



The Corporation of the  
Town of Milton  
**COUNCIL AGENDA**

September 12, 2022, 7:00 p.m.

Town Hall

150 Mary Street, Milton, ON L9T 6Z5

This meeting will be held as a hybrid meeting with Members of Council having the opportunity to participate in-person at Town Hall or electronically. At this time, members of the public are encouraged to continue to view the meeting by watching the live stream.

Should you wish to delegate to a Council meeting, all delegations will continue to be received electronically only. Please complete the online delegation form at <https://forms.milton.ca/Community/Delegate-Request-Application> by 12:00 p.m. (noon) two business days before the meeting is to be held.

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**Pages**

1. **MOMENT OF SILENT REFLECTION / O' CANADA**

2. **AGENDA ANNOUNCEMENTS / AMENDMENTS**

3. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

4. **CONSENT ITEMS**

4.1. **Minutes of the Council Meeting held on July 18, 2022**

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4.2. **DS-108-22 Trafalgar Secondary Plan Area – Funding Agreement for a Senior Planner, Development Review**

24

THAT Council authorize the Mayor and Clerk to execute a Funding Agreement between the Milton P4 Trafalgar Landowners Group Inc. and the Town of Milton, for the hiring of a Senior Planner, Development Review (contract) to manage the tertiary and subdivision application process for lands within Trafalgar Secondary Plan;

AND THAT the Commissioner of Development Services be given delegated authority to make changes to this agreement, in consultation with Legal Counsel and the Chief Financial Officer/Treasurer;

AND THAT staff be authorized to create a new capital project to fund the Senior Planner, Development Review (contract) with the total budget amount of \$450,000 being funded by the Milton P4 Trafalgar Landowners

Group Inc.

- 4.3. ES-013-22 Halton Digital Access Strategy Implementation Plan** 28  
THAT this report be received for information;

THAT staff are directed to develop a one-window approach to support the implementation of 5G technology across Halton as outlined within this report;

THAT staff report back to council in early 2023 for final approval;

THAT the Town Clerk forward a copy of this report to the City of Burlington, the Town of Halton Hills, the Town of Oakville and Halton Region. & Burlington Hydro Inc., Halton Hills Hydro Inc., Milton Hydro Distribution Inc. and Oakville Electric Distribution Inc. for their information.

- 4.4. CORS-063-22 Operating Variance Statements – July 2022** 106  
THAT report CORS-063-22 covering the operating financial statements as at July 31, 2022, be received for information.

- 4.5. DS-107-22 Update to Site Alteration By-law 033-2004** 122  
THAT Report DS-107-22 outlining the required update to By-law 033-2004 be received for information;

AND THAT Site Alteration By-law 033-2004, be repealed and replaced with the new Site Alteration By-law attached in Appendix I to report DS-107-22;

AND FURTHER THAT the appropriate By-laws be presented to and approved by Council.

## **5. DELEGATIONS**

- 5.1. Items for Consideration #8.5** 278  
Subject: DS-110-22 Trafalgar Secondary Plan, Official Plan Amendment 54 – Regional Modifications

Name(s): Renee Carlson

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- 6.1. CORS-058-22 User Fees Comprehensive Update** 280

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10.	<b><u>REGIONAL COUNCIL UPDATE</u></b>	
11.	<b><u>STATEMENT BY MEMBERS</u></b>	
12.	<b><u>CONFIDENTIAL SESSION</u></b> Milton Council will convene into confidential session to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board in respect to a Quarterly Legal Update and Minutes of Settlement for properties located at 28, 60 and 104 Bronte Street.	
13.	<b><u>OPEN SESSION</u></b>	
14.	<b><u>BY-LAWS</u></b>	
14.1.	<b>BY-LAW 081-2022</b> BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF BUILDING RATES, FEES AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY AND TO REPEAL BY-LAW 063-2018 AND ALL OTHER PREVIOUS BUILDING USER FEES BY-LAWS PASSED PRIOR TO SEPTEMBER 12, 2022 Reference to: CORS-058-22	936
14.2.	<b>BY-LAW 082-2022</b>	945

	BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF VARIOUS RATES, FEES AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY AND TO REPEAL ALL PREVIOUS USER FEE BY-LAWS PASSED PRIOR TO SEPTEMBER 12, 2022, INCLUDING BUT NOT LIMITED TO BY-LAW 066-2021, EXCLUDING BUILDING USER FEE BY-LAW 063-2018 Reference to: CORS-058-22	
<b>14.3.</b>	<b>BY-LAW 083-2022</b> BEING A BY-LAW TO AMEND BY-LAW NO. 1984-1, AS AMENDED, BEING A BY-LAW TO REGULATE TRAFFIC AND PARKING ON HIGHWAYS UNDER THE JURISDICTION OF THE TOWN OF MILTON Pursuant to: ES-013-14	948
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- 14.9. BY-LAW 089-2022** 968  
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- 14.10. BY-LAW 090-2022** 996  
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- 14.12. BY-LAW 092-2022** 999  
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- 14.13. BY-LAW 093-2022** 1000  
BEING A BY-LAW TO PARTIALLY ASSUME SUBDIVISION PLAN 20M-1053 – MATTAMY ( ESCARPMENT) LIMITED CIVIERO PHASE 1 SPECIFICALLY LOTS 283 TO 290 INCLUSIVE, BLOCKS 291 TO 309 INCLUSIVE AND BLOCKS 311 TO 313 INCLUSIVE AND BEING A BY-LAW TO LIFT AND ASSUME AS PART OF THE PUBLIC HIGHWAY SYSTEM .3 METRE RESERVES KNOWN AS BLOCK 323, 324, 331 AND 332 ON PLAN NUMBER 20M-1053 Pursuant to: ES-049-09
- 14.14. BY-LAW 094-2022** 1002  
BEING A BY-LAW TO PROHIBIT AND REGULATE THE PLACING, DEPOSITING, CUTTING OR REMOVAL OF FILL OR THE ALTERING OF GRADES OR DRAINAGE ON ANY LANDS Reference to: DS-107-22
- 14.15. BY-LAW 095-2022** 1043

BEING A BY-LAW TO REGULATE THE USE OF MUNICIPAL  
STORMWATER INFRASTRUCTURE IN THE TOWN OF MILTON  
Reference to: DS-105-22

**14.16. BY-LAW 096-2022** 1063  
BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF  
DOCUMENTS Reference to: DS-108-22 and DS-111-22

**14.17. BY-LAW 097-2022** 1065  
BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL  
OF THE CORPORATION OF THE TOWN OF MILTON AT ITS  
MEETING HELD SEPTEMBER 12, 2022

**15. ADJOURNMENT**



**The Corporation of the  
Town of Milton  
COUNCIL MINUTES**

**July 18, 2022, 7:00 p.m.**

Members Present: Mayor Krantz, Councillor Ali, Councillor Best, Councillor Cluett, Councillor Challinor, Councillor DiLorenzo, Councillor Hamid, Councillor Malboeuf, Councillor Tesser Derksen

**The Council for the Corporation of the Town of Milton met in regular session.  
Electronically via Live Streaming Video.**

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- 1. MOMENT OF SILENT REFLECTION / O' CANADA**
- 2. AGENDA ANNOUNCEMENTS / AMENDMENTS**

The Town Clerk noted that:

- The agenda has been amended to include additions of delegations for items 6.2 and 8.5.
- Consent item 4.3 was moved to the end of Items for Consideration on request by a Council Member.

The Town Clerk also provided instructions for members of the public to call or email to get instructions on how to speak at each of the four public meetings under the Planning Act, scheduled for later in the agenda.

- 3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

Gordon A. Krantz declared a conflict on this item. (Mayor Krantz disclosed a pecuniary interest on Item 4.10 under Section Consent Items because he and his wife own property within the circulation area of the project).

**3.1 Councillor Best - DS-073-22 Technical Report: Village Developments and Ornella Group (180, 182, 184, 190 and 194 Bronte Street South) (Town Files: LOPA 08/20 and Z-17/20)**

Councillor Best disclosed a pecuniary interest on Item 8.3 under Section Items for Consideration because he is a member of the board on transitional housing that rental several units in the development.

**3.2 Gordon A. Krantz - DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

Mayor Krantz disclosed a pecuniary interest on Item 4.10 under Section Consent Items because he and his wife own property within the circulation area of the project.

**3.3 Councillor Tesser Derksen - DS-075-22 Town-Initiated Housekeeping Amendments to Official Plan and Zoning By-law – Central Business District (Town Files: HKA 02/22 and HKA 03/22)**

Councillor Tesser Derksen disclosed a pecuniary interest on Item 6.1 under Section Public Meetings due to her status as shareholder of a corporation that has an ownership interest in a property located in the Central Business District.

**4. CONSENT ITEMS**

Consent item 4.3 was moved to the end of Items for Consideration on request by a Council Member.

**Res. 96-22**

THAT all Consent Items, save and except items 4.3 and 4.10, be approved.

**Carried**

**4.1 Minutes of the Council Meeting held on June 20, 2022**

**4.2 CORS-054-22 Purchasing Various**

**4.4 CORS-056-22 Operating Budget Review Report - May 2022**

**4.5 DS-085-22 Agreement With Metrolinx for Improvements to Nipissing Road and Childs Drive – Milton Go Station Redevelopment**

**4.6 COMS-006-22 Agreement with Metrolinx for Bus Service**

- 4.7 DS-086-22 Authorization for Submission of a Minor Variance Application on lands municipally known as 382 Broadway Avenue**
- 4.8 DS-087-22 Authorization for Submission of a Minor Variance Application on lands municipally known as 64 John Street**
- 4.9 DS-088-22 Authorization for Submission of a Minor Variance Application on lands municipally known as 159 Bronte Street South**
- 4.3 CORS-055-22 Council Remuneration**

This item was moved to be heard under Items for Consideration.

Council Member Challinor II request that this item be heard separately and expressed his opposition to the recommendation.

**Res. 97-22**

THAT the base annual salary for the position of Councillor be increased by \$1,363 in accordance with the Council Compensation policy, effective November 15, 2022;

AND THAT the Council Compensation policy, appended to this report, be updated to eliminate the benefit premium cost sharing program of 50:50, so that 100% of the premium costs are paid for by the Town:

AND THAT the Council extended health and dental benefit plan be updated to mirror the non-union extended health and dental benefit plan.

**Carried**

- 4.10 DS-089-22 Authorization for Submission of a Minor Variance Application on lands municipally known as 48 Bell Street, Milton**

Mayor Krantz disclosed a pecuniary interest and refrained from discussion and voting on the following resolution:

**Res. 98-22**

THAT Report DS-089-22 entitled "Authorization for Submission of a Minor Variance Application on lands municipally known as 48 Bell Street.", dated July 18, 2022 be received;

AND THAT in accordance with the provisions of subsections 45(1.4) of the *Planning Act*; R.S.O. 1990, c.P.13, as amended, the Owner shall through this Resolution, be permitted to apply to the Committee of Adjustment for a variance from the provisions of Zoning By-law 081-2020, before the second anniversary of the day on which the by-law was approved by Council.

**Carried**

**5. DELEGATIONS**

Mr. Glen Wellings, Wellings Planning, representative for the applicant, addressed Council with respect to Staff Report DS-078-22.

**6. PUBLIC MEETING**

**6.1 DS-075-22 Town-Initiated Housekeeping Amendments to Official Plan and Zoning By-law – Central Business District (Town Files: HKA 02/22 and HKA 03/22)**

Councillor Tesser Derksen declared a conflict on this item. (Councillor Tesser Derksen disclosed a pecuniary interest on Item 6.1 under Section Public Meetings due to her status as shareholder of a corporation that has an ownership interest in a property located in the Central Business District.)

Mollie Kuchma, Senior Planner, provided a presentation on Staff Report DS-075-22.

As no members of the public came forward at this time, the Mayor closed the public meeting.

Councillor Tesser Derksen disclosed a pecuniary interest and refrained from discussion and voting on the following resolution:

**Res. 99-22**

THAT Development Services Report outlining Town-Initiated Housekeeping Amendment to Official Plan Schedule C.7.A.CBD – Central Business District Height Limits, BE APPROVED;

AND THAT, Development Services Report outlining Town-Initiated Housekeeping Amendments to Schedule A – Zoning Map and



Schedule D – Central Business Height Limits of By-law 016-2014,  
BE APPROVED;

AND THAT WHEREAS the Planning Act limits the ability to apply for a minor variance for a 2-year period following approval of this By-law, BE IT RESOLVED that a privately initiated application for a minor variance to the amended schedules to this report may be made;

AND THAT staff be authorized to bring forward Official Plan Amendment No. 75 in accordance with the draft Official Plan Amendment Attached as Appendix 1 to this report for Council Adoption;

AND THAT staff be authorized to bring forward an amending By-law in accordance with the Draft By-law attached as Appendix 2 to this report for Council Approval.

