETY IMPACTS OF CLIMATE CHANGE						
5.1 Impacts to public health are minimized						
5.1.1 Partner with the Halton Region Health Department to develop and promote educational materials and prevention programs related to the increased risk of water-borne and vector-borne illnesses such as West Nile and Lyme disease	CAO's Office (CC & AM)	Halton Region, Communications	\$	Encourage	Short-term	
5.1.2 Obtain data from the Region's tick and mosquito surveillance programs to support development of educational materials for residents	CAO's Office (CC & AM)	Halton Region, Communications	\$	Encourage	Medium-term	
5.2 Town staff and residents are adequately prepared for emergencies exacerbated by climate change						
5.2.1 Update the Halton Hills Emergency Response Plan to provide a more specific response protocol for extreme weather emergencies	Fire Services	All Town Departments	\$	Assess/Plan	Short-term	IPR
5.2.2 Incorporate climate change into existing emergency preparedness programs/outreach efforts targeted towards residents	Fire Services	Communications, CAO's Office (CC & AM)	\$	Encourage	Short-term	
5.2.3 Provide work-from-home solutions for non-emergency/non-essential Town staff	Corporate Services (Human Resources)	IT Services, Human Resources	\$\$	Assess/Plan	Short-term	IPR
5.2.4 Develop public education/outreach materials for Town residents and businesses regarding electricity outage planning	CAO's Office (CC & AM)	Communications, Halton Hills Hydro, Economic Development	\$	Encourage	Short-term	
5.3 The Town and residents are prepared to deal with the aftermaths of damaging weather events						
5.3.1 Implement post-disaster event inspections (e.g. a checklist) to quantify the impact of climatic events	CAO's Office (CC & AM)	Fire Services, All Town Departments	\$/\$\$	Assess/Plan	Medium-term	
5.3.2 Maintain business continuity for Town services needed in anticipation of increased maintenance and recovery associated with storms	Transportation & Public Works	Recreation and Parks, Finance	\$\$/\$\$\$	Assess/Plan	Medium-term	
5.3.3 Provide information for residents on storm recovery	CAO's Office (CC & AM)	Communications, Public Works, Halton Region, Halton Hills Hydro	\$	Encourage	Short-term	
5.4 People can stay connected during a weather-related emergency						
5.4.1 Identify and work with community and faith-based organizations to develop a process for looking after each other during extreme weather	CAO's Office (CC & AM)	Communications, Halton Region, Provincial Government	\$	Encourage	Short-term	
5.4.2 Provide education to residents on how to stay connected during storms and power outages	CAO's Office (CC & AM)	Communications, Halton Region, Halton Hills Hydro	\$	Encourage	Short-term	

LEGEND

Cost	Timeline	Status
Low – under \$500,000 Medium – \$500,000 – \$2 Million High – \$2M+	Short-term – 1 year Medium-term – 2-3 years Long-term – 4+ years	IPR - In Progress

## Appendix B: Progress Indicators

The Town's Climate Change and Asset Management division will prepare an annual progress report to measure and report on the status of the Plan's implementation by reporting on a selection of key starting in 2021.

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### Overall and Cross-Cutting Indicators

- A. Number of actions implemented
- B. Annual Town expenditures related to climate change adaptation (total cost and percent of total)
- C. Number of residents engaged through climate change adaptation programs, events and online
- D. Climate change vulnerable natural areas (km<sup>2</sup>) in Town ownership

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### Goal 1: Halton Hills can withstand damaging weather events

#### Indicators

- 1.1 Number of hours of building and services interruption after weather-related events
- 1.2 Percentage of Town critical infrastructure with backup power
- 1.3 Annual cost of sewer infrastructure maintenance, repairs and new construction

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### Goal 2: Halton Hills is resilient to the impacts of higher temperatures and more heat waves

#### Indicators

- 2.1 Number of shade structures and other cooling features in Town public spaces
- 2.2 Percent of municipality with tree canopy coverage
- 2.3 Number of trees planted (by Town and through homeowner tree planting programs)
- 2.4 Number of heat-related brownouts

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### Goal 3: Halton Hills can withstand increased precipitation and flooding

#### Indicators

- 3.1 Number of new green infrastructure or LID projects undertaken on municipal infrastructure
- 3.2 Number of new developments integrating LID and/or green infrastructure
- 3.3 Number of household flooding complaints
- 3.4 Number and volume of sanitary sewer overflows per year

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### Goal 4: Halton Hills' is prepared for the socio-economic impacts of climate change

#### Indicators

- 4.1 Number of businesses engaged in Town climate adaptation planning initiatives
- 4.2 Number of programs for new immigrants available in the Town
- 4.3 Amount of local food production (kg)

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### Goal 5: Halton Hills can protect residents from the health and safety impacts of climate change

#### Indicators

- 5.1 Number of cases of West Nile and Lyme disease
- 5.2 Number of calls to Town regarding service disruptions resulting from extreme weather events (e.g. road access, hydro)
- 5.3 Staff time spent on disaster recovery/clean up
- 5.4 Number of Staff with capacity to work from home



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**Climate Change Impacts**

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**Indicators**

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- 6.1 Number of Environment Canada warnings per annum
- 6.2 Number of instances and # of days on flood watch and flood warning
- 6.3 Number of reported severe weather events
- 6.4 Total annual rainfall & precipitation
- 6.5 Average daily temperature
- 6.6 Number of days with temperature above 30°C
- 6.7 Number of deaths or injuries due to weather-related events
- 6.8 Total losses (dollars) incurred by the Town due to weather related events
- 6.9 Number of hours of power failures triggered in response to weather-related events
- 6.10 Number and cost (dollars) of Town insurance claims from weather-related events
- 6.11 Number of heat-related hospitalizations / deaths / emergency calls
- 6.12 Number of times and # of days fire response is triggered in response to weather-related events

Note: It is possible to collect this weather data on Environment Canada websites.

# APPENDIX C



## WHAT YOU CAN DO & ADDITIONAL RESOURCES





## What You Can Do: Actions to Take at Home and Work

There are many actions you can take at home and at work to increase the resilience of your home, business and neighborhood.

### CROSS-CUTTING ACTIONS

#### What Can You Do?

##### Get informed.

Being well-informed is an essential element of the response to climate change and it is important to find accurate information. The Canadian Centre for Climate Services helps Canadians understand and adapt to climate change by providing information through the ClimateData.ca portal. The Government of Canada also provides a wealth of information on climate change, including greenhouse gas emission data, climate projections, maps, and programs.



##### Know your neighbours.

Fostering strong social connections is one of the best ways to promote resilience in the face of climate challenges. When extreme weather events occur, those in more connected communities tend to fare better. Neighbours can share resources and check up on each other in an emergency. If you don't know them already, consider introducing yourself to people who live in your building or on your block or get involved in a local group or organization.

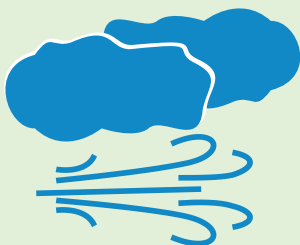


##### Grow your own food.

Climate change will continue to impact food production, distribution and costs. One way to build resiliency as individuals, and as a community, is to grow your own food. A well-planned garden can provide your family with the freshest, most nutritious produce, plus a more secure, self-reliant lifestyle.



## EXTREME WEATHER EVENTS



### What Can You Expect?

Extreme weather events such as ice and wind storms can cause broken trees and other debris, lead to property damage, power outages and other disruptions. Such damaging weather events can leave critical facilities like schools and businesses inoperable or inaccessible and create issues for getting around and accessing services.

### What Can You Do?

**Prepare your home.** Before a storm, take time to prepare your home and property to avoid damage. Trim dead branches and cut down dead trees to reduce the danger of these falling onto your house during a storm. Clean gutters, drains and downpipes. Secure everything that might be blown around or torn loose outdoors.



**Create a family or business emergency plan.** Start by discussing what could happen and what you should do at home, at school or at work if a severe storm strikes. Things to consider: How will you receive emergency alerts and warnings? What is your shelter, food and water plan? What is your family/household/business communication plan? Write down and review your plan with the entire family. Don't forget pets in your emergency plan.



**Create an emergency kit.** Put together some basic supplies that you need to be self-sufficient for a few days. Items could include: a flashlight, radio, non-perishable food and water. The key is to make sure supplies are organized and easy to find. At home, store important family documents, such as birth certificates, passports, wills, financial documents, and insurance policies in a safe place.

**Have a work from home plan.** Talk to your employer about what to do in the case of extreme weather. If you have to drive to work, wait several hours after freezing rain ends so that road maintenance crews have enough time to spread sand or salt on icy roads. If you are a business owner, establish a protocol for staff to be able to work from home during extreme weather events.



**Protect animals.** Take precautions to protect animals and livestock during extreme weather, for example provide shelter to and move livestock away from potentially collapsing structures and flying objects.



**HIGHER TEMPERATURES & MORE HEAT WAVES****What Can You Expect?**

Higher temperatures and more frequent heat waves will increase the risk of heat stroke and heat exhaustion. Heat waves are especially hard on the elderly, children, people working outdoors and other vulnerable groups. This will increase the need for public cooling centres, as well as shade and cooling facilities in parks and public spaces. Warmer weather will increase demand for air conditioning and heating, putting stress on electrical distribution systems.

**What Can You Do?**

**Update your home.** Add insulation to help keep your home cool in the summer and reduce energy bills. Check your home's cooling mechanisms (e.g. fans, air conditioners, and other cooling equipment) to ensure they are working and replace any that are broken or inefficient. Clean air filters regularly to maintain efficiency and purify indoor air.



**Install green roofs.** Green roofs are gardens planted on rooftops that provide shade and reduce the temperature of the roof surface, as well as the surrounding air. Consider building your own at home, work, or school.

**Tree planting.** Planting trees supports both climate mitigation (e.g. trees absorb GHGs) and adaptation (provide relief from excessive heat). Trees provide shade on hot days; cool nearby buildings and ambient air; moderate the need for air conditioning and related stress on electrical transmission systems. They can also reduce stormwater runoff, erosion and surface water pollution; and minimize smog formation. Choose tree species more likely suited to warmer weather in order to increase resilience.



**Make use of public cooling centers.** The Town provides cooling centers during extreme heat. Look up the location of your nearest cooling centers in case you need to go there during a heat wave or summer power outage.

**Use cool pavement materials for your driveway and interlocking.** Consider replacing typical asphalt with pavement materials that stay cooler in the sun, to help reduce the heat island effect.

**Stay healthy and hydrated.** Heat illnesses are preventable. During extreme heat, keep cool and hydrated. Drink plenty of cool liquids (especially water) to decrease your risk of dehydration. If you must do physical activity in extreme heat, take extra breaks, remove gear to let your body cool off and drink lots of water.



**INCREASED PRECIPITATION & FLOODING****What Can You Expect?**

Big rain events and increased precipitation are likely to lead to enhanced flooding. The main risk to individual homeowners and local businesses is lot-level flooding. Disruptions to transportation network and regular business activity are also possible.

**What Can You Do?**

**Know your risk.** Consult your local Conservation Authority (CA) to understand whether you are in a flood prone area. Talk to your home insurer to find out about what's covered under your policy.



Conservation Halton and Credit Valley Conservation are the two CA's that govern Halton Hills; these are also great resources to learn more about flood risk and prevention.

**Prepare your home.** Protect your property from flooding by using water resistant building materials. Add weather protection sealant and flood barriers around basement windows and base of ground-level doors. Check your roof and eaves regularly.

**Prepare your property.** Be sure your lot is properly graded, so that water drains away from basement walls. Make sure that downspouts extend away from your basement wall and other neighbouring properties.

**Know what to do with a flood risk.** If you live somewhere with poor drainage or otherwise prone to flooding and a flood warning is in effect, shut off electricity to areas that are at risk of flooding. Move furniture, valuables, and electronics to areas in your home that are least likely to be affected by flooding.

The Intact Centre on Climate Adaptation and [homefloodprotect.ca](http://homefloodprotect.ca) is another great resource for homeowner, providing checklists, tips, and an online self-assessment tool.



**Choose permeable surfaces around your home.** Reducing the amount of paved area, installing green roofs, and choosing permeable pavements that let rain soak through can help to prevent local flooding and erosion during big rain events.

**Plant a rain garden.** A rain garden is designed to collect stormwater that runs off roofs, driveways, sidewalks, and other hard surfaces. Planting a rain garden helps reduce runoff around your home as well as the amount of stormwater making it to the sewer system.

**Keep your home's water systems up to date.** Update your home's pumping system to make sure it can withstand high volumes of water. Install backwater valves or plugs for drains, toilets and other sewer connections. Make sure your sump pump is working and install a battery-operated backup, in case of a power failure. You can also install a water alarm to let you know if water is accumulating in your basement.

**Protect livestock.** If you own livestock, remember that livestock will seek higher ground if possible. Design livestock operations in a way that gives animals access to higher ground in flood-prone areas.

**Keep storm drains clear:** Keep nearby storm drains clear of leaves and other debris that may clog flows and cause a backup during heavy rainfall.