**Carried**

**6.2 DS-082-22 Britannia Secondary Plan Public Meeting (Town File LOPA 01-22)**

Jill Hogan, Commissioner of Development Services, provided a brief introduction.

Matthew Corey, Planning Consultant with Malone Given Parsons provided a presentation on Staff Report DS-082-22.

Ameen Walli-Attai addressed Council with respect to Staff Report DS-082-22.

Glenn Wellings, Wellings Planning, addressed Council with respect to Staff Report DS-082-22.

Dave McCann addressed Council with respect to Staff Report DS-082-22.

As no further members of the public came forward at this time, the Mayor closed the public meeting.

**Res. 100-22**

THAT Report DS-082-22, with respect to Town- initiated Local Official Plan Amendment – Britannia Secondary Plan Public Meeting, be received for information.

**Carried**

**6.3 DS-083-22 Agerton Secondary Plan Public Meeting (Town File LOPA 03-19)**

Prior to this item being heard, the Mayor called for 2 minute break.

Jill Hogan, Commissioner of Development Services, provided a brief introduction.

Matthew Corey, Planning Consultant with Malone Given Parsons provided a presentation on Staff Report DS-082-22.

Paul Lowes, SGL, representative for Agerton Landowners Group addressed Council with respect to Staff Report DS-083-22.

As no further members of the public came forward at this time, the Mayor closed the public meeting.

**Res. 101-22**

THAT Report DS-083-22, with regards to the Town-initiated Local Official Plan Amendment - Agerton Secondary Plan Public Meeting, be received for information.

**Carried**

**6.4 DS-084-22 Mattamy Garito Barbuto Tor Public Meeting (Town Files 24T-22001M and Z-09/22)**

Allison Bucking, BES, RPP, Planner for the project, gave a presentation on DS-084-22.

As no members of the public came forward at this time, the Mayor closed the public meeting.

**Res. 102-22**

THAT Development Services Report DS-084-22 BE RECEIVED FOR INFORMATION.

**Carried**

**7. PRESENTATIONS**

**8. ITEMS FOR CONSIDERATION**

**8.1 DS-059-22 Technical Report: Zoning By-law Amendment by Whiteland Services Inc. (Town File Z-23-21)**

**Res. 103-22**

THAT Zoning Application Z-23/21- for an amendment to the Town of Milton Comprehensive Zoning By-law 016-2014, as amended, to change the current Business Park with a Holding Zone (M1\*H16) to a site specific Business Park (M1\*321) Zone, to permit the development of a Courier Facility, BE APPROVED;

AND THAT WHEREAS the Planning Act limits the ability to apply for a minor variance for a 2-year period following approval of this By-law, BE IT RESOLVED that a privately initiated application for a minor variance may be made;

AND FURTHER THAT staff be authorized to bring forward an amending Zoning By-law for Council adoption.

**Carried**

**8.2 DS-061-22 Technical Report: Proposed Plan of Subdivision and Zoning Bylaw Amendment Milton III-75 Limited (Town Files 24T-18001/M and Z-05/18)**

**Res. 104-22**

THAT Town of Milton Council support the granting of Draft Plan Approval by the Commissioner of Development Services for the proposed plan of subdivision (Town file: 24T-18001/M);

AND THAT Zoning Application Z-05/18 -- for an amendment to the Town of Milton Comprehensive Zoning By-law 016-2014, as amended, to change the current Future Development (FD) and

Natural Heritage System (NHS) Zones to Residential Medium Density 1 (RMD1) zone, a site specific Residential Medium Density 2 (RMD2\*320) zone, a Mixed Use zone with a Holding Symbol (MU\*H67), Open Space (OS) zone and Natural Heritage System (NHS) zone, BE APPROVED.

AND THAT WHEREAS the Planning Act limits the ability to apply for a minor variance for a 2-year period following approval of this By-law, BE IT RESOLVED that a privately initiated application for a minor variance may be made;

AND THAT the Provincial Ministers of Health, Education, Transportation and Infrastructure and Metrolinx receive a copy of this report with a request to review and plan for future Milton District Hospital, school and transportation expansions.

**Carried**

**8.3 DS-073-22 Technical Report: Village Developments and Ornella Group (180, 182, 184, 190 and 194 Bronte Street South) (Town Files: LOPA 08/20 and Z-17/20)**

Councillor Best declared a conflict on this item. (Councillor Best disclosed a pecuniary interest on Item 8.3 under Section Items for Consideration because he is a member of the board on transitional housing that rental several units in the development. ;)

Councillor Best - conflict of interest

**Res. 105-22**

THAT Development Services Report DS-073-22 outlining applications for amendments to the Town of Milton Official Plan and Zoning By-law 016-2014, as amended, to facilitate the construction of an eight-storey residential apartment building, BE APPROVED;

AND THAT staff be authorized to bring forward Official Plan Amendment No. 74 in accordance with the draft Official Plan

Amendment attached as Appendix 1 to Report DS-073-22 for Council adoption;

AND THAT staff be authorized to bring forward an amending Zoning By-law in accordance with the draft By-law attached as Appendix 2 to Report DS-073-22 for Council adoption;

AND THAT WHEREAS the Planning Act limits the ability to apply for a minor variance for a 2-year period following approval of this By-law, BE IT RESOLVED that a privately-initiated application for a minor variance may be made;

AND THAT the Provincial Ministers of Health, Education, Transportation and Infrastructure and Metrolinx receive a copy of this report with a request to review and plan for future Milton District Hospital, school and transportation expansions.

AND FURTHER THAT the Town clerk forward a copy of Report DS-073-22 and the decision to the Region of Halton for their information.

**Carried**

#### **8.4 DS-077-22 Technical Report: 1400 Clarrriage Court (Town File Z-21-20)**

##### **Res. 106-22**

THAT Application Z-21/20 for an amendment to the Town of Milton Comprehensive Zoning By-law 016-2014, as amended, to change the current Future Development (FD) Zone to a site-specific Residential Office (RO\*324) Zone to permit the development of a seven-storey residential apartment building, BE APPROVED;

AND THAT staff be authorized to bring forward an amending Zoning By-law in accordance with the draft By-law attached as Appendix 1 to Report DS-077-22 for Council Adoption;

AND FURTHER THAT the Provincial Ministers of Health, Education, Transportation and Infrastructure and Metrolinx receive a copy of this report with a request to review and plan for future Milton District Hospital, school and transportation expansions;

AND THAT WHEREAS the Planning Act limits the ability to apply for a minor variance for a 2-year period following approval of this By-law, BE IT RESOLVED that a privately-initiated application for a minor variance may be made.

**Carried**

**8.5 DS-078-22 Technical Report: Oakridge Horticultural Farm (Town File Z-25-21)**

**Res. 107-22**

THAT Application Z-25/21 for an amendment to the Town of Milton Comprehensive Zoning By-law 144-2003, as amended, to change the current Rural (A2) and Greenlands A (GA) Zones on the subject lands to a site-specific Rural (A2\*325) Zone and a refined Greenlands (GA) Zone, BE APPROVED;

AND THAT staff be authorized to bring forward an amending Zoning By-law in accordance with the draft By-law attached as Appendix 1 to Report DS-078-22 for Council Adoption;

AND THAT WHEREAS the Planning Act limits the ability to apply for a minor variance for a 2-year period following approval of this By-law, BE IT RESOLVED that a privately-initiated application for a minor variance may be made.

**Carried**

**8.6 DS-079-22 Technical Report: 398 Cedar Hedge (Town Files 24T-21009M and Z-28-21)**

**Res. 108-22**

THAT Town of Milton Council support the granting of Draft Plan Approval by the Commissioner of Development Services for the proposed plan of subdivision (Town file: 24T-21009/M);

AND THAT Application Z-28/21 for an amendment to the Town of Milton Comprehensive Zoning By-law 016-2014, as amended, to change the current Future Development (FD) and Residential Medium Density 1 Special Provision 35 (RMD1\* 35) Zones to a Residential Medium Density 1 Special Provision 326 (RMD1\*326) Zone to permit the development of a residential plan of subdivision, BE APPROVED;

AND FURTHER THAT staff be authorized to bring forward an amending Zoning By-law in accordance with the draft By-law attached as Appendix 1 to Report DS-079-22 for Council Adoption;

AND THAT WHEREAS the Planning Act limits the ability to apply for a minor variance for a 2-year period following approval of this By-law, BE IT RESOLVED that a privately-initiated application for a minor variance may be made.

**Carried**

**8.7 DS-080-22 Technical Report: Cahoun Drive (Town File 24T-21010M)**

**Res. 109-22**

THAT Town of Milton Council support the granting of Draft Plan Approval by the Commissioner of Development Services for the proposed plan of subdivision (Town file: 24T-21020/M);

AND FURTHER THAT the Town clerk forward a copy of this Report and the decision to the Region of Halton for their information.

**Carried**

**8.8 DS-081-22 Technical Report: Shearling Heights (Town File Z-15-21)**

**Res. 110-22**

THAT Application Z-15-21 for a Zoning By-law Amendment to the Town of Milton Zoning By-law 016-2014, as amended, to change the current Mixed Use (MU Zone) to a Mixed Use with Site Specific Provisions Zone with a Holding Provision (MU\*323\*H69) to permit three (3) mid-rise mixed-use buildings (352 units), 32 double-car car garage townhouse units and 28 back-to-back townhouses on lands municipally identified as BLOCK 360, PLAN 20M-1184, BE APPROVED;

AND THAT WHEREAS the Planning Act limits the ability to apply for a minor variance for a two-year period following approval of this By-law, BE IT RESOLVED that a privately initiated application for a minor variance may be made.

AND THAT the Provincial Ministers of Health, Education, Transportation and Infrastructure and Metrolinx receive a copy of this report with a request to review and plan for future Milton District Hospital, school and transportation expansions;

AND THAT staff be authorized to bring forward an amending Zoning By-law in accordance with the Draft By-law attached as Appendix 1 to Report DS-081-22 for Council adoption.

**Carried**

**8.9 Notice of Motion: Councillor Di Lorenzo - Milton Home Business Program**

**Res. 111-22**

WHEREAS the Town of Milton is a place of possibilities that encourages entrepreneurship, job creation and small businesses;

AND WHEREAS almost 60% of all businesses in the Town of Milton are micro-businesses with a high portion operating as home based businesses;



AND WHEREAS the pandemic has changed how and where people work, including how micro-businesses operate;

AND WHEREAS the Town of Milton Economic Development Strategic Plan identifies the desire to 'Bolster Milton's start-up ecosystem to drive future competitiveness;

AND WHEREAS home based businesses are permitted subject to Home Occupation rules and regulations as identified within the Town of Milton's zoning bylaw;

THEREFORE BE IT RESOLVED that staff evaluate expanding existing home occupation eligibility and business support programming, and report back any recommended zoning amendments and business support program enhancements for future council consideration.

**Carried**

**9. INTRODUCTION OF NOTICE OF MOTION**

**10. REGIONAL COUNCIL UPDATE**

**11. STATEMENT BY MEMBERS**

**12. CONFIDENTIAL SESSION**

Council did not convene into confidential session and made the following resolutions in open session:

**Res. 112-22**

THAT the recommendations in Staff Report DS-076-22 be approved.

**Carried**

**Res. 113-22**

THAT the recommendations in Staff Report ES-012-22 be approved.

**Carried**

**13. OPEN SESSION**

**14. BY-LAWS**

**Res. 114-22**

THAT By-law Numbers 066-2022, 067-2022, 068-2022, 069-2022, 070-2022, 071-2022, 072-2022, 073-2022, 074-2022, 075-2022, 076-2022, 077-2022, 078-2022, 079-2022 & 080-2022 be READ, PASSED AND NUMBERED;

AND THAT the Mayor and the Town Clerk be authorized to sign the said By-laws, seal them with the seal of the Corporation and that they be engrossed in the By-law Book.

**Carried**

**14.1 BY-LAW 066-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 36 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS PART OF LOT 7, CONCESSION 5, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MATTAMY (BROWNRIDGE) LIMITED) – FILE: Z-07/22 Pursuant to: ES-013-14

**14.2 BY-LAW 067-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 34 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS BLOCK 7, 20M-1119, FORMER GEOGRAPHIC TOWNSHIP OF ESQUESING, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (WHITELAND SERVICES INC.) – FILE: Z-23/21 Reference to: DS-059-22

**14.3 BY-LAW 068-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 34 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS

PART OF LOT 8, CONCESSION 5, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MILTON III-75 LAND LIMITED) – FILE: Z-05/18 Reference to: DS-061-22

**14.4 BY-LAW 069-2022**

BEING A BY-LAW TO ADOPT AN AMENDMENT TO THE TOWN OF MILTON OFFICIAL PLAN PURSUANT TO SECTIONS 17 AND 21 OF THE PLANNING ACT IN RESPECT OF THE LANDS MUNICIPALLY IDENTIFIED AS 180, 182, 184, 190 AND 194 BRONTE STREET SOUTH AND LEGALLY DESCRIBED AS PART LOT 13, CONCESSION 1, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (VILLAGE DEVELOPMENTS INC. AND ORNELLA GROUP INC.) – FILE: LOPA-08/20 Reference to: DS-073-22

**14.5 BY-LAW 070-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 34 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS PART LOT 13, CONCESSION 1, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (VILLAGE DEVELOPMENT INC. & ORNELLA GROUP INC.) – FILE: Z-17/20 Reference to: DS-073-22

**14.6 BY-LAW 071-2022**

BEING A BY-LAW OF THE TOWN OF MILTON TO ADOPT AN AMENDMENT TO THE TOWN OF MILTON OFFICIAL PLAN PURSUANT TO SECTION 17 OF THE PLANNING ACT, AS AMENDED, IN RESPECT OF THE VARIOUS LANDS OF THE DOWNTOWN AREA, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (FILE NO. HKA 02/22) Reference to: DS-075-22

**14.7 BY-LAW 072-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 34 OF THE PLANNING ACT IN RESPECT OF THE LANDS LOCATED AT VARIOUS ADDRESSES IN THE DOWNTOWN AREA – TOWN FILE – HKA 03/22 Reference to: DS-075-22

**14.8 BY-LAW 073-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 34

OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS BLOCK 41, REGISTERED PLAN 20M-1206, PART OF LOT 7, CONCESSION 2 NS (TRAFALGAR), TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MILTON MODERN ART PROPERTIES LIMITED) – FILE: Z-21/20 Reference to: DS-077-22

#### **14.9 BY-LAW 074-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 34 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS PART OF LOT 6, CONCESSION 2 NS, BLOCK 360, REGISTERED PLAN 20M-1184, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (Shearling Heights Estates Ltd.) – FILE: Z-15/21 Reference to: DS-081-22

#### **14.10 BY-LAW 075-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 34 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS PART OF LOTS 11 AND 12, CONCESSION 4, N.S. (TRAFALGAR) IN THE TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON, BLOCKS 101, 102, 105, 111-114 ON PLAN 20M-1132, AND PART OF PART 3 ON PLAN 20R-17075 (NADEEM ASLAM AND SAIMA NADEEM) – FILE: Z-28/21 Reference to: DS-079-22

#### **14.11 BY-LAW 076-2022**

BEING A BY-LAW TO APPOINT AMPS CONSULTING & PROFESSIONAL SERVICES INC. TO ADJUDICATE SHORT TERM RENTAL LICENSING BY-LAW APPEALS Pursuant to: CORS-053-22

#### **14.12 BY-LAW 077-2022**

BEING A BY-LAW TO ASSUME SUBDIVISION PLAN 20M-1213 – ASHLEY OAKS HOMES INC. Pursuant to: ES-013-14

#### **14.13 BY-LAW 078-2022**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 144-2003, AS AMENDED, PURSUANT TO SECTION 34 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS PART OF THE SOUTHWEST HALF OF LOT 19, CONCESSION 4 (NASSAGAWEYA), AND MUNICIPALLY KNOWN AS 11565 GUELPH LINE, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (OAK-RIDGE

HORTICULTURAL FARM NURSERY INC.) – FILE: Z-25/21 Reference to:  
DS-078-22

**14.14 BY-LAW 079-2022**

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF DOCUMENTS

**14.15 BY-LAW 080-2022**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF  
THE CORPORATION OF THE TOWN OF MILTON AT ITS MEETING HELD  
JULY 18, 2022

**15. ADJOURNMENT**

There being no further business to discuss the Mayor adjourned the meeting at  
10:31 p.m.

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Gordon A. Krantz, Mayor

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Meaghen Reid, Town Clerk



# The Corporation of the Town of Milton

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Report To: Council

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From: Jill Hogan, Commissioner, Development Services

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Date: September 12, 2022

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Report No: DS-108-22

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Subject: Trafalgar Secondary Plan Area - Funding Agreement for a Senior Planner, Development Review

**Recommendation:** THAT Council authorize the Mayor and Clerk to execute a Funding Agreement between the Milton P4 Trafalgar Landowners Group Inc. and the Town of Milton, for the hiring of a Senior Planner, Development Review (contract) to manage the tertiary and subdivision application process for lands within Trafalgar Secondary Plan;

AND THAT the Commissioner of Development Services be given delegated authority to make changes to this agreement, in consultation with Legal Counsel and the Chief Financial Officer/Treasurer;

AND THAT staff be authorized to create a new capital project to fund the Senior Planner, Development Review (contract) with the total budget amount of \$450,000 being funded by the Milton P4 Trafalgar Landowners Group Inc.

## EXECUTIVE SUMMARY

- Town of Milton Council adopted the Trafalgar Secondary Plan in March of 2019 and subsequently, the plan and associated background studies were forwarded to Halton Region for approval.
- In August 2022, Halton Region issued its draft decision and Town staff is recommending Milton Council receive the associated modifications to the Secondary Plan as outlined in the draft decision (see associated report DS-110-22 on the September 12, 2022 Council Agenda).

## EXECUTIVE SUMMARY

- It is expected that Halton Region will issue its final decision shortly after Milton Council receives the modified plan in September 2022. Halton Region's decision may be appealed to the Ontario Land Tribunal (OLT).
- The Milton P4 Trafalgar Landowners Group Inc. are the owners of the lands within the area covered by the Secondary Plan. The group was formed to ensure the planning and future development of these lands progress in a coordinated manner.
- The Landowner's Group will be bringing forward a Tertiary Plan and subsequent applications for development on their lands.
- It is anticipated that the volume of planning applications will require a coordinated effort by both the Town and the Landowner's Group to ensure the applications are processed in the most efficient manner possible while ensuring the vision of the Secondary Plan is maintained.
- The Landowner's Group recognize that such a coordinated effort on the part of the Town will require that the Town engage the services of an additional Senior Planner, Development Review, who's primary but not exclusive role would be the processing and review of applications related to the Secondary Plan.
- The Landowner's Group has offered to fund a contract position for a period of at least three (3) years to assist with the management, processing and evaluation of planning applications for the lands within the area covered by the Secondary Plan.
- This report recommends Council authorize the Mayor and Clerk to execute a Funding Agreement between the Milton P4 Trafalgar Landowners Group Inc. and the Town of Milton, for the hiring of a Senior Planner, Development Review (contract) to manage the Tertiary Plan and subdivision application process for the Trafalgar Secondary Plan area.

## REPORT

### Background

The Town began the comprehensive planning process for the Trafalgar Secondary Plan in June of 2018 and has worked collaboratively with the Milton P4 Trafalgar Landowners Group Inc. throughout the process. The Landowner's Group controls approximately 60% of the lands. The Group has a group manager, a planner, a lawyer, a trustee, and the Group has established a funding mechanism. As of writing this Report, the group includes representatives from:

- Mattamy Lands
  - 2076828 Ontario Limited
  - White Squadron Development Corporation
- Trinison Lands
  - Frontenac Forest Estates Inc.
- York Trafalgar Lands:

## Background

- Hannover Trafalgar Farms Limited and Milton Sheva Land Limited O/A Hornby Land JV
- Comarin Corp.
- Remington Lands
  - Remington Trafalgar Inc.

All members of the Landowner Group are participants in the 2020 Regional Allocation Program. The 2020 Allocation Program provides \$1.5 Billion worth of water, wastewater and transportation infrastructure to support growth, development and new housing supply for the next 6-10 years. The Program required participating landowners to secure, through pre-payment of Development Charges, a minimum subscription of 18,230 Single Detached Equivalents (SDEs). It is critically important that applications for development within the Trafalgar Secondary Plan be processed as expeditiously and efficiently as possible to support the realization of the 2020 Allocation Program.

## Discussion

To ease the anticipated workload the Trafalgar Secondary Plan area will trigger, the Landowner's Group has offered to fund a Senior Planner, Development Review contract position to assist with the management, processing and evaluation of planning applications for the lands within the area covered by the Secondary Plan.

The funding would include the estimated salary, benefits and expenses which may be incurred by the Town in relation to the contract position. These expenses may include but are not limited to the costs of the Funding Agreement, the costs of advertising and recruiting for the contract position, as well as an estimate of all costs associated with the contract position, as if the role is filled by an employee of the Town.

The Town would advertise, interview, and offer the position to the chosen candidate without any input or interference from the Landowner's Group. It is also important to note that the Funding Agreement would offer no reduction in any planning application fees that the Landowner Group's, either individually or in combination would be required to pay. All fees and charges that may be required to be paid would be paid in full as required by any Town By-law.

Through staff's discussion with the Landowner's Group, it is understood and agreed that the person hired to fill the contract position would carry out the role as an independent professional planner and undertake all work in an appropriate manner, including the review of any applications that may be submitted by the Landowner's Group at any time, including areas outside of the Secondary Plan, in a professional and independent manner without regard to the fact that the Landowner's Group has provided funding for the position.

In consideration of the above, this Report recommends that Council authorize the Mayor and Clerk to enter into a Funding Agreement with the Landowner's Group to fund a





# The Corporation of the Town of Milton

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## Discussion

contract position for a period of at least three (3) years and further requests that the Commissioner of Development Services be given delegated authority to make changes to this agreement, in consultation with Legal Counsel and the Chief Financial Officer/Treasurer.

## Financial Impact

The estimated cost for the Senior Planner position for a three year period amounts to \$450,000, including the potential supplemental expenses as outlined herein. It is recommended that a new capital project be created in order to provide additional transparency on the costs that are attributed to this Funding Agreement and related recovery from the landowner group.

It is also expected that the landowners will be responsible for paying the Town's Legal & Administration Fee in accordance with the prevailing User Fee By-law.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact: Jill Hogan

Phone: Ext. 2304

## Attachments

None

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.



# The Corporation of the Town of Milton

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Report To: Council

From: Andy Scott, Director, Strategic Initiatives & Business Development

Date: 9/12/2022

Report No: ES-013-22

Subject: Halton Digital Access Strategy Implementation Plan

Recommendation: THAT this report be received for information;

THAT staff are directed to develop a one-window approach to support the implementation of 5G technology across Halton as outlined within this report;

THAT staff report back to council in early 2023 for final approval;

THAT the Town Clerk forward a copy of this report to the City of Burlington, the Town of Halton Hills, the Town of Oakville and Halton Region. & Burlington Hydro Inc., Halton Hills Hydro Inc., Milton Hydro Distribution Inc. and Oakville Electric Distribution Inc. for their information.

## EXECUTIVE SUMMARY

- Digital connectivity is essential to individual residents for business, education, health, interacting with local government and social connectivity.
- In December 2021, Halton Region Council endorsed advocacy to request a commitment from the Provincial Minister of Infrastructure and the Federal Minister of Rural Economic Development to deliver affordable broadband service speeds of 1 Gbps across all of Halton Region by 2026.
- The rollout of 5G technology provides an opportunity to improve digital connectivity across the Town.
- The implementation of 5G technology is expected to support economic growth and development over the next decade, with potential to generate significant economic growth.
- 5G network implementation requires the attachment of wireless transmitting devices to vertical streetlights and hydro poles (vertical assets) typically located along road right of ways. The Region, Local Municipalities and Hydro Companies

## EXECUTIVE SUMMARY

own approximately 80,000 vertical assets, a significant portion of which would already be suitable for the installation of 5G attachments.