## Resources

### INFORMATION

Town of Halton Hills – Climate Change

<https://www.haltonhills.ca/climatechange/index.php>

Government of Canada – Climate Change

<https://www.canada.ca/en/services/environment/weather/climatechange.html>

Government of Canada – Protecting Your Property from Floods

<https://www.canada.ca/en/campaign/flood-ready/protect-property.html>

Government of Canada – Preparing for Storms

<https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/svrstrms-wtd/index-en.aspx#s2>

Government of Canada - Extreme Heat Safety

<https://www.canada.ca/en/health-canada/services/sun-safety/extreme-heat-heat-waves.html>

Government of Canada – Historical Weather Data

[https://climate.weather.gc.ca/historical\\_data/search\\_historic\\_data\\_e.html](https://climate.weather.gc.ca/historical_data/search_historic_data_e.html)

Canadian Centre for Climate Services

<https://www.canada.ca/en/environment-climate-change/services/climate-change/canadian-centre-climate-services.html>

ClimateData.ca

<https://climatedata.ca/>

Intact Centre on Climate Adaptation – Flood Protection Resources

[https://www.intactcentrecclimateadaptation.ca/programs/home\\_flood\\_protect/resources/](https://www.intactcentrecclimateadaptation.ca/programs/home_flood_protect/resources/)

### ORGANIZATIONS

United Nations – Climate Change

<https://www.un.org/en/climatechange/>

ICLEI Canada

<https://icleicanada.org/>

Credit Valley Conservation Authority

<https://cvc.ca/>

Conservation Halton

<https://www.conservationhalton.ca/>

Halton Hills Climate Collective

<https://haltonenvironet.ca/halton-climate-collective>

## REPORT

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

**REPORT FROM:** Laura Loney, Senior Heritage Planner

**DATE:** August 13, 2020

**REPORT NO.:** PD-2020-0033

**RE:** Removal of a Listed Property from the Heritage Register – 13802 Ninth Line

### RECOMMENDATION:

THAT Report PD-2020-0033 dated August 13, 2020 regarding “Removal of a Listed Property from the Heritage Register – 13802 Ninth Line” be received;

AND FURTHER THAT the property at 13802 Ninth Line be removed from the Heritage Register.

### BACKGROUND:

The *Ontario Heritage Act* (OHA) states that a municipality must keep a register of properties situated in the municipality that is of cultural heritage value or interest, and this list must contain properties that have been designated under Parts IV and V of the OHA. The OHA also states that the register may include properties that have not been designated under the OHA, but that the council of the municipality believes to be of cultural heritage value or interest. These properties are referred to as being listed. Section 27 (3) of the OHA requires that an owner of a property listed on a Municipal Heritage Register provide the Town with at least 60 days’ notice of their intent to demolish a structure, providing time for consideration of options with respect to heritage conservation (e.g. designation).

The property at 13802 Ninth Line is located on the northwest side of Ninth Line in Halton Hills and contains a residential dwelling built circa 1870 (Appendix A). The property was added to the Heritage Register during Phase 3 (2016) and is identified as “a good example of Gothic Revival style architecture including high pitched center gable with decorative bargeboard and drop” (Appendix B).

Staff have received a formal request from the current owner remove the property at 13802 Ninth Line from the Heritage Register due to its deteriorated condition. The

applicant intends to demolish the original one-and-a-half-storey structure and construct a new residential dwelling in the same location that will abut the existing rear addition.

### **COMMENTS:**

Staff attended the subject property with members of the Heritage Halton Hills Committee on December 3, 2019 and found the original one-and-a-half storey structure to be in deteriorated, albeit habitable, condition, with issues identified on both the interior and exterior of the building (Appendix A). The property owner indicated that there are significant rodent and accessibility issues within the home due to its original construction as well as deterioration.

Staff consulted with Heritage Halton Hills via a Zoom meeting on August 12, 2020 to review the subject property including photographs of its existing condition submitted by the property owner, in addition to a Structural Assessment prepared by GDR Structural Engineer and dated June 30, 2020 (Appendix C). The Heritage Halton Hills committee supported the removal of the property at 13802 Ninth Line and passed the following recommendation:

#### **Recommendation No. HERITAGE-2020-0013:**

THAT the Heritage Halton Hills Committee supports the removal of 13802 Ninth Line from the Town of Halton Hills' Heritage Register.

CARRIED

Staff support the removal of the property at 13802 Ninth Line from the Heritage Register due to its deteriorated condition as identified through the December 2019 site visit and through the Structural Assessment submitted in support of this application. Additionally, staff note that, while the existing building is noted as a good example of Gothic Revival style architecture, many elements of the building have been modified, including cladding, windows, doors, and bargeboard.

### **RELATIONSHIP TO STRATEGIC DIRECTION D:**

This report relates to the implementation of the Strategic Direction D. to Preserve, Protect, and Promote Our Distinctive History, the goal of which is to preserve the historical urban and rural character of Halton Hills through the conservation and promotion of our built heritage, cultural heritage landscapes and archaeological resources. This report directly relates to the following Strategic Objectives:

D.1. To require and develop a planning framework for the conservation of significant built heritage, cultural landscapes and archaeological resources.

D.2. To encourage the preservation and enhancement of the historical character of the Town's distinctive neighbourhoods, districts, hamlets and rural settlement areas.



**FINANCIAL IMPACT:**

There are no financial impacts associated with this particular report.

**CONSULTATION:**

Heritage Halton Hills was consulted in the preparation of this report.

**PUBLIC ENGAGEMENT:**

No public consultation was required as part of the preparation of this report.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation. This report supports the Cultural Vibrancy pillar(s) of Sustainability and the theme of Valued Heritage Legacy. In summary the alignment of this report with the Community Sustainability Strategy is Good.

**COMMUNICATIONS:**

Should Council approve the removal of 13802 Ninth Line from the Heritage Register, the property owner will be advised that they can proceed with a demolition permit application.

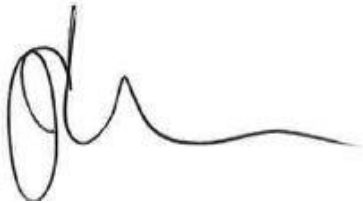
**CONCLUSION:**

The property at 13802 Ninth Line is not recommended for further evaluation and designation under Part IV of the *Ontario Heritage Act*. Staff recommends that Council remove the property from the Heritage Register to facilitate its demolition.

Reviewed and Approved by,

A handwritten signature in dark ink that reads "Bronwyn Parker". The script is cursive and somewhat informal.

Bronwyn Parker, Director of Planning Policy

A handwritten signature in dark ink. It starts with a large, stylized 'J' followed by a series of loops and a long horizontal stroke at the end.

John Linhardt, Commissioner of Planning and Development

A handwritten signature in dark ink. It features a large, stylized 'C' followed by several loops and a horizontal stroke.

Chris Mills, Acting Chief Administrative Officer




Figure 1: Location Map - 13802 Ninth Line



**Figure 2: 13802 Ninth Line, December 2019**

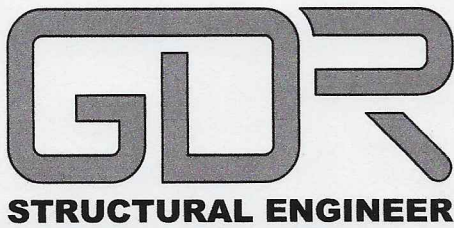


**Figure 3: 13802 Ninth Line, December 2019**

Property Name	n/a
Street Address	13802 Ninth Line
Rural Lot and Concession	Lot 29, Concession 9
Assessment Roll Number	241507000511200
Community	Rural
Municipality	Halton Hills
Regional Municipality	Halton
Construction Date	c. 1870
Building Type	Agriculture
Cultural Heritage Value	<ul style="list-style-type: none"> <li>• Good example of Gothic Revival style architecture including high pitched center gable with decorative bargeboard and drop</li> </ul>
Photo	 <p>Photo: August, 2012</p>
Report Prepared By	Heritage Resources Centre
Date of Report	August 2013
Sources (e.g. Halton Hills Rural Heritage Inventory)	<ul style="list-style-type: none"> <li>• Rural Inventory Northern – Lots 11 to 32, 2012</li> </ul>

Criteria	No.	Description	✓
<b>A. Design or Physical Value</b>	1	Is a rare, unique, representative or early example of a style, type, expression, material or construction method.	✓
	2	Displays a high degree of craftsmanship or artistic value.	
	3	Displays a high degree of technical or scientific achievement.	
<b>B. Historical or Associative Value</b>	1	Has direct association with theme, event, belief, person, activity, organization, or institution that is significant to a community.	
	2	Yields or has potential to yield info that contributes to the understanding of a community or culture.	
	3	Demonstrates or reflects the work or ideas of an architect, builder, artist, designer or theorists who is significant to a community.	
<b>C. Property Has Contextual Value</b>	1	Is important in defining, maintaining or supporting the character of an area.	
	2	Is physically, functionally, visually or historically linked to its surroundings.	
	3	Is a landmark.	





GDR Structural Engineer  
37 Somerville Rd.  
Halton Hills, ON L7J 3A2  
905-703-5755  
gdr.structural@gmail.com

Doug Matthews  
66 Main St. S  
Georgetown, Ontario

JUNE 30, 2020

Project: Structural Assessment of Heritage House  
13802 9th Line, Georgetown, ON

Dear Doug,

As requested, we visited with you at the above noted address to review the structural condition of the existing house. We understand the original front 2 storey part of the house is designated as a heritage building. The owner wishes to extensively renovate the front part of the house or demolish it and rebuild due to the old age and condition of the original construction. We did a non-destructive visual review of existing foundation and framing that was visible and not covered with finishes or backfill. Based on that review, we can comment as follows:

1. Foundation: The foundation of the original front heritage part of the house is rubble stone about 18" minimum thick. The joints between the stones are filled with various materials such as loose sand, mortar patches, concrete parging and even some spray foam insulation in places. Loose sand between stones is likely remnants of many years of water penetration through the wall that washed away any cement that may have been in the original mortar or subsequent mortar repairs. Significant water penetration also results in further damage and shifting of the foundation as it freezes and expands in the stone joints. The many patches, parging and spray foam fillers visible are evidence of previous repeated attempts to prevent water from penetrating the walls. The loose sand in the joints and other openings between stones have allowed rodents to enter the building.

There are several large openings broken through the stone walls for windows and HVAC penetrations and it appears that structural lintels were not installed or insufficient wood sills were used instead of lintels. The openings are very rough with loose stones around

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Professional Engineers  
Ontario



the edges. Some of the walls appear to be slightly bowed/leaning due to lateral soil pressure and possibly pressure from frost penetration.

The basement floor appears to be bedrock and is not level, varying in elevation by as much as 24" from one corner of the basement to the other. This results in an uneven, sloping floor that is unsafe and difficult to walk on in places. The headroom in the basement is very low in places as well and not safe.

2. Superstructure: The main floor wood framing consists of 2x8 joists spanning front to back that are significantly overspanned and have been shored by various temporary pieces of timber and jack posts supported on the un-even bedrock floor. Some of the sill plates/beams on the rubble stone wall and ends of floor joists have visible sections of rot and we would therefore suspect that the wood embedded further in the stone walls that we cannot see will also have some rot.

The stair opening around the main floor stairs to the basement is not safe as it is too narrow with insufficient headroom and undersized beam framing around the opening.

The main floor ceiling supporting the 2<sup>nd</sup> floor is also framed with overspanned 2x8 joists so the ceiling and floors are not level and as a result, some door frames appear to have shifted out of square. There is also a step in the floor from the original main floor into the addition main floor that is not to code and is unsafe.

When viewing from the exterior of the house, the entire front wall of the house appears to be bowed inward which could be a result of stone foundations bowing and settling combined with undersized 2<sup>nd</sup> floor framing that can further pull inwards on the walls. We also understand that rats and other rodents have chewed holes through main floor wood walls.

Therefore, the foundation and superstructure will require extensive repairs to improve them to a safe condition. Expected repairs could include, as a minimum:

- excavating around rubble stone walls and installation of a new waterproofing system
- structural repair of stone foundation including removal of deteriorated mortar and installation of new mortar joints
- removal of loose uneven stones and replace with solid masonry/concrete as required
- installation of lintels over foundation wall openings



- lowering/levelling of the bedrock floor replacement with proper concrete floor
- underpinning some of the stone foundation wall due to floor levelling
- reinforcing/shoring of overspanned floor joists and beams
- removal and replacement of all rotted wood joists, sills, beams
- demolish and reframing of all stair openings
- demolish and reframe bowed exterior stud walls as required
- install proper lintels over openings in framed walls
- properly support any 'balloon-framed' joists/beams
- demolish and repair all other structural framing items not visible at this time that are will inevitably be found during demolition for the items noted above.

In light of the above, most of the structure and foundation will require significant demolition and repair or replacement. This would be very difficult, disruptive and expensive work that would essentially result in a 'patchwork' of the remaining very old original construction with some new repair materials. Parts of the original structure that would remain, that may not appear to need immediate repair at this time, are likely to require further repairs at a later date simply due to the age and current condition of the existing structure.

Therefore, due to the overall poor structural condition of the existing wood framing and foundation that is visible at this time, the very high expected repair costs to bring them up to an adequate level of safety to meet Ontario Building Code requirements and the potential for even further high repair costs in the future, we would suggest that any incurred costs by the homeowner at this time would be better spent on demolishing and re-building the house rather than repairing.

We trust this is the information you require at this time. Please let us know if you have any questions.