- Staff from The Region and Local Municipalities are proposing the creation of a new Municipal services Corporation which would provide a 'one window' service to telecommunication service providers permitting them to apply for the necessary permits to attach 5G equipment on any vertical asset located in Halton without having to deal directly with the individual owner of the vertical asset.
- To operate a 'one-window' service, the Region, the Local Municipalities and the Hydro Companies would enter into necessary agreements and with the new Municipal Services Corporation to grant access to their vertical assets and permit the Municipal Services Corporation to provide a centralized permitting process for all vertical assets across Halton.
- The Report seeks authority for staff to take preparatory steps, including the negotiation and preparation of the agreements required to establish, govern and operate the new Municipal Services Corporation.
- Staff would seek final authority in early 2023 to execute these agreements.

## REPORT

### Background

In April 2021 Halton Regional Council endorsed staff to develop a strategy to attract widespread 5G rollout across Halton under the direction of the Halton CAOS. Since that time staff from Halton Region and Local Municipalities have worked in collaboration on the development of a strategic approach which would increase the likelihood of expedient 5G and maximize 5G coverage across the wider Halton geography. In December 2021 a Strategic Plan was presented to Halton Regional Council (Halton Region Report ST-08-21) and received endorsement.

This Strategic Approach aligns with a number of deliverables outlined within the Town of Milton's Council Staff work plan. Increased access to high speed internet will support a digital first approach to Town service delivery, it will support business attraction and expansion, make the community a more attractive and desirable place to live while also creating opportunities to explore new municipal revenue opportunities.

This report recommends a shared governance and operating model for the delivery of 5G infrastructure across Halton in which Local Municipalities and local Hydro Companies would work collaboratively to create conditions which promote the rollout of 5G technology using small cell attachments affixed to municipal infrastructure.

5G infrastructure would be deployed by telecommunications companies who would leverage a one-window approach offered by a newly created Municipal Service Corporation. This model is a similar approach to one previously suggested by the Halton Utilities Group (HUG). The key difference being the creation of a jointly owned Municipal Services Corporation which would allow for a more streamlined governance and operating process.

## Discussion

There are significant socioeconomic benefits for Milton residents, and all of Halton, through the accelerated deployment of the telecommunications services providers' 5G networks and these benefits are outlined in the Halton Region Digital Access Strategy (Appendix A).

Amongst the five Halton Municipalities and the four Halton Hydro Companies, no one organization currently owns more than 17 per cent of the total amount of vertical streetlights and hydro poles in Halton. To date, telecommunication services providers have generally implemented their networks across all poles and right of ways throughout Halton, regardless of ownership. With respect to 5G, if Halton municipalities and the Hydro Companies undertook to provide permitting individually and only with respect to their own vertical streetlights and hydro poles, the telecommunications services providers would have to approach each party separately, facing varying permitting and licensing requirements, as well as varying processes and timelines.

A "one-window" permitting service model whereby the telecommunications services providers would apply through a centralized permitting service has the potential to help the telecommunication services providers expedite their 5G implementation plans across Halton.

### The Municipal Services Corporation Opportunity

Given the distributed ownership of vertical streetlights and hydro poles (i.e. that no party owns more than 17 per cent of the total assets), it will be important to establish the appropriate governance to deliver a "one-window" approach to support 5G deployment.

These are some of the key principles considered for developing a governance structure:

- ownership of the poles is not transferred;
- municipalities and Hydro Companies will license rights to the one-window service to manage telecommunications service providers' access to vertical streetlight and hydro poles;
- 5G equipment and maintenance must not interfere with the primary purpose of the vertical streetlight or hydro pole;
- each vertical streetlight or hydro pole owner will be represented; and,
- fees charged to telecommunication services providers should be based on rates that at a minimum must cover all operating costs associated with one window service and allow for full cost recovery for the owner of the vertical streetlight or hydro pole.

A Municipality can create a Municipal Services Corporation through the provisions of the Municipal Act, 2001. The shares of a Municipal Services Corporation can only be owned by a municipality or a group of municipalities. A Municipal Services Corporation can only provide a system, service or thing that a municipality is entitled to provide, which would include the 5G pole attachment permitting service described in this report.

## Discussion

Through the provisions of the Municipal Act, 2001, a Municipal Services Corporation, owned by the municipalities of Halton, could be established to operate the “one-window” services consistent with the above key principles.

A Municipal Services Corporation can provide these centralized 5G permitting and management services, including:

- initial permit application and on-going access licenses for telecommunication services providers’ use of poles for 5G attachments;
- municipal and Hydro Company licenses to manage 5G pole attachment rights to the Municipal Services Corporation; and,
- Services to the telecommunication services providers including engineering, installation, maintenance and removal of cell attachments.

In addition, the proposed structure could allow the Municipal Services Corporation to provide additional services beyond 5G, including a “one-window” approach for all non-5G telecommunications permits. By delegating the authority to the Municipal Services Corporation to issue non-5G permits, the Municipalities would gain the benefit of offering a “one-window” approach to a broader range of telecommunications permitting.

Overall, a Municipal Services Corporation approach should create favourable conditions for the rollout of 5G across Halton Region. This will accelerate the delivery in benefits in connectivity for local residents and businesses with the associated economic and social benefits.

## Next steps

Upon approval of this report, in order to implement Recommendation #1 staff, working jointly with the other Halton municipalities, will do the following:

- finalize the business case to confirm the benefits of the approach described in this report;
- confirm the participation of the City of Burlington, the Town of Halton Hills (Halton Region and the Town of Oakville have confirmed their participation);
- confirm participation of the Hydro Companies;
- determine the operating model and governance structure for the Municipal Services Corporation and in conjunction with that:
  - negotiate necessary governance agreements between the Region, the Local Municipalities, the Hydro Companies and the Municipal Services Corporation
  - Negotiate the license agreements and other necessary operating agreements amongst: (a) the Region, the Local Municipalities and the Municipal Services Corporation; and (b) the Hydro Companies and the Municipal Services Corporation

## Discussion

- develop the permit and licensing agreements between the Municipal Services Corporation and telecommunication services providers;
- develop any required agreements with service providers who will assist in the installation, maintenance and removal of 5G attachments;
- ensure the statutory requirements for establishing a Municipal Services Corporation are met, including:
  - Business case study - A municipality must adopt a business case study before it establishes a municipal services corporation either alone or with one or more other municipality. The business case will be finalized based on the benefits of accelerating the deployment of 5G technology in Milton. There are many factors that will influence the business case including the speed of deployment of 5G technology in each municipality and in Halton generally, the extent to which the telecommunications services providers choose to use the existing municipal pole infrastructure (versus infrastructure they build), the market rate for services, and status of Provincial and Federal legislation related to the deployment of 5G.
  - Asset transfer policies - A municipality must adopt and maintain policies on asset transfers to corporations. It is anticipated that the asset transfer policies with respect to the Municipal Services Corporation will be fairly simple given that one of the key principles recommended above is that the ownership of the pole infrastructure would remain with the individual municipalities and the Hydro Companies. The asset transfer policy will address the potential for the transfer of financial assets to address start-up costs, but otherwise will be general in nature.
  - Public participation – a municipality must consult with the public about the proposal to establish the municipal services corporation prior to such corporation’s establishment. There are no specific rules governing the nature of the public consultation. Given the scoped focus of the proposed Municipal Services Corporation and the low risk involved, it is anticipated that the public consultation will focus on notification of the availability of the business case, when available, and an opportunity for the public to submit comments related to the business case. It is expected that this consultation will occur in late 2022 or early 2023.

Following the satisfactory completion of statutory preparations and negotiations of documents, as outlined in this report, for the creation, operation and governance of a Municipal Services Corporation, and the confirmation of business viability through stakeholder discussions and analysis, a report to establish a Municipal Services Corporation to support a “one-window” service model is expected to be forwarded to participating Local Councils and Regional Council by early 2023 with recommendations for next steps.



# The Corporation of the Town of Milton

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## Financial Impact

The costs associated with the formation of the Municipal Services Corporation have been budgeted by Halton Region. Through the development of governance structure and agreements, fees are intended to be established that would be charged to telecommunication service providers to provide for full cost recovery of the service.

Respectfully submitted,

Andy Scott  
Director, Strategic Initiatives & Business Development

For questions, please contact: Andy Scott

Phone: Ext. 2103

## Attachments

Appendix A – Halton Region Digital Access Strategy

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

Document Under Separate Cover  
Attachment #1  
to Report No. ST-08-21

## HALTON REGION DIGITAL ACCESS STRATEGY

Prepared for



Prepared By

 **Nordicity** | **NGL Nordicity Group Limited ("Nordicity")**,

*in partnership with*

 **NE&S** | **Networks, Economics & Strategy Inc. ("NE&S")**

*Authored by:*

Dr. Tanveer Ahmed CPA,CMA,  
Dr. Reetika Rana  
Stuart Jack

December 6, 2021



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## Executive Summary

This report, commissioned by the Halton Region, and prepared by Nordicity Group Limited (“Nordicity”)<sup>1</sup>, presents Digital Access Strategy for the Region – referred to as **Halton Region Digital Access Strategy (HDAS)**. The main objectives of the report include a) assessment of the Region’s digital infrastructure readiness, b) identification of options for next generation broadband connectivity in the Region (5G and Fibre) and its associated socio-economic benefits, and c) recommended digital access implementation action plan.

The Region’s economy exhibited a growth of 1.4% per year, as its GDP increased from \$24.03 billion (2016) to \$25.40 billion (2020). In the emerging digital world digital transformation of the economy will be crucial for its long-term sustainable growth. The digital sector creates high value jobs for knowledge workers. Given the share of digital sector has remained constant around 9% its GDP, it presents an opportunity to further grow the Region’s economy through digital transformation.

The analysis presented in this study demonstrates that the adoption of 5G technologies will significantly increase the digital sector share in the Region’s GDP which will double it’s the current growth rate. 5G technology will have a transformative effect on employment, productivity, and GDP in the different sectors of the Region’s economy. The adoption of 5G applications (**Artificial Intelligence, Cloud Computing, Internet of Things**) will transform key sectors of the national as well as regional economies and improve the quality of life for its ‘digital citizens’.

However, the adoption of these 5G applications require the deployment of 5G wireless communication networks as the existing 3G and 4G networks will not be able to provide the comprehensive key performance characteristics such as “adaptive architecture”, bandwidth speed and capacity necessary for the massive number of connected devices in Internet of Things (IoT) ecosystem. The 5G networks are required for *mission-critical, high-bandwidth, low-latency* applications such as *autonomous vehicles, patient-centric health, enhanced-reality, etc.*

5G networks will enable connected societies – “**smart cities**”, “**smart businesses**”, and “**smart industries**”, that will transform society and offer long-term sustainable socio-economic wellbeing.

While 4G network technology continue to support the evolution of the Gigabit Economy, it is believed that 4G will soon reach its limits in terms of its ability to support the exponential growth in demand for bandwidth speed and capacity requirements in wireless networks. For example, 4G networks will be inadequate for the next set of high-bandwidth, low-latency video applications such as remote surgeries in the health sector, guided vehicles, robotic, drone and 3D printing in manufacturing processes, autonomous/connected vehicles etc.

To fully realise the socio-economic benefits of the 5G technologies as detailed in this study, the Region will require an integrated approach regarding the broadband network capability deployed by the ISPs. For example, Ciena (a major US based telecom technology firm), in its 2017 whitepaper noted “**5G is not just about the Radio Access Network (RAN). Next-generation wireless is going to need a lot of help from wireline technologies to deliver on its promises.**”

In this sense, the availability of next-generation high speed broadband connectivity (both wireline and wireless) in the Region will be critical to enable the economic benefits of 5G technologies. Accordingly, it has been recognized by policy makers such as CRTC that a modern broadband infrastructure is a critical enabler for widespread availability of high-speed internet services and correspondingly, digitally enabled citizenry, as well as innovation and growth in all sectors of the economy.

It is worth noting, that as with previous communications technology windows, it is likely that 5G networks in Canada will also be deployed first in large metropolitan areas with progressive deployments

along the transportation corridors and smaller centres. Therefore, it is critical for the Region to implement an effective digital access strategy to ensure it is not left behind from its peers in the adoption of 5G enabled technologies, which will be instrumental for sustainable growth in the emerging digital economies.

Given the exponential growth in broadband usage, it is likely that in the near future the demand for internet speeds will be significantly higher than the CRTC's current target speed of 50/10 Mbps. The CRTC reports also indicate that there has been an exponential growth in the broadband usage in Canada. Therefore, it is reasonable to believe that demand for internet speeds will reach up to 1 Gbps in the Region in the medium term. We also believe that businesses, industry, and MUSH (Municipalities, Universities, Schools, and Hospitals) institutions are likely to require 1 Gbps or higher speed internet services. Similarly, residential, including self-employed and work-from-home, demand for the internet speed is also expected to increase exponentially, ranging between 100 Mbps and 1 Gbps

The full realization of the economic benefits of 5G technologies will depend on the availability of a fully integrated wireless and wireline broadband capability across the Region, using next generation network technologies i.e., 5G (wireless) network supported by FTTH/P (wireline) network. This means the FTTH/P network capability across the Region will be a key enabler of the delivery of reliable 5G services and full realisation of the associated economic benefits. However, based on our assessment a significant gap exists in most parts of the Region in terms of broadband capability in meeting the emerging demands for reliable and scalable highspeed services in a digital (1Gig+) economy

As per ISED data the households in the Region are mostly covered with 50/10 Mbps. It is worth noting that availability of reliable internet speed depends on the technology (e.g., copper-based DSL, Fibre, Wireless etc.) used to deliver services. Since, the majority of those households are not served with Fibre-to-home technology ISED broadband coverage data, in our view, appears to present a very optimistic view. According to our estimates about less than a one third (30.6%) of the households in the Region may have access to reliable internet services potentially meeting the CRTC target speed of 50/10 Mbps or more. This means a significant gap exists in most parts of the Region in terms of broadband capability in meeting the emerging demands for reliable and scalable highspeed services in a digital (1Gig+) economy.

Therefore, there is need for deployment of a unified broadband network by the ISPs in the Region using future proof FTTH/P technology. A unified broadband network means an integrated fibre based wireline network delivering broadband connectivity services across the Region, using uniform standards in terms of internet speed capability and quality of service. We believe a unified FTTH/P network capability across the Region will be critical to the full realization of the economic benefits of 5G technologies as presented in this study.

According to our assessment, the ISPs would require about \$362.8 million investment to deploy FTTH/P network in the unserved/underserved areas of the Region. This investment 82% of the total \$439.5 million to deploy a future proof FTTH/P network across the entire Region. This means it will make more sense for the ISPs to deploy a unified future proof FTTH/P network in the Region, with an additional investment of \$76.7 million. However, the \$439.5 million represents our estimate of total the investment required for the deployment of FTTH/P network in the Region - *excludes the value of any existing FTTH/P network deployed in the Region and the impact of any potential Federal and Provincial funding for the Region.*

In our view a unified FTTH/P network would future proof the Region's broadband infrastructure capability in terms of meeting the exponentially increasing demand for internet speed and broadband usage in emerging digital world. The unified broadband service would be scalable up to and beyond 1

Gbps as required and ensure service reliability and redundancy. We also believe there is need for an open access regime to prevent deployment of duplicate networks by different ISPs. An open access regime would encourage competing service providers to offer a range of innovative and affordable services to different subscribers' groups across the Region.

### Organization of report

*After a brief introduction to this study in Section 1, we provide a detailed understanding of 5G technology in terms of its definition, evolution and capabilities as well as presentation of evidence to confirm that it has no adverse health impacts.*

*In Section 3 we demonstrate the need for digital access strategy for the Region, followed by assessment of digital infrastructure readiness in Section 4, and analysis of options to implement next generation broadband connectivity in the Region in Section 5. Section 6 the details modelling framework used to estimate the socio-economic benefits of 5G technologies, which are presented in Section 7. In Section 8 we present our recommended digital access implementation plan, followed by our conclusion in Section 9.*

## 1. Introduction

There is extensive empirical evidence in the economic literature that shows the presence of modern digital infrastructure is an important driver for sustainable economic growth<sup>2</sup>. The advancements in digital technologies have played an instrumental role in accelerating economic and productivity growth across all sectors of the economy. That is, the presence of modern digital infrastructure is a key enabler of innovation and modernization for industries like *agriculture, mining, manufacturing, trade, services*, among others. Widespread use of digital technologies has led to job creation in existing industries as well as the emergence of new services and industries. A modern digital infrastructure also facilitates economic integration, improves living standards, and effectively assists *health, education, and businesses* in all sectors.

Therefore, the presence of a modern digital infrastructure enabled by the next-generation broadband capabilities is becoming increasingly important for long-term economic development and sustainable growth. The building blocks of the next-generation digital infrastructure are illustrated in Figure 1 below.

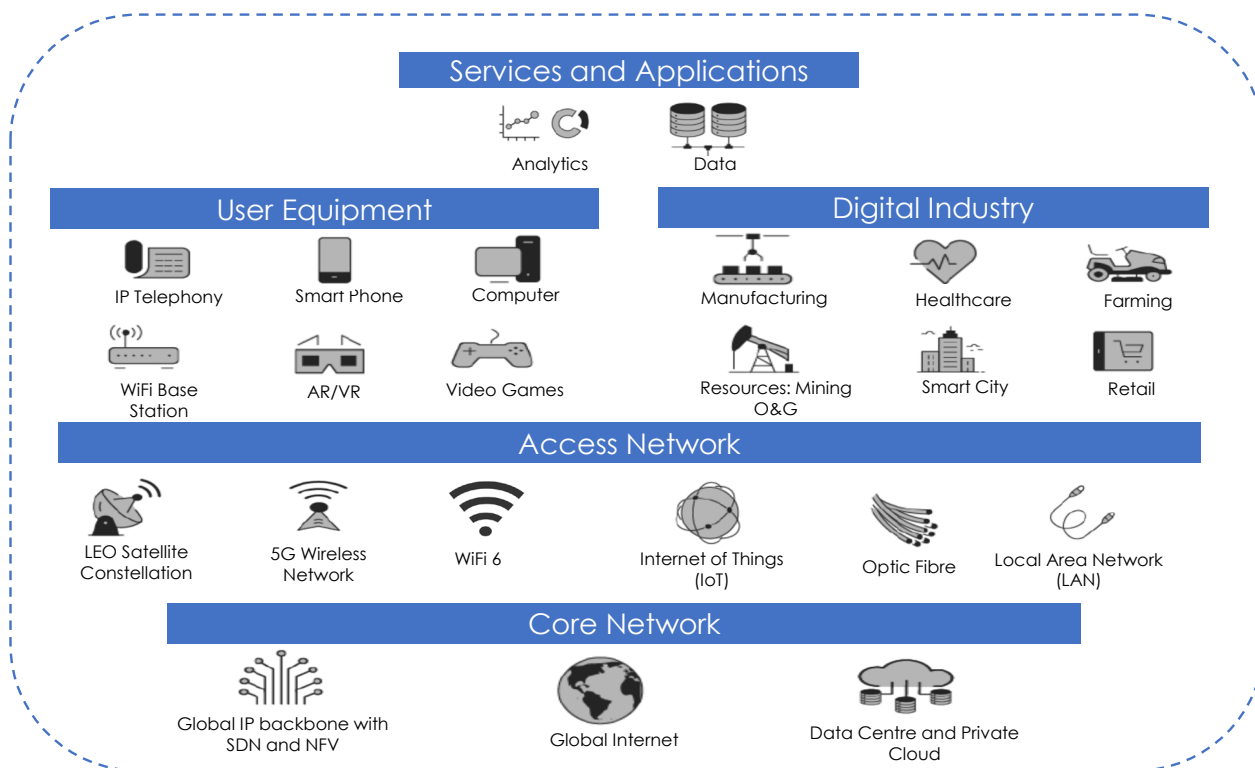


Figure 1: Digital Infrastructure Building Blocks

As shown in the above figure, the quality and capacity of both *wireline* and *wireless* broadband networks, encompassing “Core Network”, and “Access Network” play a foundational role in the development of a modern digital infrastructure capability. Next-generation broadband capability means deployment of a future-proof<sup>3</sup> fully integrated fibre-based wireline and 5G wireless networks. That is, a high-quality fibre-based access network capability will be critical to fully realize the economic benefits of 5G enabled services. As 5G networks are enabled, the demand for broadband connectivity (i.e., internet speed requirement and data usage per capita) in urban, suburban, as well as rural areas will exponentially increase. This means the network operators will need high-performing 5G transport

network capabilities that are easy to scale - ***“5G is not just about the Radio Access Network (RAN). Next-generation wireless is going to need a lot of help from wireline technologies to deliver on its promises.”***<sup>4</sup>

The adoption of 5G technologies will transform key sectors of the national as well as regional economies and improve the quality of life for its *‘digital citizens’*. The rollout of 5G technologies require the deployment of 5G wireless communication networks as the existing 3G and 4G networks will not be able to provide the comprehensive key performance characteristics such as “adaptive architecture”, bandwidth speed and capacity necessary for the massive number of connected devices in Internet of Things (IoT) ecosystem. The 5G networks are required for *mission-critical, high-bandwidth, low-latency* applications such as *autonomous vehicles, patient-centric health, enhanced-reality*, etc.

## 2. Understanding 5G Technology

### 2.1 Defining a 5G Network

5G networks provide a significantly higher capacity than current 4G networks based on higher data rates, better spectral efficiency, coverage, and lower latency. 5G networks enable a much higher density of mobile users, massive IoT, and machine communications, amongst other benefits. In sum, 5G wireless broadband network technologies are *“a set of technologies connecting people-to-people and people-to-information to a unified connectivity fabric connecting people to everything”*<sup>5</sup>.

5G networks operate primarily on mid-band spectrum (3.5GHz and above) but also require multiple lower spectrum bands (currently used by 3G and 4G networks) through dynamic network optimization technology.

### 2.2 Wireless Networks – Evolution and Capabilities

Since the inception of the first generation (1G) analog cellular networks in the 1980s and through the subsequent evolution of 2G through 4G digital networks, the telecoms industry has seen rapid growth in the penetration and adoption of mobile telecom services in Canada and the USA as well as globally <sup>6</sup>.

The exponential growth in the demand for mobile services led to major advancements in wireless network technologies approximately every 10 years, resulting in the emergence of groundbreaking 4G networks in 2010.

As shown in Table 1 below - *summarizing the key characteristics and features of wireless network generations deployed*, the focus of previous advancements in wireless technologies (1G to 4G) was to enable subscribers to add data services to voice in wireless service offerings and subsequently improve data speeds and usage.

The rollout of 4G/LTE networks has spurred exponential growth in wireless broadband usage and correspondingly, opportunities for new technologies that are affecting all parts of our society – *Internet of Things (IoT), Autonomous Vehicles (AV), eHealth, mobile banking*.

The commercialization of these technologies will transform our existing socio-economic system into, what is referred to as the ***“Gigabit Economy”***<sup>7</sup>.



Table 1: Basic Comparison of Different Generations of Wireless Network Technologies

Basic comparison among mobile system generations*					
Feature	1G	2G	3G	4G	5G
Deployment	1980	1990	2001	2010	2020+
Frequency band	800 MHz	900 MHz	2,100 MHz	2,600 MHz	3–90 GHz
Speed	2 Kbps	64 Kbps	2 Mbps	Less than 1 Gbps	1 Gbps and more
Latency <sup>1</sup>	In seconds	500-1000 ms <sup>1</sup>	200 ms <sup>1</sup>	100 ms <sup>1</sup> and less	1 ms <sup>1</sup> and less
Technology	Analogue cellular	Digital cellular	– HSPA – UMTS – 1xRTT/EVDO	– LTE Advanced – Wi-Fi	– Multi-radio access technology – Wi-Fi – Wi-Gig
Services	Voice	– Digital voice – SMS – Packet (General Packet Radio Service), – Low-rate data	– Higher quality audio and video calls – mobile broadband	– High data rate – Wearable devices	– Very high data rate <sup>1</sup> to fulfill extreme user demands – Device-to-device, – Machine-to-machine, – Internet of Things

\* N. Al-Falahy and O. Y. Alani, "Technologies for 5G Networks: Challenges and Opportunities," in IT Professional, vol. 19, no. 1, pp. 12-20, Jan.-Feb. 2017

To realize the full benefits of the *Gigabit Economy*, 5G wireless networks are required as only these networks can provide the requisite key features:

- higher data rates (> 1 Gbps),
- improved spectral efficiency,
- lower delays (latency), and
- greater reliability (performance).