**Gary Rosenberg, P.Eng. for  
GDR Structural Engineer**



FOR STRUCTURAL ONLY

## REPORT

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

**REPORT FROM:** Tharushe Jayaveer, Planner – Policy/Development Review

**DATE:** August 19, 2020

**REPORT NO.:** PD-2020-0042

**RE:** Recommendation Report for Holding (H5) Provision for 572 Main Street (Glen Williams)

### RECOMMENDATION:

THAT Report No. PD-2020-0042, dated August 19, 2020, with respect to “Recommendation Report for Removal of Holding (H5) Provision for 572 Main Street (Glen Williams)”, be received;

AND FURTHER THAT the request to remove the Holding (H5) Provision from Zoning By-law 2010-0050, as amended, for the lands legally described as Part Lot 22, Concession 10, Esquesing, also shown as Lot 39, RCP 1555, Town of Halton Hills, Regional Municipality of Halton, municipally known as 572 Main Street (Glen Williams), be approved;

AND FURTHER THAT the necessary By-law be enacted to authorize the removal of the Holding (H5) Provision as generally shown in SCHEDULE 4 of this report.

### BACKGROUND:

On July 27, 2020, the Applicant submitted an proposal to remove the Holding (H5) Provision from the lands municipally knows as 572 Main Street in Glen Williams; see **SCHEDULE 1 – LOCATION MAP**. The application is seeking to remove the Holding (H5) Provision in order to construct a new shed using a similar footprint as the existing shed (which is to be demolished); see **SCHEDULE 2 – SITE PLAN**.

The property is zoned Hamlet Community Core (Mature Neighbourhood One) (HCC(MN1)) and is subject to a Holding (H5) Provision under Part 14 of the Town of Halton Hills Zoning By-law 2010-0050, as amended. The Holding (H5) Provision applies to all lands within the regulatory flood limit for Glen Williams as set out in the Glen Williams Secondary Plan and cannot be lifted until Council is satisfied that the policies

of the Secondary Plan are met. The policies pertain to matters dealing with development within the flood plain and the conditions under which development can occur. The full text of the respective policies is attached; see **SCHEDULE 3 – SECTION H4.9.2.3 AND H4.9.2.4 OF THE GLEN WILLIAMS SECONDARY PLAN.**

**COMMENTS:**

Town staff is satisfied that the Applicant has met all of the requirements necessary to lift the Holding (H5) Provision, including the criteria set out under the applicable Glen Williams Secondary Plan policies. Credit Valley Conservation (CVC) staff have also notified the Town that they have no objections to the Holding (H5) Provision being lifted.

The applicant cannot obtain a Building Permit for the shed until Council lifts the Holding (H5) Provision.

**RELATIONSHIP TO STRATEGIC PLAN:**

The lifting of the Holding (H5) Provision is consistent with the Town's strategy to manage growth.

**FINANCIAL IMPACT:**

The removal of the Holding (H5) Provision is an administrative matter and has no financial impact.

**CONSULTATION:**

Planning staff has consulted with the appropriate Town departments and Credit Valley Conservation (CVC) in preparation of this report.

**PUBLIC ENGAGEMENT:**

Public consultation is not required prior to the removal of the Holding (H5) Provision.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

Notice of the Town's intention to pass the Holding Removal By-law was completed in accordance with the requirements of the Planning Act.

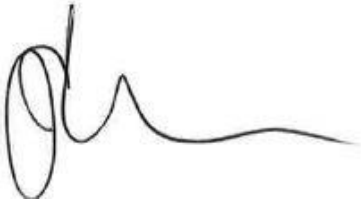
**CONCLUSION:**

On the basis of the foregoing, Planning staff recommends that Council lift the Holding (H5) Provision from the subject lands by enacting the attached By-law, as generally shown in **SCHEDULE 4 – PROPOSED HOLDING REMOVAL BY-LAW**.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jeff Markowiak".

Jeff Markowiak, Director of Development Review

A handwritten signature in black ink, appearing to read "John Linhardt".

John Linhardt, Commissioner of Planning and Development

A handwritten signature in black ink, appearing to read "Chris Mills".

Chris Mills, Acting Chief Administrative Officer

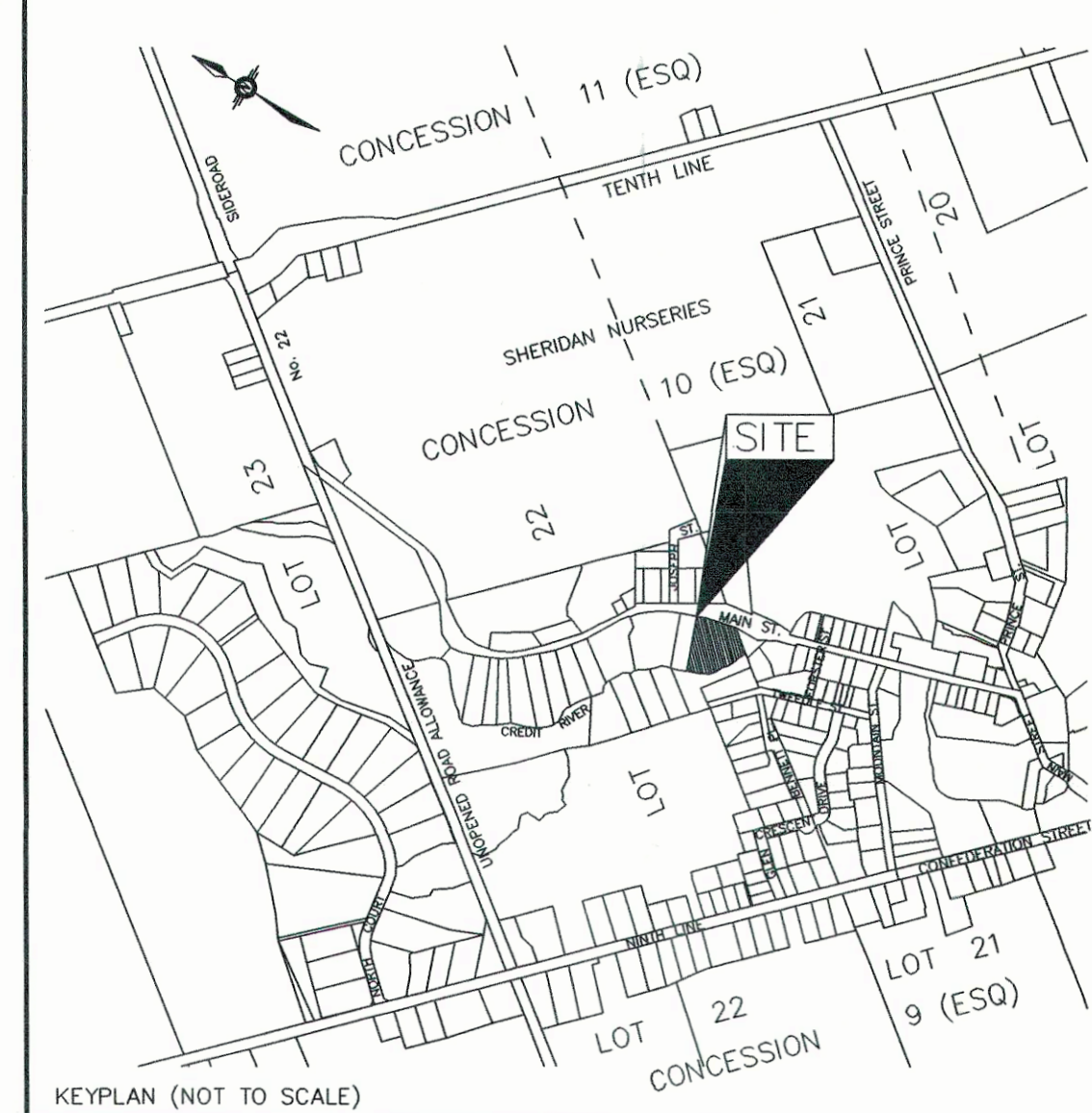
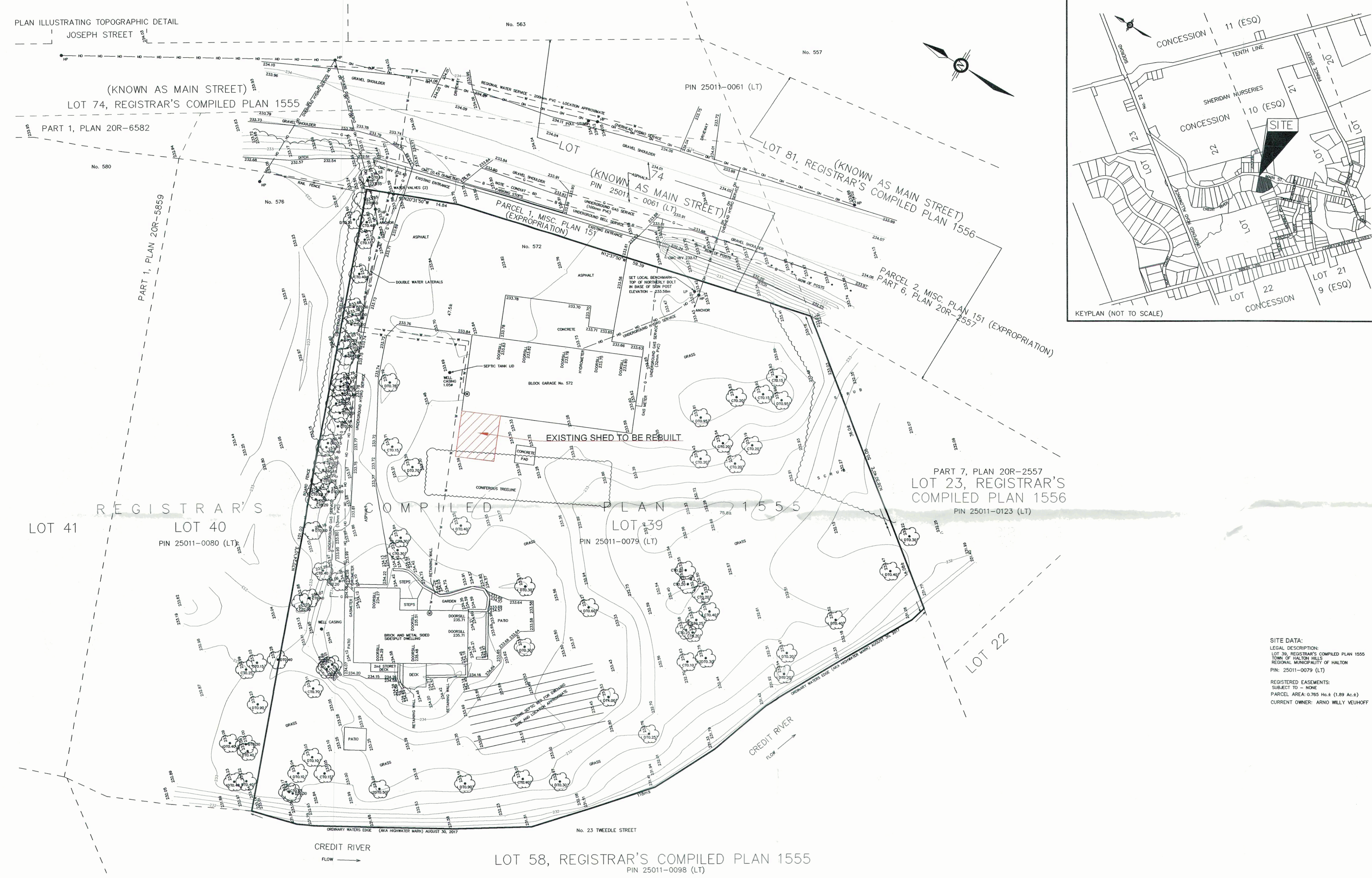


## SCHEDULE 1 – LOCATION MAP





SCHEDULE 2 - SITE PLAN



SITE DATA:  
LEGAL DESCRIPTION:  
LOT 39, REGISTRAR'S COMPILED PLAN 1555  
TOWN OF HALTON HILLS  
REGIONAL MUNICIPALITY OF HALTON  
PIN: 25011-0079 (LT)  
REGISTERED EASEMENTS:  
SUBJECT TO - NONE  
PARCEL AREA: 0.785 Ha (1.89 Ac.±)  
CURRENT OWNER: ARNO WILLY VEUHOFF

No.	DATE:	REVISIONS:
1.	---	---

CLIENT: ARNO VEUHOFF  
SITE ADDRESS: 572 MAIN STREET  
GLEN WILLIAMS  
TOWN OF HALTON HILLS



TOWN OF HALTON HILLS  
PLANNING DEPARTMENT  
JUL 27 2020

TITLE: EXISTING CONDITIONS  
SITE PLAN

SCALE: 1:300  
DATE: APRIL 2020  
DRAWN: B.C.  
CHECKED: R.R.  
PROJECT No:  
DRAWING No:

SP-01



## **SCHEDULE 3 – SECTION H4.9.2.3 AND H4.9.2.4 OF THE GLEN WILLIAMS SECONDARY PLAN**

### **H4.9.2.3 General Land Use Policies:**

The erection of buildings and structures or the placing or removal of fill of any kind or any alteration to a watercourse or valley shall be prohibited within lands designated Core Greenlands or lands identified as within the limit of the Regulatory Flood. Buildings or structures associated with the uses in subsection H4.9.2.2 will be developed in accordance with the following:

- a) Any environmental and/or physical hazards which affect the site can be mitigated in a manner consistent with accepted engineering techniques and resource management practices; and,
- b) Such buildings, structures and works are designed in a manner which:
  - i. recognizes natural ecological systems and processes and ensures they are maintained and enhanced;
  - ii. minimizes disruption to existing landforms and landscape features including vegetation, wetlands, steep slopes and groundwater discharge areas through such approaches as clustering works on less sensitive parts of the site;
  - iii. will result in no changes to the natural quality and quantity of ground and surface water resources;
  - iv. will result in the maintenance and/or enhancement of existing aquatic ecosystem functions;
  - v. will result in the maintenance and/or enhancement of existing terrestrial ecosystem functions; and,
  - vi. the required setbacks established in accordance with the policies of subsection H4.9.4 of this Plan can be met.