While 4G network technology continue to support the evolution of the Gigabit Economy, it is believed that 4G will soon reach its limits in terms of its ability to support the exponential growth in demand for bandwidth speed and capacity requirements in wireless networks. For example, the initial service sets for the *Internet of Things* being deployed in 4G networks as narrow band applications (NB-IoT), are inadequate for the next set of high-bandwidth, low-latency video applications such as remote surgeries in the health sector, guided vehicles, robotic, drone and 3D printing in manufacturing processes, autonomous/connected vehicles etc.

5G communications networks can enable the capacity and efficiency required to support the large-scale commercialization of new technologies in all sectors of the economy and in turn, generate benefits throughout our society. That is, *"As the demand for high-speed and low-latency applications increases dramatically, the 5G system should have the technology and flexibility to meet those requirements and support multifold increases in network capacity and connectivity."*<sup>8</sup>

5G will deliver capacity and efficiency not currently possible with the existing wireless network technologies<sup>9</sup>

For example, 5G enabled networks can offer speeds of up to 1Gbps for tens of connections and tens of Mbps for tens of thousands of connections. Examples of key improvements in the operating characteristics of 5G over 4G networks include the following:

- Greatly enhanced mobile broadband data rates that enable ever faster flows of greater amounts of information.
- Ultra-low latency and reliability—which is suitable for mission-critical services (see Figure 14 below)
- Ability to scale significantly and efficiently to connect a massive number of sensors; and,



- Enhanced security, such as capabilities around biometric identification to help safeguard the integrity of information.

5G networks will enable connected societies – “**smart cities**”, “**smart businesses**”, and “**smart industries**”, that will transform society and offer long-term sustainable socio-economic wellbeing.

### 2.3 5G Technology – Potential Health Impacts

Over the last 50 years, manufacturers and wireless service providers have steadily innovated over various 2G, 3G and 4G iterations to meet consumer demand for a vast range of services and improved quality and reliability. 5G<sup>10</sup> services - first launched in April 2019 for the consumer markets in South Korea and the US<sup>11</sup>, offer significantly higher performance parameters (bandwidth speeds, extreme lower latency, reliability), as mentioned above.

5G networks comprise small (micro) cell antenna and cellular towers (macro cells) for data throughput and coverage respectively. The very high data flow traffic in urban and suburban (higher population density) areas, require a densification of the radio access network (RAN) via the installation of small cell antennas. These small cells use mid band spectrum characterized by higher bandwidth but lower coverage. Thus, service providers are in the process of installing radio antenna on the streetlights, rooftops and sides of buildings. While there are more small cell transmitters in a 5G network, the RF (Radio Frequency) energy emitted by these transmitters is significantly lower than that emitted from cell towers developed for 2G-4G networks.<sup>12</sup>

Leading international standard setting organizations and regulatory agencies which set health and safety standards for wireless networks and devices include the Institute of Electrical and Electronics Engineers (IEEE)<sup>13</sup>, the International Telecommunications Union (ITU)<sup>14</sup>, World Health Organization (WHO)<sup>15</sup>, US Federal Communications Commission (FCC).<sup>16</sup>

Since the 1980s - when commercial cellular services were first mass marketed<sup>17</sup>, there have been concerns raised by consumers globally and in Canada, regarding potential hazards from the emissions of radiofrequency (RF) energy as well as the cumulative effects of all wireless devices<sup>18</sup>.

These concerns have led to debates around the IEEE and WHO standards and extensive studies of RF energy<sup>19</sup> emissions from cell towers and from the mobile devices. While a few studies have raised doubts about RF emissions<sup>20</sup>, the consensus among scientific researchers and public health authorities is that wireless networks and devices – including 5G, do not pose a public health risk. A recent, comprehensive study concluded: “*the widely perceived health risks that are attributed to 5G are not supported by scientific evidence from communications engineering*”.<sup>21</sup>

In Canada, Industry Canada (ISED) sets stringent standards for RF emissions for all emitting devices including cell phones and towers<sup>22</sup>, which concord with those of international organizations such as the IEEE, ITU and FCC. Similarly, Health Canada sets RF standards for devices under its Safety Code 6 under its public health mandate.

Both ISED and Health Canada have concluded that the RF emissions – including those from 5G networks, do not pose a danger to the public.

Health Canada’s review of scientific public health studies in Canada and internationally concluded that health impacts associated with exposures to 5G networks and devices are well below its Safety Code 6 standards.<sup>23</sup>

### 3. The Need for Digital Access Strategy for the Halton Region

The 5G wireless network technologies are currently being deployed in the global marketplace. With the development of complete 5G standards in 2018-19, the telecom operators in Canada recently started the commercial deployment of 5G networks, following pre-commercial tests started in 2017.

In this study, we will demonstrate that 5G network technologies will have a transformative effect on employment, productivity, and GDP in the different sectors of the economy. It is worth noting that the investment in the next generation of both wireline and wireless broadband networks is mainly led by the private sector telecom operators in Canada. As with previous communications technology windows, it is likely that 5G networks in Canada will also be deployed first in large metropolitan areas with progressive deployments along the transportation corridors and smaller centres. It is also likely that 5G will co-exist with 4G networks for a few years given the major Canadian operators recently (starting in 2012) made significant investments for deployment of their 4G LTE and LTE Advanced networks. Therefore, it is expected that LTE will remain the baseline technology for wide-area broadband coverage.<sup>24</sup> This will also allow the wireless network operators to continue to realize their return on their 4G LTE investment.

In this context, it is critical for the Region to implement an effective digital access strategy to ensure it is not left behind from its peers in the adoption of 5G enabled technologies, which will be instrumental for sustainable growth in the emerging digital economies.

The main purpose of this study is to demonstrate to the Region's key stakeholders the critical importance of digital access strategy for deployment of both wireline and wireless broadband networks, which in turn, will enable the economic potential of 5G services and applications - as measured by GDP and employment impacts and sustainable economic growth.

For this purpose, the study aims to fulfill five broad sequential milestones:

- 1) Establish an **economic baseline status** of digital economic activities in the Halton Region and its four municipalities namely Burlington, Oakville, Milton & Halton Hills. This part of the study will include a thorough retrospective assessment of the state of Digital economy (2016- 2020) in Halton and four municipalities.
- 2) Conduct **gap analysis - digital infrastructure readiness assessment** to identify the key prospects and challenges of digital economy in Halton and municipalities.
- 3) Identification of options for the Region to implement the next generation broadband connectivity
- 4) Assess the **socio-economic impact of 5G adoption** through its various use cases on other sectors of Halton Region & the municipal economy.
- 5) Recommended digital access action plan.

#### 3.1 Current Economic Baseline

As a result of rapid technological advancements in recent years, the domain of the digital economic sector has stretched beyond the use of information & communication technologies (ICT) to include several other verticals like *digital intermediary platforms* and *digitally delivered goods*, as shown in Figure 2 below.

Defining Digital Economy				
ICT / Digital Enabling Infrastructure	E-Commerce	Digital Intermediary Platforms	Digitally Delivered Products	Support Services
<ul style="list-style-type: none"> <li>•Hardware</li> <li>•Software</li> <li>•Telecommunications</li> <li>•Other Support Services</li> </ul>	<ul style="list-style-type: none"> <li>•Online retailers</li> <li>•Online wholesalers</li> </ul>	<ul style="list-style-type: none"> <li>• Restaurant delivery services</li> <li>•Traveller Accomodation</li> <li>•Transport</li> </ul>	<ul style="list-style-type: none"> <li>•Digital only firms providing finance &amp; insurance services</li> <li>•Travel arrangement, reservation and planning services</li> </ul>	<ul style="list-style-type: none"> <li>•Education Services</li> <li>•Other information Services</li> </ul>

Figure 2: Pillars of the digital economy

An understanding of key elements (verticals) of the digital economy is thus critical in measuring its impact across the region. This study borrows heavily from definitions and concepts of the digital economy used by Statistics Canada<sup>25</sup>, U.S. Bureau of Economic Analysis<sup>26</sup>, and the vast literature on digital economy measurement published by the Organisation of Economic Co-operation and Development (OECD)<sup>27</sup>, including its proposed national accounting framework for measuring digital economy sectors as distinct satellite accounts.<sup>28</sup>

### 3.1.1 Defining Digital economy

As shown in Figure 2, the standard Digital Supply-Use framework classifies digital economic activities into the following seven main categories:

- **Digitally delivered products:** Digitally delivered products consist of content transmitted and consumed in digital format. It includes purchasing or renting music and videos, reading books and newspapers, storing photos and documents, or accessing banking services online
- **E-commerce:** E-Commerce refers to the sale of goods or services where the order is received and the commitment to purchase is made via the Internet. The goods or services are ordered via online methods, but the payment and ultimate delivery of the goods or services do not have to be conducted online.
- **Hardware:** Hardware is an important component of Digital Enabling Infrastructure. It consists of the manufactured physical elements that constitute information & communications systems
- **Software:** Software is also categorized as a part of Digital Enabling Infrastructure which includes the programs and other operating information used by computing devices and servers.
- **Support services:** Support Services are an important component of digital economy that includes services necessary for digital infrastructure such as education services, consulting services and computer repair services. A portion of these services like computer repair & maintenance services form a part of Digital Enabling Infrastructure.
- **Telecommunications:** The equipment and services required for the digital transmission of information over a distance by cable, telegraph, telephone, broadcasting, or satellite. Telecommunication goods and services are also considered as Digital Enabling Infrastructure

- **Digital Intermediary Platforms:** Digital intermediary platforms provide links between the service providers and users. These platforms are set up purely to act as intermediaries, matching buyers, and sellers, where typically one or the other pays an intermediation fee; and those that are set up as electronic retailers.

A well-defined classification of digital sector based on the nature of the economic activity is critical in ensuring consistency in the evaluation of the digital economy's contribution to economic growth and for comparative analysis with other sectors and other jurisdictions. The digital categories - listed above, are then mapped to the economic sectors according to the North American Industry Classification Systems (NAICS).

The North American Industry Classification System (NAICS) of all economic activities has been widely used by countries as an international standard to classify data according to economic activity in economic statistics, such as for production or national income, employment, population, and others.

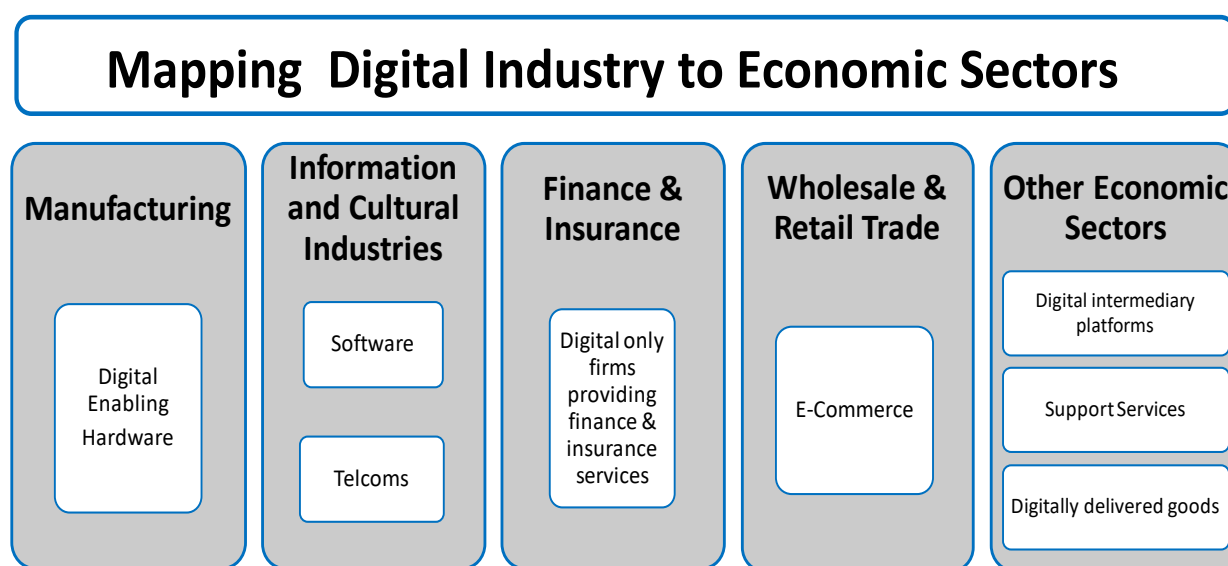


Figure 3: Digital Mapping to ISIC Economic Sectors

This mapping exercise will enable us to understand the cross-sector linkages formed by the digital industries with the other sectors of the Halton economy & municipalities.