### **H4.9.2.4 Land Use Policies – Replacement or Expansion of Existing Uses:**

It is the policy of this Plan to require that any expansion or replacement of existing uses or permitted buildings within Core Greenlands or lands identified as within the limits of the Regulatory Flood, shall only be considered for approval by the Town, in consultation with the Region of Halton and Credit Valley Conservation on the basis of the policies in subsection H4.9.2.3 and the following:

- a) Expansions of existing buildings must be dry flood-proofed to the regulatory flood level and velocity. Floodwater storage and conveyance must also be addressed to the satisfaction of Credit Valley Conservation and the policies of this Plan;

- b) Buildings destroyed by fire or other means will be permitted on the existing footprint providing the reconstruction occurs within two years of the buildings destruction and that the building is designed so that no structural damage will occur from the regulatory flood and the building is flood proofed to the satisfaction of Credit Valley Conservation;
- c) That safe access is provided to any expanded or replacement development for pedestrian and vehicular access and evacuation routes as determined by the Town of Halton Hills and Credit Valley Conservation;
- d) Notwithstanding the permitted uses of the Institutional Area designation, no nursing homes, daycare facilities, group homes, seniors homes, schools, fire, police or ambulance stations, or other similar uses shall be allowed to expand or be replaced in the event of destruction; and,
- e) Notwithstanding any policies of this Plan no uses associated with the storage or use of any chemical, hazardous or toxic materials shall be permitted to be reconstructed or enlarged.



## SCHEDULE 4 – PROPOSED HOLDING REMOVAL BY-LAW



### BY-LAW NO. 2020-00XX

A By-law to remove the Holding (H5) Provision from Zoning By-law 2010-0050, as amended for the lands legally described as Part Lot 22, Concession 10, Esquesing, also shown as Lot 39, RCP 1555, Town of Halton Hills, Regional Municipality of Halton, municipally known as 572 Main Street (Glen Williams)

**WHEREAS** Council is empowered to enact this By-law by virtue of the provisions of Section 36 of the Planning Act, R.S.O. 1990, c. P.13, as amended;

**AND WHEREAS** notice of removal of the Holding (H5) Provision has been provided in accordance with the Planning Act, R.S.O. 1990, c. P.13, as amended;

**AND WHEREAS** Council has recommended that the Holding (H5) Provision be removed from Zoning By-law 2010-0050, as amended, as hereinafter set out;

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. That Schedule "A19" of Zoning By-law 2010-0050, as amended, is hereby further amended by removing the Holding (H5) Provision from the lands legally described as Part Lot 22, Concession 10, Esquesing, also shown as Lot 39, RCP 1555, Town of Halton Hills, Regional Municipality of Halton, as shown on Schedule "1" attached to and forming part of this By-law; and,
2. This By-law shall become effective from and after the date of passing hereof.

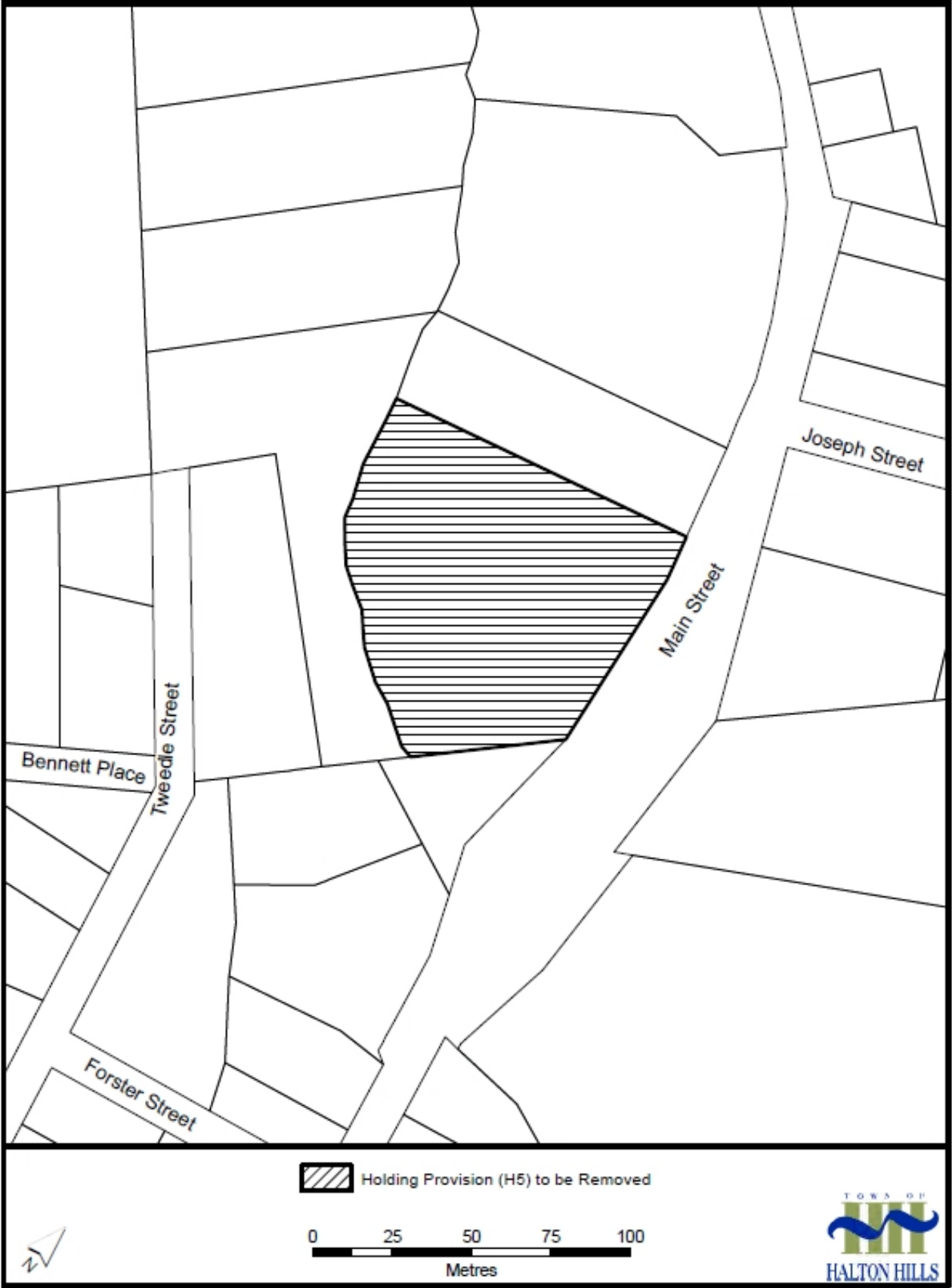
**BY-LAW** read and passed by the Council for the Town of Halton Hills this 31<sup>st</sup> day of August, 2020.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES





## **REPORT**

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

**REPORT FROM:** Maureen Van Ravens, Director of Transportation  
Bronwyn Parker, Director of Planning Policy

**DATE:** August 10, 2020

**REPORT NO.:** TPW-2020-0026

**RE:** GTA West Corridor Preferred Route Update

### **RECOMMENDATION:**

THAT Report No. TPW-2020-0026, dated August 10, 2020, regarding the GTA West Corridor Preferred Route Update, be received;

AND FURTHER THAT the GTA West Project Team be requested to complete additional transportation analyses to understand impacts on the existing and planned transportation road network;

AND FURTHER THAT the Halton Region be requested to expedite the resolution of the outstanding Local Planning Appeal Tribunal (LPAT) appeals to Regional Official Plan Amendment No. 43 (GTA West/HPBATS Corridor Protection policies and related mapping);

AND FURTHER THAT in concert with the resolution of the outstanding LPAT appeals to ROPA No. 43, Town staff expedite the resolution of Official Plan Amendment No. 21 to refine Corridor Protection policies and related mapping in the Town of Halton Hills Official Plan;

AND FURTHER THAT the Town Clerk forward a copy of Report TPW-2020-0026 to the GTA West Project Team as the Town's formal comments on the Preferred Route;

AND FURTHER THAT the Town Clerk forward a copy of this report to the Ministry of Transportation, the Ministry of Municipal Affairs and Housing, the Town of Milton, the City of Brampton, Halton Region, and the Regional Municipality of Peel for their information.

[Recommendation]

## **BACKGROUND:**

As identified through Report PLS-2019-0056, in 2007, the GTA West Environmental Assessment (EA) Study was initiated by the Ministry of Transportation (MTO) to plan for future infrastructure needs and consider options to provide better movement of people and goods throughout the Greater Golden Horseshoe to the year 2031.

As part of the study process, a Focused Analysis Area (FAA) was established. The purpose of the FAA was to identify properties within the overall study area which may be directly impacted by the future transportation corridor. It also established properties that could proceed with development.

In September 2019, the MTO released an updated FAA and Technically Preferred Route as indicated in Appendix 1. While the MTO information explained that the properties included within the green areas of the FAA may proceed for development purposes, any lands which are included within Halton Region and the Town of Halton Hills' Corridor Protection Areas (which includes the FAA green areas) remain restricted from development until such time as the Region and Town are able to refine or remove the Corridor Protection policies and related mapping from their Official Plans.

Report PLS-2019-0074, which was presented to Planning, Public Works and Transportation Committee on October 29, 2019, provided details on the Technically Preferred Route within the Town of Halton Hills and the associated transportation concerns and impacts to potential development within the Premier Gateway Employment lands. The report also contained a series of recommendations regarding i) the resolution of the long standing GTA West/HPBATS Corridor Protection policies contained in Regional Official Plan Amendment No. 43 (ROPA 43) and Official Plan Amendment No. 21 (OPA 21), ii) transportation impacts and iii) water and wastewater servicing. The report also recommended that staff continue to evaluate the impacts of the Technically Preferred Route for the GTA West Corridor and report back to Council regarding any new information related to the EA process. These recommendations were endorsed with modifications by Committee and subsequently by Council on November 11, 2019.

In addition to endorsing the recommendations contained in PLS-2019-0074 with modifications, on November 11, 2019, Council passed Resolution Number 2019-0195. This resolution indicates that Council opposes any further investment in the GTA West Transportation Corridor and was subsequently forwarded to the Premier, the Ministry of Transportation, all leaders of Provincial parties, and MPP Ted Arnott. Notwithstanding the foregoing, the Province is continuing to advance the GTA West EA. This report is intended to provide Council with a further update and recommendations on the GTA West EA.

## **COMMENTS:**

On August 7, 2020 Town staff was advised through the GTA West Project Team of the Preferred Route and the 2020 Focused Analysis Area for the GTA West multimodal transportation corridor as indicated in Appendix 2.

Overall, the Preferred Route and 2020 FAA did not change from the Technically Preferred Route that was provided in September 2019 within the Town of Halton Hills.

The Preferred Route proposes two interchanges in Halton Hills, located at Winston Churchill Boulevard just south of 5 Side Road and at the Highway 401/407ETR, east of Trafalgar Road and Toronto Premium Outlets, south of Steeles Avenue.

From a land use planning perspective, the Preferred Route for GTA West minimizes the total area of land impacted for the Premier Gateway Employment lands within the Town of Halton Hills. Understanding that the refined Focused Analysis Area is approximately 250 m wide and the Preferred Route approximately 170 m wide, provides confirmation of the potential property impacts throughout the Corridor Protection Area and provides clarity as staff continue with the Premier Gateway Phase 2B Secondary Plan and Scoped Subwatershed Study. The Preferred Route is identified through the Town's Future Strategic Employment Area (FSEA) lands, which extend between Tenth Line and Winston Churchill Boulevard and throughout the Lot 2 lands along the Premier Gateway Employment Area Corridor east of Eighth Line to Winston Churchill Boulevard. These lands support the long term vision of the Regional Official Plan and meet the intent of Provincial policy to provide strategic transportation access to FSEA lands. Based on the Preferred Route, it is recommended that the Town and Halton Region refine the ROPA 43 and OPA 21 corridor protection policies and mapping to enable development to proceed within the Premier Gateway Employment Area lands east of Eighth Line.

From a Transportation perspective, the Preferred Route will have a significant impact on the existing and planned transportation network. Staff continue to request that additional transportation analysis be provided by the GTA West Project Team to understand the impacts it will have on the existing and planned road network.

Among other matters, the Halton Peel Boundary Area Transportation Study (HPBATS) includes a proposed transportation network system which identified the need for both the Norval West By-pass and an east-west connection to eliminate traffic through Norval. The Preferred Route does not provide a future east-west connection. As part of the GTA West Project, a solution is required to address the existing congestion and increase in heavy truck volumes within Norval.

The proposed interchange at Highway 401/407ETR will provide access to the lands within the Premier Gateway Employment Area. It is anticipated that the proposed interchange at Highway 401/407ETR will increase demand through the existing Highway 401/Trafalgar Road interchange and the intersection of Trafalgar Road and Steeles Avenue. Staff is requesting that additional transportation analysis be completed by the GTA West Project Team to provide solutions to mitigate the impacts to the

regional and local road networks. As part of the Premier Gateway Phase 1B Secondary Plan, a detailed transportation analysis was completed. The need for additional capacity and the potential for a direct access from Trafalgar Road and Highway 401 off ramp have been analyzed and recommended by both Town and Region staff to address the capacity constraint.

Staff are requesting that the GTA West Project Team meet with both the Town and Region staff to complete the necessary additional transportation analyses to adequately address our concerns.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

The recommendations within this report support the Town's **Foster a Prosperous Economy Value**. The recommendations are also linked to the Shaping Growth, Transportation and Local Autonomy and Advocacy Priority/Focus Areas.

#### **FINANCIAL IMPACT:**

There is no direct financial impact associated with this report.

#### **CONSULTATION:**

Transportation and Public Works and Planning staff worked collaboratively on the preparation of this report.

#### **PUBLIC ENGAGEMENT:**

There is no public engagement required at this stage.

#### **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Cultural Vibrancy, Economic Prosperity, Environmental Health pillar of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is very good.

#### **COMMUNICATIONS:**

Upon Council approval of this report, it is recommended that Town Clerk forward a copy of this report to the GTA West Project Team, Ministry of Transportation, the Ministry of Municipal Affairs and Housing, the Town of Milton, the City of Brampton, Regional Municipality of Halton, and the Regional Municipality of Peel for their information and action where appropriate.

## **CONCLUSION:**

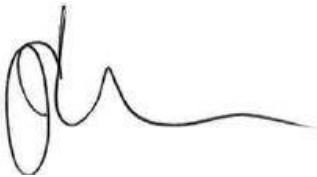
GTA West Project Team has provided the Preferred Route and the 2020 Focused Analysis Area for the GTA West multimodal transportation corridor which did not change from the Technically Preferred Route that was provided in September 2019 within the Town of Halton Hills.

The Preferred Route will have significant impacts on the existing and planned transportation network. Staff are requesting that additional transportation analyses be provided by the GTA West Project Team to understand the impacts it will have on the existing and planned road network specifically in Norval as it relates to both congestion and increase in heavy truck volumes.

From a land use planning perspective, the Preferred Route for GTA West minimizes the total area of land impacted for the Premier Gateway Employment lands within the Town of Halton Hills.

Based on the Preferred Route, it is recommended that Halton Region and the Town work together through the LPAT process to refine the ROPA 43 and OPA 21 corridor protection policies and mapping to enable development to proceed including the Premier Gateway Phase 2B Secondary Plan area.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read 'John Linhardt', with a stylized, flowing script.

John Linhardt, Commissioner of Planning and Development

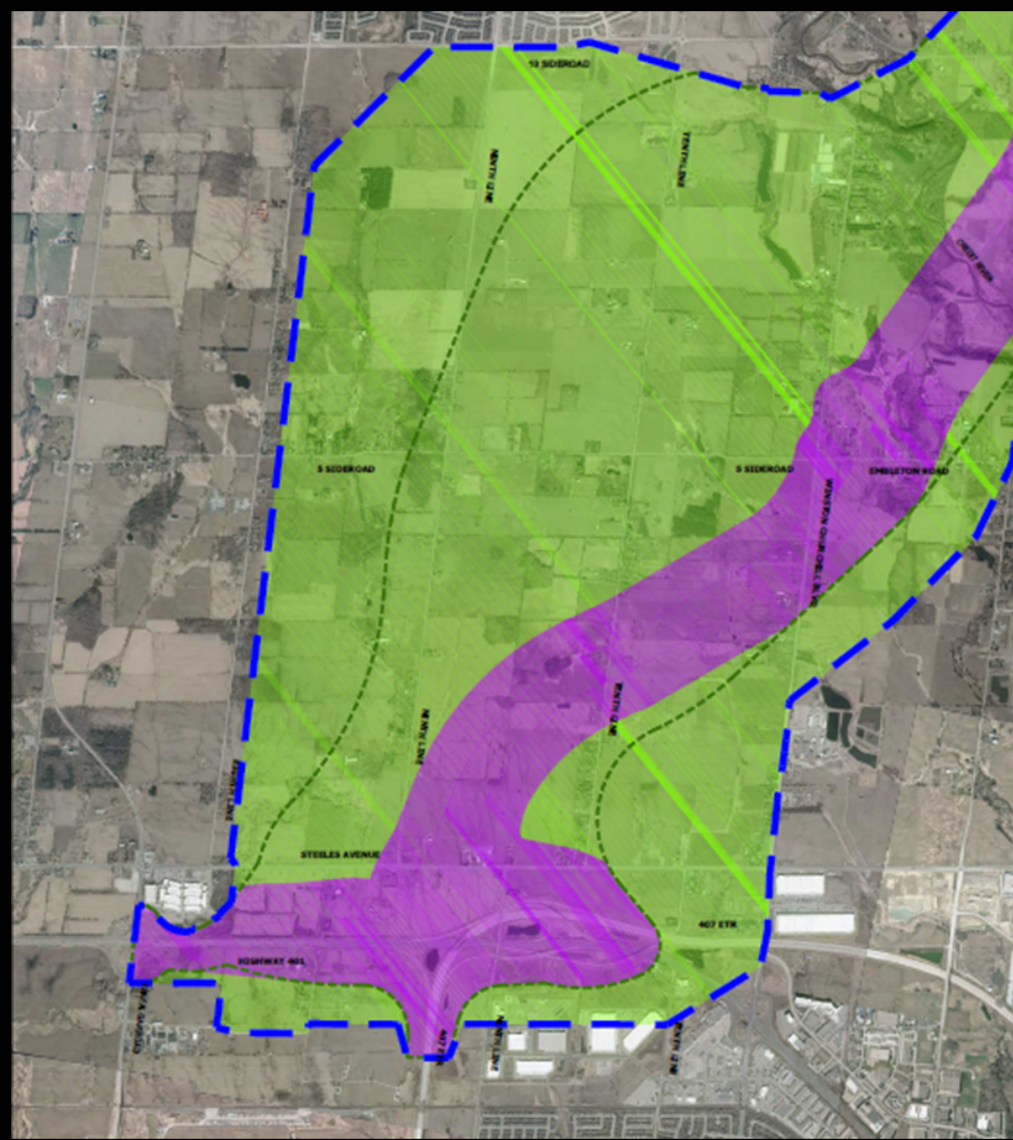
A handwritten signature in black ink, appearing to read 'Bill Andrews', with a cursive style.

Bill Andrews, Interim Commissioner of Transportation and Public Works

A handwritten signature in black ink, appearing to read 'Chris Mills', with a cursive style.


Chris Mills, Acting Chief Administrative Officer






## LEGEND


 ROUTE PLANNING STUDY AREA

 2015 FOCUSED ANALYSIS AREA FOR THE SHORT LIST OF ALTERNATIVES

THE 2015 FOCUSED ANALYSIS AREA WILL BE SUPERSEDED BY THE 2019 FOCUSED ANALYSIS AREA AFTER THE TECHNICALLY PREFERRED ROUTE IS CONFIRMED FOLLOWING PIC 2

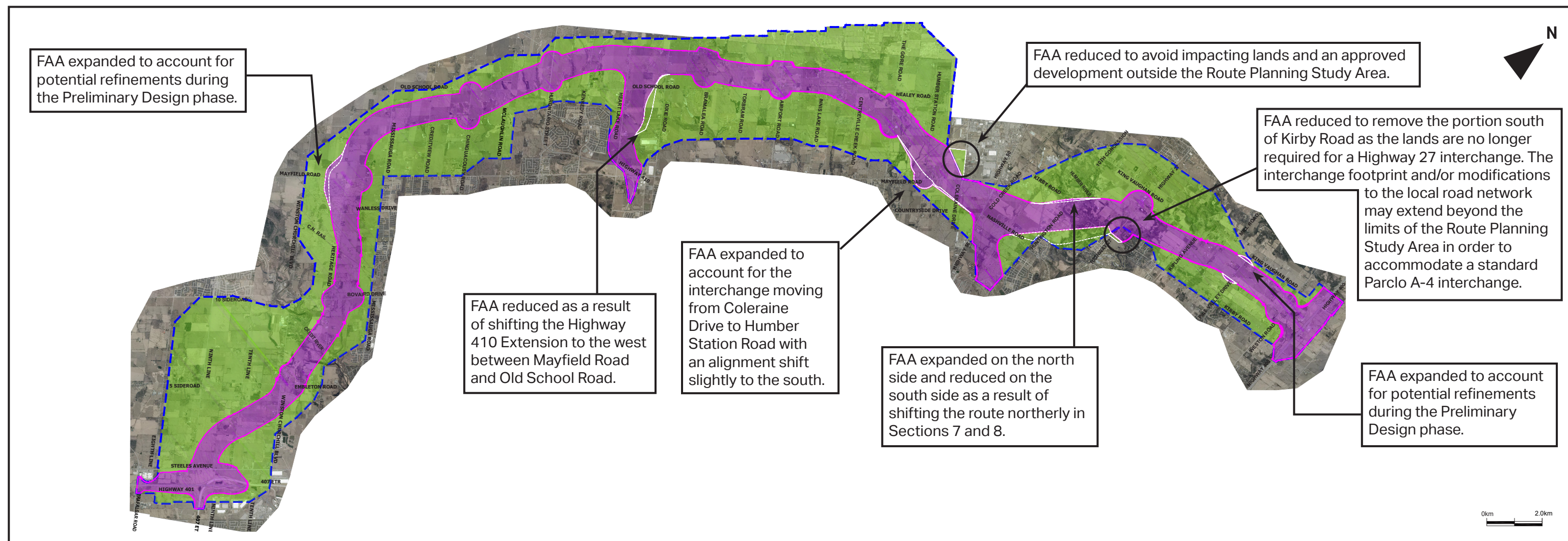
 2019 FOCUSED ANALYSIS AREA FOR THE TECHNICALLY PREFERRED ROUTE

THE 2019 FOCUSED ANALYSIS AREA (FAA) IS A ZONE SURROUNDING THE TECHNICALLY PREFERRED ROUTE. PROPERTIES LOCATED WITHIN THE FAA COULD BE DIRECTLY IMPACTED BY THE GTA WEST TRANSPORTATION CORRIDOR, ANCILLARY USES, OR IF REFINEMENTS ARE MADE TO THE TECHNICALLY PREFERRED ROUTE.

 MTO HAS REDUCED INTEREST IN PROPERTIES LOCATED IN THE GREEN AREAS. APPLICATIONS CAN PROCEED THROUGH MUNICIPAL DEVELOPMENT PROCESSES. MTO WILL CONTINUE TO REVIEW ALL DEVELOPMENT APPLICATIONS IN THE STUDY AREA, BUT IT IS ANTICIPATED THAT APPLICATIONS IN THE GREEN AREAS WILL NOT BE IMPACTED BY THE GTA WEST TRANSPORTATION CORRIDOR.



## 2020 FOCUSED ANALYSIS AREA (FAA)

**Purple Area**

The 2019 Focused Analysis Area (FAA) that was presented at PIC #2 was in draft format and has since been refined following a review of feedback and other relevant data. The refined 2020 FAA (**purple area**) is a zone that surrounds the Preferred Route and defines which properties continue to be within an area of interest as the study progresses. Properties located within the 2020 FAA could be directly impacted by the GTA West multimodal transportation corridor, ancillary uses, or if refinements are made to the route during the preliminary design stage.

**More Information**

You can download detailed mapping of the Preferred Route and 2020 FAA from the Public Information Centre #2 section of the project website at [www.gta-west.com/consultation/public-information-centres-and-community-workshops/](http://www.gta-west.com/consultation/public-information-centres-and-community-workshops/).

Ce bulletin peut être téléchargé en français sur le site Internet du projet à l'adresse [www.gta-west.com/french/](http://www.gta-west.com/french/).

Des renseignements sont disponibles en français en composant (289) 835-2484 (Yannick Garnier).

**Green Areas**

MTO has a reduced interest in properties located in the green areas on the map. Applications can proceed through municipal development processes and MTO will continue to review all development applications in the study area, but it is anticipated that applications in the green areas will not be impacted by the GTA West multimodal transportation corridor. The Project Team aims to further reduce the FAA when the preliminary design of the Preferred Route is presented at PIC #3.

**Route Planning Study Area - - - - -**

Geographical area within which alternatives for the GTA West multimodal transportation corridor were considered.

**WEBSITE**[www.gta-west.com](http://www.gta-west.com)**EMAIL**[project\\_team@gta-west.com](mailto:project_team@gta-west.com)**TOLL-FREE**

1-877-522-6916

**TWITTER**

@GTAWestStudy



## MEMORANDUM

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

**FROM:** Stephen Hamilton  
Manager of Facility Capital Projects

**DATE:** August 17, 2020

**MEMORANDUM NO.:** MEM-RP-2020-0003

**RE:** Completion of Town Hall Generator Project

### PURPOSE OF THE MEMORANDUM:

This memorandum is being provided to update Council with regards to the completion of the Town Hall Generator Project. The project was identified through previous reports and capital budgets as being a desirable project to secure Town Hall operations during all emergencies stemming from interrupted power and to strengthen the Town's resiliency to climate change.