### 3.1.2 Sizing Halton's Economy (GDP)

As shown in Figure 4 below, Halton's GDP witnessed a steady increase from \$24.0 billion in 2016 to \$26.2 billion in 2019, before exhibiting a decline to \$25.4 billion in 2020 principally due to Covid 19. A similar pattern was observed in all municipalities except Oakville where the GDP increased throughout the 2016-2020 period from \$9.3 billion (2016) to \$10.4 billion (2020).

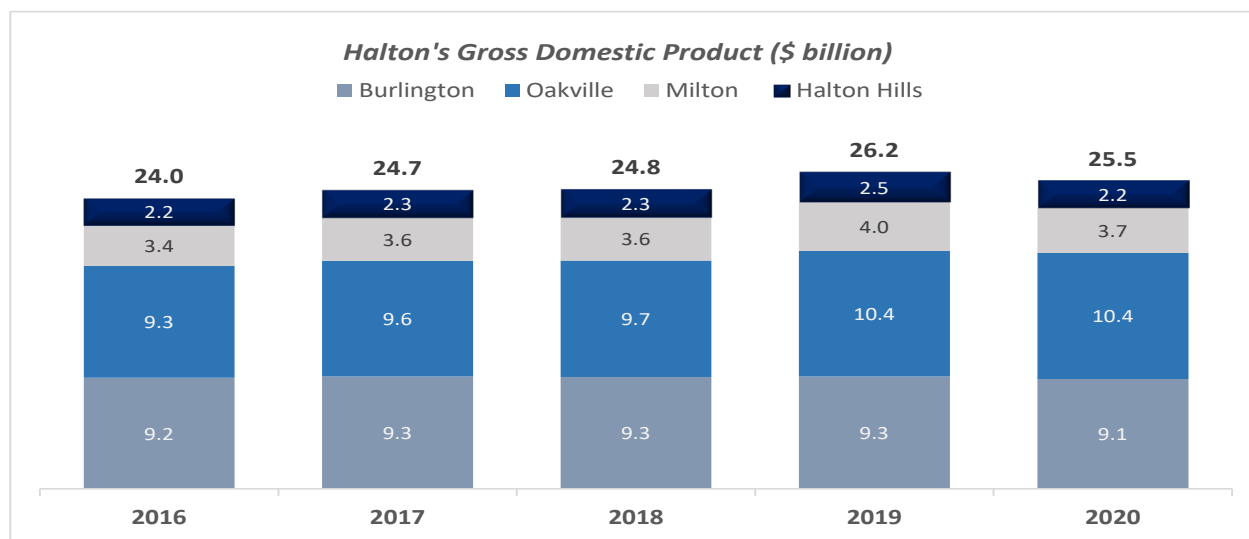


Figure 4: Halton Region's Domestic GDP

Source: Nordicity's calculations based on Halton Employment Survey & Statistics Canada Data

The impact of Covid 19 was also reflected in the distribution of GDP among various economic sectors. As shown in Table 2, sectors like "Transport and Warehousing", "Arts, Entertainment & Recreation", "Management of Companies, and Enterprises", and "Accommodation & Food Services" were worse hit, presumably due to shutdowns caused by the pandemic.

Table 2: Halton's GDP Mix (2016-2020)

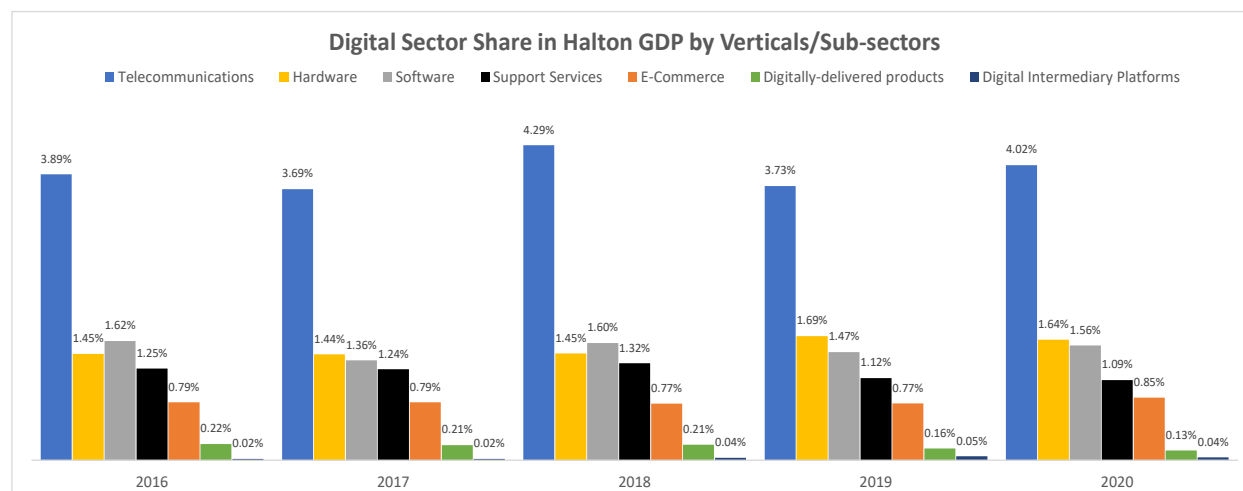
Economic Sectors	Halton					Growth (CAGR)
	2016	2017	2018	2019	2020	
Manufacturing	\$4.49B	\$4.33B	\$4.22B	\$4.65B	\$4.11B	-2.18%
Wholesale trade	\$1.47B	\$1.61B	\$1.43B	\$1.41B	\$1.36B	-1.89%
Retail trade	\$1.57B	\$1.66B	\$1.69B	\$1.71B	\$1.87B	4.38%
Transport and Warehousing	\$1.00B	\$1.02B	\$0.98B	\$1.00B	\$0.73B	-7.58%
Information and cultural industries	\$0.94B	\$0.92B	\$1.04B	\$0.98B	\$1.03B	2.27%
Finance and insurance	\$1.72B	\$1.92B	\$1.74B	\$1.98B	\$2.20B	6.32%
Management of companies and enterprises	\$0.54B	\$0.51B	\$0.49B	\$0.35B	\$0.22B	-20.37%
Professional, scientific, & technical services	\$1.86B	\$1.86B	\$1.89B	\$2.11B	\$1.84B	-0.31%
Admin. support, and waste mgt. etc.	\$0.32B	\$0.36B	\$0.33B	\$0.36B	\$0.32B	0.60%
Education services	\$1.70B	\$1.85B	\$1.83B	\$1.78B	\$1.71B	0.21%
Arts, entertainment, and recreation	\$0.40B	\$0.40B	\$0.43B	\$0.46B	\$0.26B	-10.25%
Accommodation and food services	\$0.54B	\$0.56B	\$0.55B	\$0.58B	\$0.42B	-5.81%
Other Services	\$0.65B	\$0.68B	\$0.68B	\$0.74B	\$0.67B	0.82%
Remaining sectors	\$6.83B	\$7.04B	\$7.46B	\$8.08B	\$8.66B	6.10%
<b>Total</b>	<b>\$24.03B</b>	<b>\$24.71B</b>	<b>\$24.76B</b>	<b>\$26.19B</b>	<b>\$25.40B</b>	<b>1.40%</b>

*A detailed account of GDP distribution by economic sectors for four municipalities is presented in Appendix A*

### 3.2 Halton's Digital Economy (GDP)

The digital sector is considered to be a catalyst of economic growth and hence its contribution in terms of its share in the overall economy reflects upon the sector's strength in driving Region's GDP growth. Halton's overall GDP increased by 1.40% per year (see Table 2 above), from \$24.0 billion in 2016 to \$25.5

billion in 2020. However, as shown in Figure 5 below, the share of its digital sector almost remained constant – *slightly increased from 9.2% (2016) to 9.3% (2020)*.



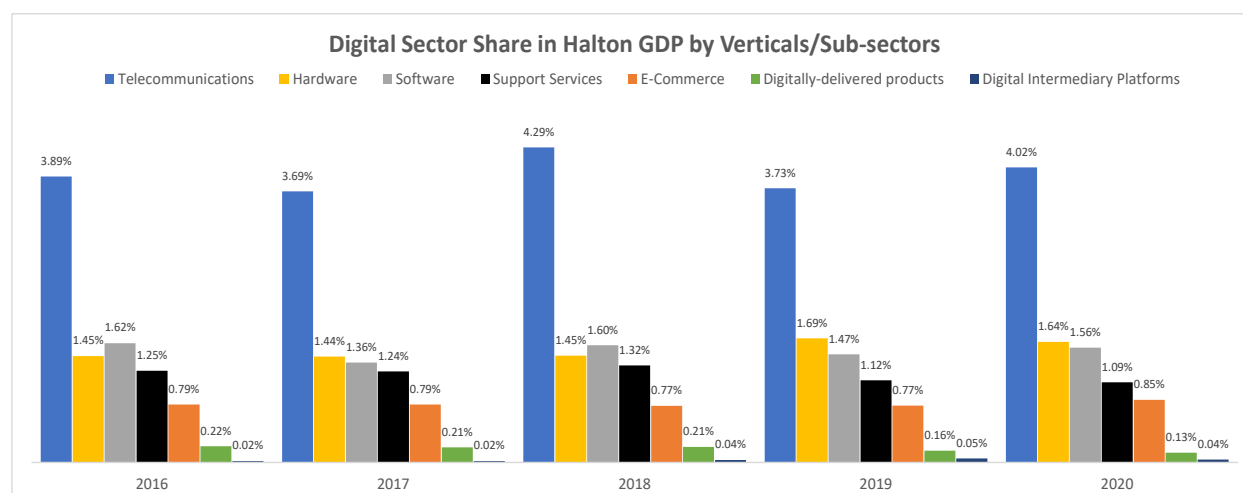
**Figure 5: Digital Sector Share in Halton GDP by verticals/sub-sectors**

Source: Nordicity's calculations based on Halton Employment Survey, Statistics Canada Data & Digital Supply-Use Tables.

Note: A detailed account of Digital GDP impact by verticals for the four municipalities is presented in Appendix B.

For better understanding of the economic trends that steered the performance of the Region's Digital Sector in 2016-2020, the Figure 5 above provides its breakdown verticals/sub-sectors. The largest contributor has been the *Telecommunications* sector with its share of about 4.02% in 2020 followed by *Hardware* (1.64%), *Software* (1.56%), *Support Services*, (1.09%), *E-Commerce* (0.85%). The contribution of *Digitally-Delivered Products* and *Digital Intermediary Platforms* has been minimal (below 0.15%).

Although share of Digital sector in the Region's employment has been relatively lower at around 7.2% in 2016-2020, similar trends were found in terms contribution of vertical/sub-sectors as shown Figure 6 below.



**Figure 6: Digital Sector Share in Halton Employment by Verticals/Sub-sectors**

Source: Nordicity's calculations based on Halton Employment Survey, Statistics Canada Data & Digital Supply-Use Tables

A detailed account of Digital Employment impact by verticals for the four municipalities are presented in Appendix C.

It is worth noting that while Telecommunication is the key enabler of digital infrastructure the role of sub-

sectors such as **Software, E-Commerce, Support Services, Digitally Delivered Products, and Digital Intermediary Platforms**, will be instrumental role in future economic growth given. As demonstrated in the following section these sectors produce higher value-added products and services (GDP per worker) and create highly paid jobs.

### 3.3 Productivity Impact Analysis

Productivity estimates have been long recognized as an important contributor to income growth and economic development. There has been an accentuated focus to explore the relationship between economic growth and factor productivity of different sectors of the economy.

Factor productivity serves as an indicator of the overall economic performance of the sector and provides useful insights for policymaking and investment decisions.

This study provides estimates for labor productivity as a key measure of the economic performance of the Halton's digital sector. Labour productivity is defined as output per labor input<sup>29</sup>. A review of the current productivity levels across Halton's digital economy is instrumental in understanding the extent of 5G's impacts on the sales enablement and economic growth in future. As GDP and output are used interchangeably in economic literature, this study produced productivity estimates by calculating GDP generated per worker for the Digital sector<sup>30</sup>.

As an expected outcome of digitization, productivity gains were realized in each sub-sector/vertical of Halton's digital economy during 2016-2020. The increase in productivity is attributed to increased automations of operations and higher value jobs in the sector. As shown in Figure 7, GDP per employee growth was highest for Digital Intermediary platforms (5.2%) followed by Digitally Delivered products (2.4%), E-Commerce (2.3%), Support-Services (2.1%), Software (1.6%), Hardware (0.85%) and finally telecommunications (0.5%). Of the four municipalities, Milton's overall digital productivity exhibited highest compound annual growth (2.25%) followed by Burlington (1.57%), Halton Hills (1.32%) and Oakville (1.19%).