### BACKGROUND:

The existing generator of the Town Hall is a 60kwh diesel generator and was original to the Town Hall construction in 1989. The generator and ATS (automatic transfer switch) were at the end of their life-cycle and identified for replacement in capital budget projections. The ATS had been placed in the 2018 capital budget because its condition was determined to be poorer than the generator itself during the Building Condition Assessment (BCA) completed in 2016.

The Town engaged the consultants Mott-MacDonald to complete a facility vulnerability assessment in 2018.

The decision to replace the existing generator with the new generator project is consistent with recommendations from the report ***Halton Hills Facility Vulnerability Assessment : A Climate Change Vulnerability PIEVC Case Study***. The report concluded that a replacement generator was required for the Town Hall to strengthen its resiliency to climate change and emergencies.

The existing generator had been designed to power emergency lighting within the Town Hall and had a limited capacity to support ongoing operations including critical IT infrastructure. The ATS was in need of replacement to maintain a state of good repair and the fuel delivery system of the existing diesel generator no longer met regulatory requirements.

A proposal was made to design a generator replacement having complete capacity to support the full operations of the Town Hall now and in the future regardless of severity or duration of emergency due to power failure. This would include critical infrastructure related to IT and communications.

Capital replacement projects to address the requirements for updated and comprehensive emergency generator infrastructure capable of supporting Town Hall operations were approved through the 2018 and 2019 capital budgets.

#### **COMMENTS:**

Facility Capital Projects have completed the full scope of design, engineering, installation and testing works required to complete the new generator system at Town Hall. The new generator is a 350 kwh natural gas generator having capacity to completely support operations of the Town Hall now and in the future regardless of severity or duration of emergency due to power failure. The system is now fully operational. The design of the generator project sought to replace the existing diesel fueled system with a preferred and cleaner natural gas system. Additionally the new system made use of existing infrastructure and was sited on the property so as to reduce any interference with existing and potential future facility requirements.

#### **CONCLUSION:**

The new generator allows for the Town to offer uninterrupted level of service (LOS) delivery through all of its Town Hall operations in the event of power failure regardless of its duration. Additionally, it ensures that the ITS Server room, maintaining critical technology services for all Town services and facilities, is able to maintain and secure

uninterrupted level of service regardless of emergency. The completed installation of this generator project will strengthen the resiliency of the Town hall facility to climate change and potential emergencies.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read "Warren Harris". The script is cursive and somewhat stylized.

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "C. Mills". The signature is written in a cursive, flowing style.

Chris Mills, Acting Chief Administrative Officer

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

**Regrets:** -

**Absent:** -

**Staff Attending:** Yaw Ennin (BIA Manager), Nikki Jackson (Membership & Events Co-ordinator), Bethany Hanman (Special Events Coordinator)

Guests: Derek Smith (Moxxi's Boutique)

1. **Call to order – 9:00 A.M. By Connie Ward (Board Chair)**

2. **Acceptance of Agenda:**

**Motion: To Approve the Agenda**

**Motion Moved By: Randy Kerman**

**Second: Suzanne Clarke**

**Motion passed**

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

None

4. **Approval of Previous Meeting Minutes**

**Motion: To Approve the Meeting Minutes of the May 12, 2020 Board Meeting**

**Motion Moved By: Randy Kerman**

**Second: Suzanne Clarke**

**Motion passed**

5. **Correspondence**

None

6. **Manager's Report**

**Attached**

CityScape's original quote for new banners was an underestimate. The BIA manager continues to have a discussion with them and the new quote will go up in price. The quotes are for the new style of banners, like the Town's Public Art banners. The spraying of weeds has started and is ongoing. Businesses in the Downtown are re-surfacing and opening again.

**Action: The BIA Manager will send an email to BIA members to clarify and confirm that Downtown Georgetown does not meet Stage Two of re-opening.**

**Action: Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.)**

7. **Financial Statements – Cindy Robinson**

a) **Acceptance of financial statements**

**Motion: To accept the March financial statements as presented**

**Motion Moved By: Cindy Robinson**

**Second: Randy Kerman**

**Motion passed**



## **8. Business Arising**

### **a) Introduction of new Summer student hire**

Welcome Bethany Hanman. She is the Special Events Co-ordinator and her contract is until September 19<sup>th</sup>, though it may be extended for the Farmers Market. The BIA Manager is still looking for the second hire.

### **b) Update on levy reduction inquiry**

The BIA Manager has been in discussions with CAO Brent Marshall and Damian Szybalski and they have highlighted the challenges in re-distributing the levy from their end for this year. Collectively, they continue to work on details and options.

**Action: Mr Marshall and Mr Szybalski will be guests for the next board meeting.**

**Action: The BIA Manager to take all info and options to the executive board members to evaluate and make decisions before the next board meeting, to make sure the Downtown Georgetown BIA meets its mandate.**

## **9. Council Update – Councillor Jane Fogal**

Toronto Premium Outlet mall has half of its businesses open and by-law officers are enforcing physical distancing. The mayor is asking to fast track liquor licenses for patios. The Black Lives Matter march will take place on Sunday, June 14, 2020 at 2:00 P.M. The march will begin at MoldMasters parking lot and travel down Guelph Street until Maple Avenue (Dominion Garden).

## **10. Committee Updates**

### **a) Farmers Market**

The first farmers market seemed well-received. One vendor was shut down by the health department. The market was well-staffed with BIA staff, volunteers, BIA Board Chair Connie Ward and Councillor Jane Fogal. Hand sanitizers, face masks and physical distancing were measures used to maintain safe operations. Wearing a mask is not mandatory as not everyone can wear a mask. The general public were obeying the guidelines. They were not congregating and were wearing masks.

**Action: Vendors are to continue to reinforce safety measures for the areas in front of their booths and frequent hand washing, changing of gloves at booths and sanitizing efforts.**

**Action: Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers.**

**Action: Communicate the hours to pick up Local Line orders. Suggest a time range 8:30 A.M. – 12:00 P.M.**

**Action: Purchase two more tents with side walls for the pick-up area.**

**Action: Borrow pallets from Carpet One (Jamie Watt) for the pick up area at the Farmers Market.**

### **b) Marketing Committee**

A marketing action plan was created and is currently being implemented. The BIA Manager surveyed the BIA members about patios opening up in the Downtown area. The responses were largely positive. Concerns highlighted was the loss in parking spots and the shutting down of the streets.

## **11. New Business –**

### **a) Integrating re-opening businesses into Farmers Market**

Businesses have to follow the strict Farmers Market regulations. No congregations of crowds permitted. No impeding of pedestrian traffic. Strict safety and physical distancing (where possible) protocols within the stores/businesses.



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**Action: Communicate with the BIA members the protocols required of the Farmers Market, so their businesses will not be in conflict of the protocols should their doors be open at the same time.**

**Action: Inform/suggest/advise/offer guidelines to BIA members how they can partake at the Farmers Market e.g. clothes racks in front of store. Communicate the importance that the businesses need the Farmers Market and the businesses in the Downtown to operate safely in order to be successful and viable. Communicate about the health inspectors and what they did (inspections).**

**Action: BIA staff need to enforce safety at the Farmers Market.**

**b) Discussions on outdoor patios in the Downtown.**

This was raised in the last Marketing Committee meeting. Discussions with Town are ongoing.

**12. Meeting Adjournment:**

**Motion: To Adjourn**

**Motion Moved By: Suzanne Clarke**

**Second: Beverley King**

**Motion passed**

***There being no further business to conduct the Georgetown BIA adjourned at 10:47 AM***

**Next Meeting – Tuesday, July 14, 2020 @ 9:00 AM**

<b>ACTIONABLE ITEMS</b>	<b>STATUS</b>
Investigate about creating BIA gift certificates or coupons with expiry dates to offer to organizations like Light Up The Hills.	Ongoing.
Manager to set up dates and times for the Town's Economic Development department to present at the board meetings.	Completed.
Manager to contact local service clubs (and organizations like Cadets, Guides, Scouts, etc.) to ask if they can help out at events (e.g. manning barricades) in return for a donation/payment to their organization.	Ongoing.
BIA staff to create a volunteer pool to draw from for events.	Completed.
BIA staff to create a casual labour pool of employees to draw from for events.	Completed.
Manager to create guidelines, job descriptions and contract templates for what is required and expectations including rate of pay, duration of contract for casual labour employment.	Completed.
BIA manager to continue interviewing/hiring Canada Summer Jobs applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours.	Ongoing.
BIA will inquire from PPE suppliers if a group discount can be given to the BIA members.	Ongoing.
Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets.	Ongoing.
The executive board and BIA manager will investigate how and if it's possible to reduce the BIA's levy. The BIA manager will take the executive board's questions to the Town. The executive board will review and assess the BIA budget.	Completed.
BIA staff to take down the Car Show and Masquerade as events on the website and on Facebook.	Completed.
Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.)	Ongoing.
Mr. Marshall and Mr. Szybalski will be guests for the next board meeting (July) concerning levy reductions.	Pending.
The BIA Manager to take all info and options for the levy reductions to the executive board members to evaluate and make decisions before the next board meeting, to make sure the Downtown Georgetown BIA meets its mandate.	Pending.
Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers.	Ongoing.
Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M	Ongoing.
Communicate with the BIA members the protocols required of the Farmers Market, so their businesses will not be in conflict of the protocols should their doors be open at the same time.	Completed.
Inform/suggest/advise/offer guidelines to BIA members how they can partake at the Farmers Market e.g. clothes racks in front of store.	Completed.

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Communicate the importance that the businesses need the Farmers Market and the businesses in the Downtown to operate safely in order to be successful and viable. Communicate about the health inspectors and what they did (inspections).	
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**Board Members Present:** Suzanne Clarke (Vice Chair), Beverley King (Secretary), Randy Kerman (Past Chair), Cindy Robinson (Treasurer), Jane Fogal (Council Appointee), Ted Flanagan, Sandy Mackenzie, Ron Quinlan, Jamie Watt.

**Regrets:** Connie Ward (Board Chair)

**Absent:** -

**Staff Attending:** Yaw Ennin (BIA Manager), Nikki Jackson (Membership & Events Co-ordinator), Bethany Hanman (Special Events Coordinator)

**Guests:** -

1. **Call to order – 9:00 A.M.**     *By Suzanne Clarke (Vice Board Chair)*

2. **Acceptance of Agenda:**

**Motion: To Approve the Agenda**

**Motion Moved By: Randy Kerman**

**Second: Beverley King**

**Motion passed**

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

None

4. **Approval of Previous Meeting Minutes**

**Motion: To Approve the Meeting Minutes of the June 9, 2020 Board Meeting**

**Motion Moved By: Sandy Mackenzie**

**Second: Randy Kerman**

**Motion passed**

5. **Correspondence**

None

6. **Manager's Report – Presented by Yaw Ennin**

***Attached***

The Canada Day banners were installed at the end of June. There are more banners on Main Street South than previously because additional banner armature was installed when the Town replaced the armature on the street. Additionally, new banners were installed on Mill Street for the first time in years.

There was a slight drop in numbers in the hanging baskets (beautification) program. A couple of the brackets on the street disappeared, so the Legion and Knox Presbyterian are still awaiting for their baskets. The weed spraying is ongoing and the Manager regularly updates the contractor Bill Van Ryn for areas to address. The Beautification Committee and the BIA Manager met with the Town regarding the lighting they would like installed in the Downtown Georgetown. The Town's AI Fresco in The Hills program was launched, to assist restaurants in creating patio spaces. The Town is supplying barriers to protect patios that butt up against street/vehicular traffic; the barriers are bulky, take up space and are very heavy and almost impossible to move. Issues with the barriers: They take up space and may affect the Farmers Market layout and traffic flow. The next part of the AI Fresco program will allow for patios in the parking lots, such as the one by the memorial tree. However, Stage Three of the province's re-opening plan means that there will be higher demand for the parking as most businesses will have re-

opened. Converting the parking lot into patio space loses its benefit.

The BIA office is now open Mondays to Fridays, 10:00 A.M. – 4:00 P.M. At least one staff is in the office during these hours. The watering truck (FlowerShed) was still not following through with the instruction to water the flowers and hanging baskets at the very beginning of the day, before traffic enters the Downtown. It was reiterated and the Manager was assured that the Downtown will be watered at 5:00 A.M.

**7. Financial Statements – Cindy Robinson**

**a) Acceptance of financial statements**

**Motion: To accept the June financial statements as presented**

***Motion Moved By: Cindy Robinson***

***Second: Randy Kerman***

***Motion passed***

**8. Business Arising**

**a) BIA 4<sup>th</sup> installment levy reduction request to ToHH and the response from ToHH**

The executive committee minutes were received. The ToHH said that they could not reduce the fourth installment but that the BIA can distribute back to its members instead upon receiving the levy. A discussion and a motion was brought to the board.

**Motion: That the BIA Board approve a 25% (\$53,012.50) reduction in levies for the 2021 fiscal year and that the Board request that the Town of Halton Hills apply the 25% levy reduction to the first installment payment and not spread it over the year, returning to 2020 levy rates when appropriate.**

***Motion Moved By: Suzanne Clarke***

***Second: Randy Kerman***

***No: 1 board member (Ted Flanagan)***

***Yes: 8 board members***

***Motion passed***

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

The Town's mandatory mask by-law comes in effect July 16<sup>th</sup>, 2020. The by-law goes to Halton Region tomorrow. If approved, its by-law will supersede the Town's. Milton did not pass its mandatory mask by-law and has rising numbers of COVID cases. Some accommodation must be given because not everyone can wear masks. Face shields are not deemed as effective as they do not protect from droplets. Youth and senior centres are opening up.

**10. Committee Updates**

**a) Farmers Market**

The Farmers Market Committee minutes are attached. Patrons are going into the BIA businesses (e.g. Heather's Bakery, Mill Street Cheese) during the Market. The Market shows patrons that the Downtown is still open for business. Businesses are participating by incorporating patios, putting out racks of clothes etc. The Farmers Market has now expanded to include craft vendors. Costs have gone up with the addition of casual help and ongoing spend on hand sanitizers and masks. Revenue is down slightly, but not as low as anticipated. The online/pick-up component is doing very well. Orders are averaging 40-something the last few weeks. Ordering/pick-up will remain available until the end of the Market season.

**b) Marketing Committee**

The marketing action plan was reviewed and assessed on the progress of its implementation. The marquee sign for the Farmers Market is up at the Gellert and may remain up longer than we paid for. The Farmers Market is the only event running at the moment.

**11. New Business –**

**a) Support from ToHH for infrastructural and beautification projects**

Suzanne, Ted and Yaw met with ToHH staff and did a walkthrough of Downtown Georgetown. The top priority is for lighting in the Downtown, followed by the directional signs, Mill Street, the retaining wall on Back Street, the sidewalk on Back Street and the wayfinding sign (electronic board).

**Action: The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects.**

**Action: The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street.**

**Action: Find grants to assist the BIA in these projects.**

**b) Revisiting cancellation of Rock'n Roll'n Classics Car Show**

Bethany gave a brief presentation of ideas and proposals for the car show. Asking for sponsorships now is not seen as appropriate. There is also not enough time to organize the event. Car shows have been cancelled throughout Ontario. The Rock'n Roll'n Classics Car Show is cancelled.

**Action: Announce on social media the cancellation of the car show for this year and that it will return next year. Include the date for 2021.**

**c) Hallowe'en**

The library can put books on the windows. They can run a Story Walk. The BIA can create a scavenger hunt leading up to Hallowe'en. Maybe loot bags can be made for kids and businesses can contribute to the loot bags.

**Action: Bethany to create proposals on how Hallowe'en can continue as an event.**

**12. Meeting Adjournment:**

**Motion: To Adjourn**

**Motion Moved By: Suzanne Clarke**

**Second: Beverley King**

**Motion passed**

***There being no further business to conduct the Georgetown BIA adjourned at 10:47 AM***

**Next Meeting – Tuesday, July 14, 2020 @ 9:00 AM**

**Downtown Georgetown BIA  
Board Meeting Minutes – July 14, 2020 meeting  
To be approved on August 11, 2020 – 9:00 AM Start**

<b><u>ACTIONABLE ITEMS</u></b>	<b><u>STATUS</u></b>
Investigate about creating BIA gift certificates or coupons with expiry dates to offer to organizations like Light Up The Hills.	Ongoing.
Manager to set up dates and times for the Town's Economic Development department to present at the board meetings.	Completed.
Manager to contact local service clubs (and organizations like Cadets, Guides, Scouts, etc.) to ask if they can help out at events (e.g. manning barricades) in return for a donation/payment to their organization.	Ongoing.
BIA staff to create a volunteer pool to draw from for events.	Completed.
BIA staff to create a casual labour pool of employees to draw from for events.	Completed.
Manager to create guidelines, job descriptions and contract templates for what is required and expectations including rate of pay, duration of contract for casual labour employment.	Completed.
BIA manager to continue interviewing/hiring Canada Summer Jobs applicants. We need staffing for Farmers Market, the car show and maintenance of the Downtown. Hire at least one person, or hire two at reduced hours.	Ongoing.
BIA will inquire from PPE suppliers if a group discount can be given to the BIA members.	Ongoing.
Request Silvercreek Commercial to purchase and install brackets for the hanging baskets onto the McGibbon. Come to some sort of agreement e.g. if you purchase three, we will assist and purchase another 3. Also request brackets for the front of the BIA office for hanging baskets.	Ongoing.
The executive board and BIA manager will investigate how and if it's possible to reduce the BIA's levy. The BIA manager will take the executive board's questions to the Town. The executive board will review and assess the BIA budget.	Completed.
BIA staff to take down the Car Show and Masquerade as events on the website and on Facebook.	Completed.
Continue to send out the right messaging to the public via social media, etc. (Follow safety precautions: physical distancing, wash hands frequently, wear a mask if the situation doesn't allow for physical distancing.)	Ongoing.
Mr. Marshall and Mr. Szybalski will be guests for the next board meeting (July) concerning levy reductions.	Pending.
The BIA Manager to take all info and options for the levy reductions to the executive board members to evaluate and make decisions before the next board meeting, to make sure the Downtown Georgetown BIA meets its mandate.	Pending.
Continue to post social media messages about the guidelines and safety measures at the farmers market. As well, keep recruiting for volunteers.	Ongoing.
Communicate the hours to pick up Local Line orders at the Farmers Market. Suggest a time range 8:30 A.M. – 12:00 P.M	Ongoing.
Communicate with the BIA members the protocols required of the Farmers Market, so their businesses will not be in conflict of the protocols should their doors be open at the same time.	Completed.
The BIA Manager to find out the \$ amount available from ToHH to the BIA for infrastructural and beautification projects.	Ongoing.



**Downtown Georgetown BIA  
Board Meeting Minutes – July 14, 2020 meeting  
To be approved on August 11, 2020 – 9:00 AM Start**

The BIA to continue the conversation with ToHH and to put a note for a wishlist as part of the McGibbon rebuild: 1) Lighting in Downtown, 2) Directional signs, 3) Retaining wall and sidewalk on Back Street.	Ongoing.
Find grants to assist the BIA in these projects.	Pending.
Announce on social media the cancellation of the car show for this year and that it will return next year. Include the date for 2021.	Completed.
Bethany to create proposals on how Hallowe'en can continue as an event.	Ongoing.



## **HERITAGE HALTON HILLS COMMITTEE MINUTES**

**AUGUST 12, 2020**

Minutes of the Heritage Halton Hills Committee meeting held on Wednesday August 12, 2020 via Zoom Meeting, Halton Hills, ON.

**MEMBERS PRESENT:** Councillor T. Brown, Chair, D. Brock, B. Cosper,  
C. Donaldson, G. Miller, L. Quinlan, M. Rowe, A. Walker

**REGRETS:** R. Denny, A. Douglas, S. Frick

**STAFF PRESENT:** L. Loney, Senior Heritage Planner,  
V. Petryniak, Deputy Clerk

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

Councillor T. Brown called the meeting to order at 3:32 p.m.

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

There were no disclosures of pecuniary interest.

### **3. RECEIPT OF PREVIOUS MINUTES**

#### **a. Minutes of the Heritage Halton Hills Committee Meeting held on July 8, 2020.**

Recommendation No. HH-2020-0012

THAT the minutes of the Heritage Halton Hills Committee meeting held on July 8, 2020 be received.

CARRIED

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

**a. 519 & 521 Main Street, Glen Williams - Revised Site Plan**

This item was deferred due to forthcoming revisions to the site plan by the proponent.

**b. 13802 Ninth Line - Request to Remove Property from the Heritage Register**

L. Loney advised the committee of the status of the property during a site visit. There is marginal character left with the building, with renovations not maintaining the original structure. No member of the committee had concerns about removing this property from the heritage registry.

Recommendation No. HH-2020-0013

THAT the Heritage Halton Hills Committee supports the removal of 13802 Ninth Line, Halton Hills from the Town of Halton Hills' Heritage Registry.

CARRIED

**c. Heritage Property Grant Program Update**

L. Loney provided an update to the committee regarding the Heritage Property Grant program. The deadline to make application for the grant program this year is September 4, 2020. Applications will be reviewed after that date.

**d. Heritage Halton Hills Student Update**

The posting went out for a summer student and has generated a lot of interest. There is a short list of candidates that will be reviewed.

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

There was no update from the sub-committees.

#### **6. CLOSED SESSION**

There were no items for closed session.

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

1. Heritage Property Grants applications
2. Glen Williams Secondary Plan

**8. ADJOURNMENT**

The meeting adjourned at 3:52 p.m.



THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

**Resolution No.:**

**Title: Support for Private Member's Bill M-36 – Emancipation Day**

**Date: August 31, 2020**

**Moved by:** \_\_\_\_\_  
Councillor C. Somerville

**Seconded by:** \_\_\_\_\_

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THAT Council for the Town of Halton Hills acknowledge and Support the Resolution of the City of Owen Sound (Attached) with respect to the acknowledgement and support for the Private Members Bill put forward by Majid Jowhari: M-36, Emancipation Day;

AND FURTHER THAT a copy of this motion and the original motion be circulated to Majid Jowhari, Member of Parliament for Richmond Hill, the City of Owen Sound, Halton Region, City of Burlington, Town of Oakville, Town of Milton and all Halton Region MP's.

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Mayor Rick Bonnette

July 31, 2020

Alex Ruff, Member of Parliament  
Bruce – Grey – Owen Sound  
1102 2<sup>nd</sup> Avenue East, Suite 208  
Owen Sound, ON N4K 2J1

Dear Mr. Ruff:

**Re: Support for Private Member's Bill M-36 – Emancipation Day**

At its Regular meeting held on July 27, 2020, the Council of the Corporation of the City of Owen Sound considered the above noted matter and passed Resolution No. R-200727-023 as follows:

R-200727-023

**"THAT Owen Sound City Council acknowledges and supports the following Private Members Bill put forward by Majid Jowhari: M-36, Emancipation Day, 43rd Parliament, 1st Session that reads as follows:**

**"THAT the House recognizes that:**

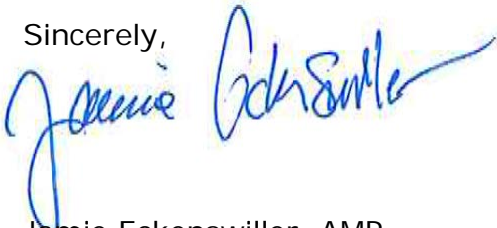
- a. The British Parliament abolished slavery in the British Empire as of August 1, 1834;**
- b. Slavery existed in the British North America prior to the abolition in 1834;**
- c. Abolitionists and others who struggled against slavery, including those who arrived in Upper and Lower Canada by the Underground Railroad, have historically celebrated August 1st as Emancipation;**
- d. The Government of Canada announced on January 30, 2018 that it would officially recognize the United Nations International Decade for people of African Descent to highlight the important contributions that people of African descent have made to Canadian society, and to provide a platform for confronting anti-Black racism;**
- e. The heritage of Canada's peoples of African descent and the contributions they have made and continue to make to Canada and in the opinion of the House, the Government should designate August 1 of every year as "Emancipation Day" in Canada."; and**

**THAT support for this motion be sent to the Member of Parliament for Bruce-Grey-Owen Sound and all House of Commons representatives; and**

**THAT support for this motion be sent to all municipalities in Ontario."**

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jamie Eckenswiler", with a stylized flourish extending from the end.

Jamie Eckenswiler, AMP  
Deputy Clerk  
City of Owen Sound

cc. All Members of the House of Commons  
All Ontario Municipalities





**THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS**

**Resolution No.:**

**Title:** GTA West Transportation Corridor –Opposition to further Investment

**Date:** August 31, 2020

**Moved by:** \_\_\_\_\_  
Mayor R. Bonnette

**Seconded by:** \_\_\_\_\_  
Councillor J. Fogal

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WHEREAS the Ontario Ministry of Transportation initiated Stage 1 of the GTA West Environmental Assessment in 2008;

AND WHEREAS in May 2017 the GTA West Advisory Panel released its final report and its recommendations to the MTO determining that the highway contravened the province's planning objectives, was bad for the environment and was not an effective way to reduce traffic congestion;

AND WHEREAS this GTA West Highway has created uncertainty for many land owners in the protected area since 2008;

AND WHEREAS in February 2018 the Province announced that it would not be proceeding with the GTA West project;

AND WHEREAS the Provincial Government reversed the previous decision and restarted the GTA West project on June 19<sup>th</sup> 2019;

AND WHEREAS in response to the September 2019 release by the Provincial Government of a Technically Preferred Route for the GTA West project, Council passed Resolution Number 2019-0195 on November 11, 2019 indicating Council opposition to any further investment in the GTA West project;

AND WHEREAS despite the Town's consistent opposition to the GTA West project the Provincial Government announced on August 7, 2020 the Preferred Route for the GTA West project;

AND WHEREAS on May 3<sup>rd</sup> 2019 the Town of Halton Hills declared a Climate Change Emergency;

AND WHEREAS on Sept 11<sup>th</sup> 2019 the Region of Halton declared a Climate Change Emergency;

AND WHEREAS responding to the climate emergency requires immediate re-evaluation of all transportation plans to ensure that those investments help to reduce GHG emissions;

AND WHEREAS a basic strategy necessary to reduce GHG emissions, which are the cause of the Climate Emergency, is to shift transportation to more sustainable modes such as mass transit;

AND WHEREAS a GTA West Highway will pave the way for more urban sprawl and that will threaten the Greenbelt, prime agricultural lands and the natural environment;

AND WHEREAS all funding for the development, planning, and building of a new 400 series highway an enormous subsidy for individual automobile drivers that challenges the ability of mass transit to gain successful ridership;

AND WHEREAS the Preferred Route will have a significant negative impact on the ability of the existing and planned transportation network to flow effectively;

AND WHEREAS in the midst of a global pandemic there has been fundamental reduction in daily commuting volumes that may be permanent;

AND WHEREAS the focus of provincial spending should shift priorities away from subsidizing and incentivizing individual travel to investing in less carbon intense modes of transportation such as transit and high speed rail;

THEREFORE BE IT RESOLVED that Council for the Town of Halton Hills adamantly opposes further investment by the Province in the GTA West Transportation Corridor;

AND FURTHER THAT this resolution be circulated to the Premier of Ontario, The Minister of Transportation, the leaders of all Provincial Parties, MPP Arnott, and Halton Region.

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Mayor Rick Bonnette



**THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS**

**Resolution No.:**

**Title: Support for Manufacturer's Limited Liquor Sales Licence  
(Chudleigh's)**

**Date:** August 31, 2020

**Moved by:** \_\_\_\_\_  
Mayor R. Bonnette

**Seconded by:** \_\_\_\_\_  
Councillor B. Lewis

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WHEREAS the Town of Halton Hills has received a request for support from Chudleigh's Apple Farm Ltd. located at 9528 Regional Road 25, Halton Hills for a Manufacturer's Limited Liquor Sales Licence ("By the Glass") for the sale of their hard cider;

AND WHEREAS a Manufacturer's Limited Liquor Sales Licence ("By the Glass" Licence) allows eligible Ontario distilleries to sell and serve their products for consumption on their manufacturing site(s) where the sale is primarily aimed at promoting the manufacturer's product and either providing an enhanced tourist experience or fulfilling an educational purpose;

AND WHEREAS an Ontario distillery which holds a Manufacturer's "By the Glass" Licence is only permitted to sell and serve the spirits which it has manufactured between the hours of 9 a.m. and 12 a.m. on any day;

AND WHEREAS the Alcohol Gaming Commission of Ontario (AGCO) requires applicants of a Manufacturer's Limited Liquor Sales Licence (By-the-Glass) to provide a written notice from the Council of the Municipality within which the applicant's manufacturing site is located confirming that it has passed a resolution in support of the issuance of the licence;

NOW THEREFORE LET IT BE RESOLVED that Council for the Town of Halton Hills support the AGCO issuance of a Manufacturer's Limited Liquor Sales Licence ("By the Glass") to Chudleigh's Apple Farm Ltd. located at 9528 Regional Road 25, Halton Hills.

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Mayor Rick Bonnette



**BY-LAW NO. 2020-0050**

A By-law to amend By-law No. 2016-0048, as amended for the appointment of Municipal Law Enforcement Officers for the purpose of enforcing the Town's Parking By-laws, and other By-laws as designated by the Clerk & Director of Legislative Services

**WHEREAS** Section 15 of the Police Service Act, R.S.O. 1990, Chapter P.15, authorizes Councils to pass by-laws for the appointing of municipal law enforcement officers;

**AND WHEREAS** Section 227 of the Municipal Act, S.O. 2001, Chapter 25, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-laws of the Council;

**AND WHEREAS** the Ontario Parking Control Bureau who performs parking enforcement services for the Town requires additional Officers to perform parking enforcement.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. THAT Schedule "1" of By-law No. 2016-0048, as amended, be amended to remove Alberto RECINOS (Appendix A to By-law No. 2020-0050)
2. THAT Schedule "1" of By-law No. 2016-0048, as amended, be amended to add Jaspinder SINGH, Kyle LYONS and Justian KRAWIEC (Appendix A to By-law No. 2020-0050);
3. THAT the officers named on Schedule "1" of By-law No. 2016-0048 , as amended (Schedule A to By-law 2020-0050) are hereby appointed Municipal Law Enforcement Officers for the purpose of enforcing all parking by-laws of the Corporation of the Town of Halton Hills;
4. THAT the officers named in Schedule "1" (Appendix A to By-law No. 2020-0050) have the authority to enforce Park by-laws and other by-laws of the Corporation of the Town of Halton Hills as designated by the Clerk & Director of Legislative Services, on his/her delegate upon agreement with the Ontario Parking Control Bureau;
5. THAT this By-law shall come into full force and effect on its date of passing.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 31<sup>st</sup> day of August, 2020.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES

APPENDIX A TO BY-LAW NO. 2020-0050

SCHEDULE “1” TO BY-LAW NO. 2016-0048, as amended

The following officers are hereby appointed Municipal Law Enforcement Officers for the purpose of enforcing all parking by-laws, Parks by-laws and other by-laws of the Corporation of the Town of Halton Hills as designated by the Clerk & Director of Legislative Services, or his/her delegate upon agreement with the Ontario Parking Control Bureau.

Richard D. Chapman

Frances Chapman

Christian Sensicle

Shawn Frigault

Aziz Azeem

Kevin Fernando

Matthew Robbins

Justin Navarro

Vincent Ngo

Nicolas Galea

Erin Edwin

Andrew Smith

Justian Krawiec.

Kyle Lyons

Jaspinder Singh



## BY-LAW NO. 2020-0051

A By-law to amend By-law No. 2019-0011, a by-law to constitute the Halton Hills Committee of Adjustment

**WHEREAS** the Planning Act, R.S.O. 1990, c. P. 13, Section 44, provides that the Council may, by By-law, constitute and appoint a Committee of Adjustment for a municipality composed of such persons, not fewer than three (3), as the council considers advisable;

**AND WHEREAS** By-law No. 1983-0098, as amended, establishes the Committee of Adjustment under the authority of the *Planning Act*;

**AND WHEREAS** By-law No. 2019-0011 was adopted on March 25, 2019 appointing the membership of the Committee of Adjustment for the 2019-2022 Term;

**AND WHEREAS** since that time two members of the Committee of Adjustment have resigned;

**AND WHEREAS** on August 10, 2020, Council for the Town of Halton Hills adopted Report No. ADMIN-2020-0024 dated July , 2020, in which certain recommendations were made relating to Appointment of Members to the Committee of Adjustment to fill vacancies;

**AND WHEREAS** Council wishes to appoint members to the Committee of Adjustment for the remainder of the 2019-2022 term of Council.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. That section 2 of By-law No. 2019-0011 the list of appointees be amended as follows:

Delete:  
Gordon Driedger  
Wayne Scott

Add:  
Todd Jenney  
Lloyd Hillier

2. AND FURTHER THAT Section 3 be amended to read:

AND FURTHER THAT **Todd Jenney** be appointed as Chair-Elect.

3. AND FURTHER THAT Section 4 be amended to read:

AND FURTHER THAT the appointment of Chair-Elect **Todd Jenney** be ratified at the Committee of Adjustment Meeting **to be held in October, 2020.**



**BY-LAW** read and passed by the Council for the Town of Halton Hills this 31<sup>st</sup> day of August, 2020.

\_\_\_\_\_  
MAYOR – RICK BONNETTE

\_\_\_\_\_  
CLERK – SUZANNE JONES



**BY-LAW NO. 2020-0052**

A By-law to remove the Holding (H5) Provision from Zoning By-law 2010-0050, as amended for the lands legally described as Part Lot 22, Concession 10, Esquesing, also shown as Lot 39, RCP 1555, Town of Halton Hills, Regional Municipality of Halton, municipally known as 572 Main Street (Glen Williams)

**WHEREAS** Council is empowered to enact this By-law by virtue of the provisions of Section 36 of the Planning Act, R.S.O. 1990, c. P.13, as amended;

**AND WHEREAS** notice of removal of the Holding (H5) Provision has been provided in accordance with the Planning Act, R.S.O. 1990, c. P.13, as amended;

**AND WHEREAS** Council has recommended that the Holding (H5) Provision be removed from Zoning By-law 2010-0050, as amended, as hereinafter set out;

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. That Schedule "A19" of Zoning By-law 2010-0050, as amended, is hereby further amended by removing the Holding (H5) Provision from the lands legally described as Part Lot 22, Concession 10, Esquesing, also shown as Lot 39, RCP 1555, Town of Halton Hills, Regional Municipality of Halton, as shown on Schedule "1" attached to and forming part of this By-law; and,
2. This By-law shall become effective from and after the date of passing hereof.

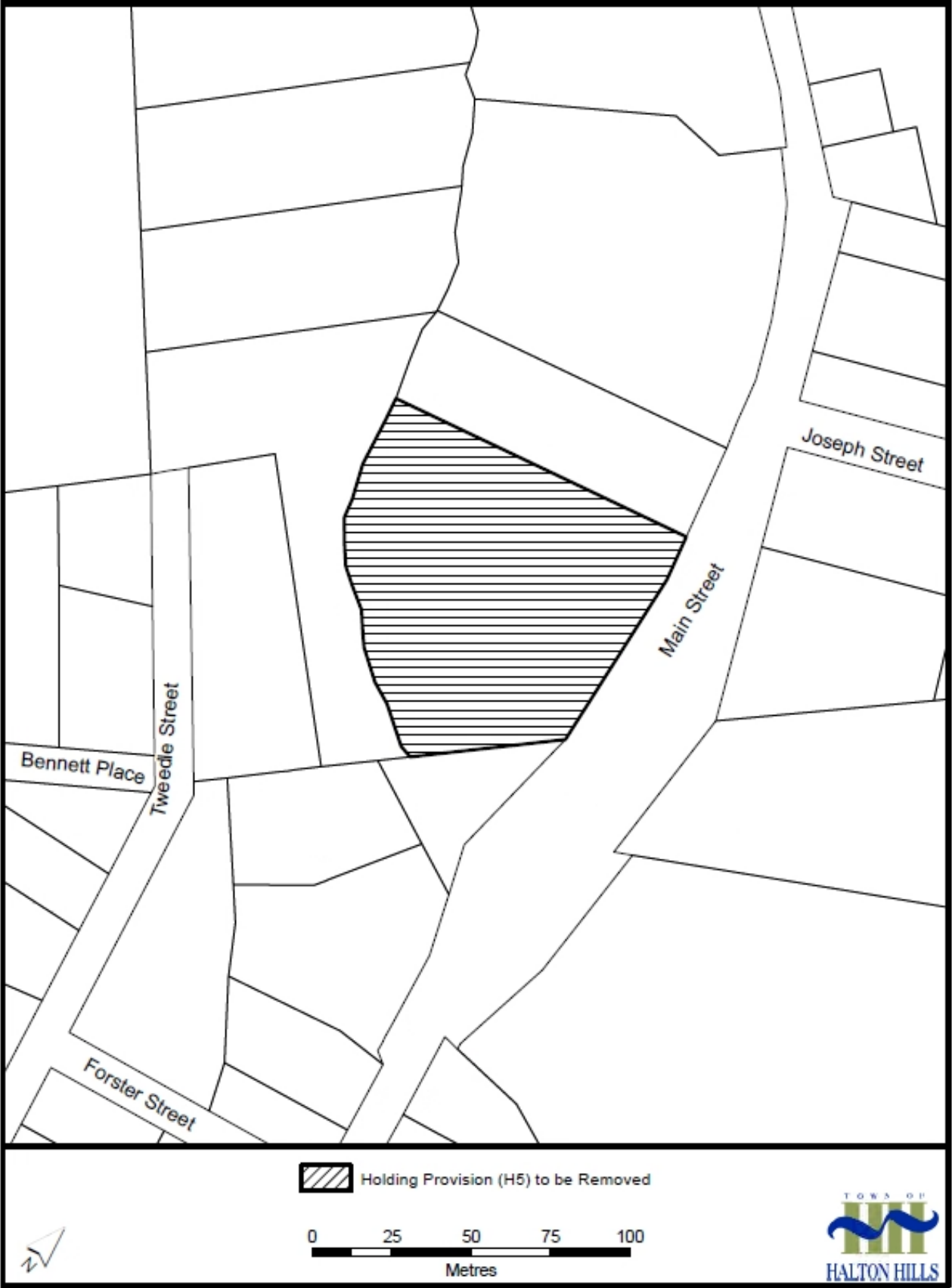
**BY-LAW** read and passed by the Council for the Town of Halton Hills this 31<sup>st</sup> day of August, 2020.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES





**BY-LAW NO. 2020-0053**

A By-law to adopt the proceedings of the Council Meeting held on the 31st day of August, 2020 and to authorize its execution.

**WHEREAS** Section 5(3) of *The Municipal Act*, 2001, c.25, as amended, provides that Council's powers shall be exercised by by-law;

**AND WHEREAS** certain actions of Council do not require the enactment of a specific by-law;

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. Subject to Paragraph 3 of this by-law, the proceedings of the above-referenced Council meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports, and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Town to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law.
3. Nothing in this by-law has the effect of conferring the status of a by-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.
4. Any member of Council who complied with the provisions of Section 5 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50 respecting the proceedings of the Council Meeting referred to in Paragraph 1 of this by-law shall be deemed to have complied with said provisions in respect of this by-law.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 31<sup>st</sup> day of August, 2020.

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MAYOR – RICK BONNETTE

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CLERK – SUZANNE JONES