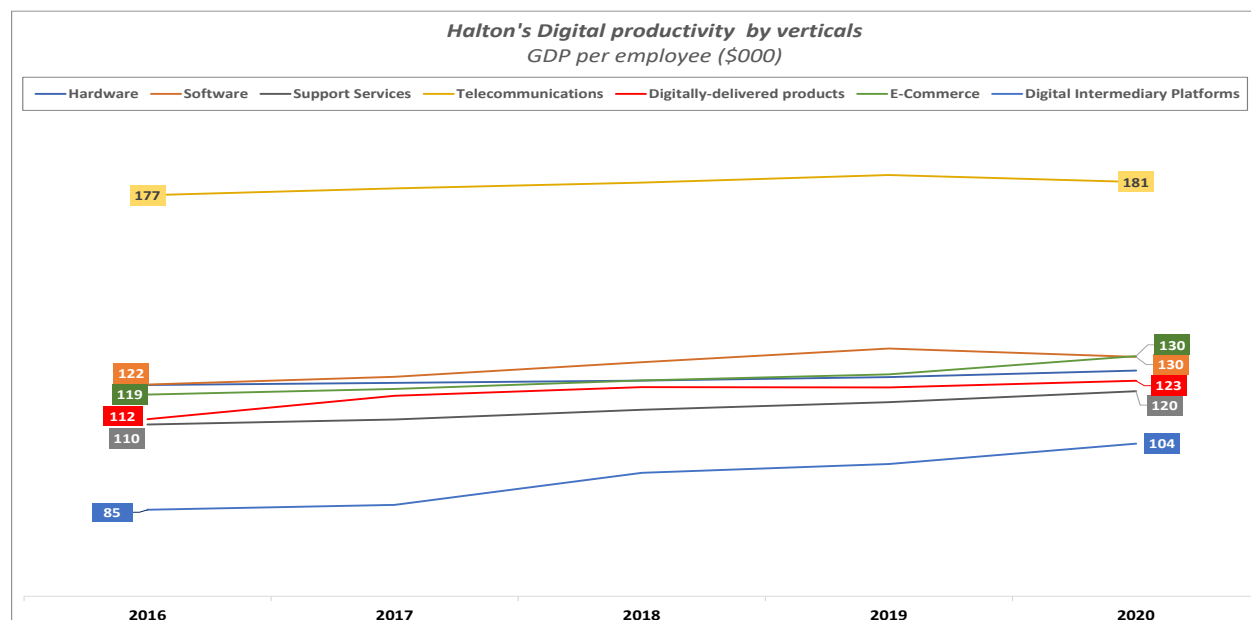


Figure 7: Halton's Digital Productivity by verticals/sub-sectors

Source: Nordicity's calculations based on Halton Employment Survey, Statistics Canada Data & Digital Supply -Use Tables

A detailed account of Digital Productivity impact by verticals for the four municipalities is presented in Appendix D.



## 4. Digital Infrastructure Readiness Assessment

### 4.1 Broadband Connectivity - Current Status

The analysis presented in Section 3 above provides the baseline and helps identify key challenges and opportunities for each municipality in terms of economic growth and productivity, i.e., how 5G enabled services and applications can help address economic challenges and create new development opportunities for long term sustainable economic growth for the Region. As noted above, the availability of next-generation high speed broadband connectivity (wireline as well as wireless) network across the Region will be critical to enable the economic benefits of 5G technologies. In other words, a fully integrated viable broadband network is critical for provision of reliable internet services for the Region's sustainable economic development. **That is, in order for 5G wireless network to be able to offer exponentially higher (1 Gig+) speeds and capacity, the wireline network must also improve proportionately<sup>31</sup>.**

In this context it has been recognized by the CRTC<sup>32</sup>, and many other Canadian jurisdictions<sup>33</sup> that a modern broadband infrastructure is a critical enabler for widespread availability of high-speed internet services and correspondingly, digitally enabled citizenry, as well as innovation and growth in all sectors of the economy.

However, in terms of the internet speed targets presently set by the CRTC, all Canadian homes and businesses should have access to the broadband Internet speeds of at least 50 Mbps for downloads and 10 Mbps for uploads with the option for unlimited monthly data transfer. According to the ISED data about 96% of the 198K households in the Region appear to have access to fixed broadband internet services with speed of 50/10 Mbps or more – see Table 3 below. That is only 6,998 (3.5%) households are under that threshold or are not served, including 2,587 in Halton Hills (12%), 2,569 in Milton (7.2%), 1,325 in Burlington (1.8%), and 517 Oakville (0.8%).

Table 3: Halton Region – Fixed (Wireline) Broadband Coverage

Wireline Broadband Coverage		Oakville		Burlington		Milton		Halton Hills		TOTAL	
Households	Total	68,634	100.0%	72,555	100.0%	35,554	100.0%	21,481	100.0%	198,224	100.0%
	50/10 or more	68,117	99.2%	71,230	98.2%	32,985	92.8%	18,894	88.0%	191,226	96.5%
	Under Served	517	0.8%	1,325	1.8%	2,569	7.2%	2,587	12.0%	6,998	3.5%
Population	Total	193,805	100.0%	183,212	100.0%	109,936	100.0%	61,233	100.0%	548,186	100.0%
	50/10 or more	192,475	99.3%	179,222	97.8%	103,164	93.8%	53,805	87.9%	528,666	96.4%
	Under Served	1,330	0.7%	3,990	2.2%	6,772	6.2%	7,428	12.1%	19,520	3.6%
Area (KM <sup>2</sup> )	Total	139	100.0%	190	100.0%	366	100.0%	275	100.0%	970	100.0%
	50/10 or more	79	56.8%	57	30.0%	58	15.8%	50	18.2%	244	25.2%
	Under Served	60	43.2%	133	70.0%	308	84.2%	225	81.8%	726	74.8%

Source: Nordicity's calculations based on ISED's Broadband Coverage Database



It is worth noting that although ISED Broadband Coverage data show that while 96% of Region's current population – as currently distributed, has 50/10 Mbps speeds via fixed infrastructure, this coverage is only available in 25.2% (244 Sq. km) of Halton region's total area of 970 Sq. Km – see Figure 8 below.

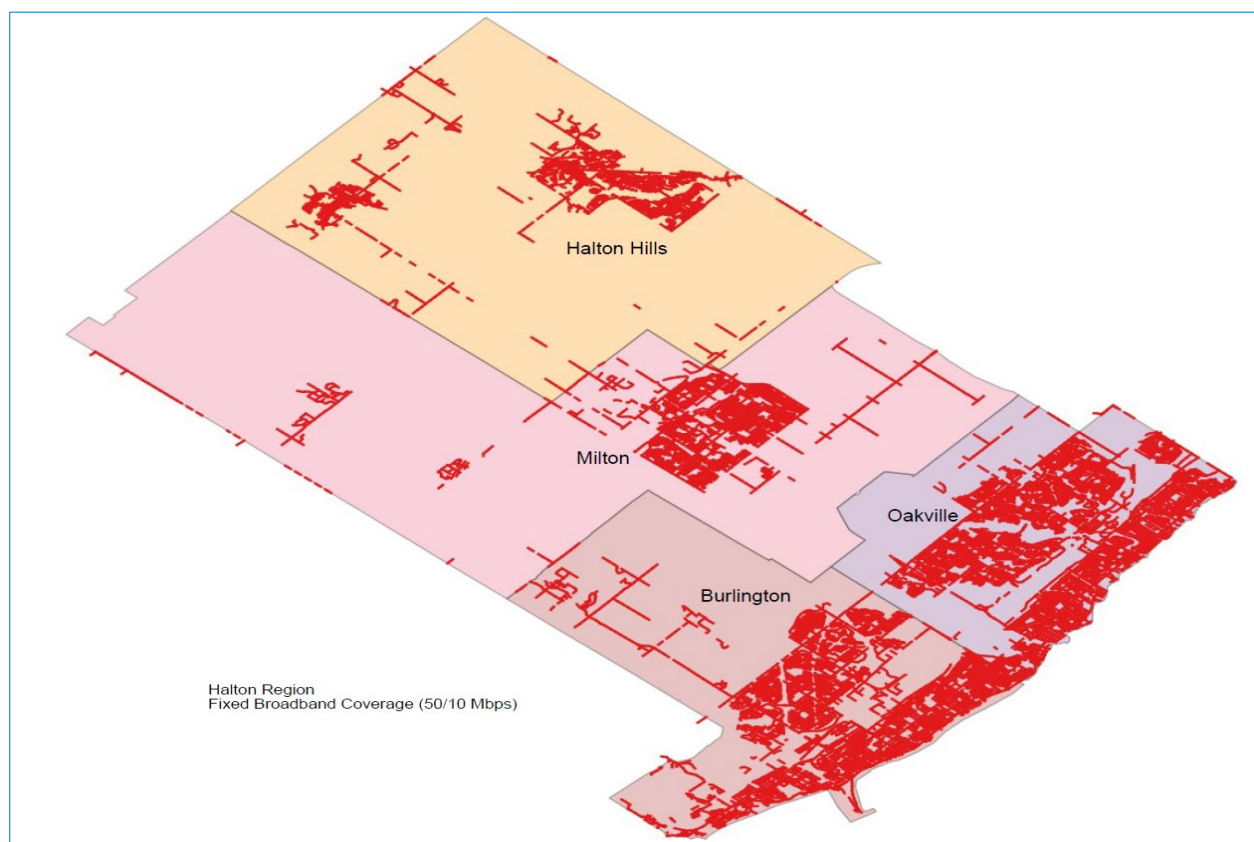


Figure 8: Halton Region - Wireline Broadband Coverage Area  
Source: Nordicity's calculations based on ISED's Broadband Coverage Database

With 25% of the Region's total area covered by the fixed broadband services with the internet speed of 50/10 Mbps, we believe the benefits of 5G wireless network capability will be only partially realized, i.e., restricted to the high population density (urban) areas.

We also believe that in terms of availability of fixed (wireline) internet services, the ISED Broadband Coverage data appear to overstate the availability of broadband coverage - as explained below.

## 4.2 Broadband Connectivity – Gap Analysis

The internet service providers (ISPs) that provide fixed broadband services across Canada mainly use the following four broad categories of technologies:

<b>DSL</b>	<b>Digital Subscriber Line (DSL)</b> is a legacy technology, and its further deployment has been universally discontinued. Furthermore, given its constraint, this technology is not considered as a practical solution for the provision of high-speed Internet in low density rural areas - <i>the maximum speed this technology can deliver is approximately 50 Mbps, only under specific conditions and contingent on the subscriber being located within 2km from the Central Office (CO).</i>
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<b>DOCSIS</b>	<b>Data Over Cable Service Interface Specification (DOCSIS)</b> is a broadband technology used by cable-based carriers (such as Rogers, Cogeco) to deliver high speed internet services using Hybrid Fibre Coaxial (HFC) cable network. This technology meets the current requirements set by CRTC for 50/10 Mbps as well as future midterm needs but not the ultimate goal of 1Gbps in the anticipated long-term evolution of broadband speed standards. For example, according to CRTC's 2020 Communications Monitoring Report, <i>fibre-based gigabit services have far faster upload speeds than their DOCSIS-based counterparts</i> (p.104)
<b>FTTH/P</b>	<b>Fibre to the home/premise (FTTH/P)</b> with the Gigabit-Passive-Optical-Network (GPON) architecture and to be released GPON2 (NG-PON2/10G-PON) is the most typical wireline deployment in recent years. GPON can deliver up to 1Gbps to a subscriber, without any constraints. In the future, GPON2 will be able to deliver between 2.5Gbps to 10Gbps to a subscriber. Furthermore, as noted above fibre based (GPON) services have far faster upload speeds than those delivered through DOCSIS based technology.
<b>FWA</b>	<b>Fixed Wireless Access (FWA)</b> is an interesting and efficient solution for the deployment of internet connectivity in less densely populated areas. However, similar to DSL technology, it is rarely possible to reliably obtain speeds of 50/10 Mbps with technologies using unlicensed frequencies (2.4 GHz or 5 GHz Wi-Fi). Technologies such as LTE (Long Term Evolution), licensed frequencies, and a robust design may allow them to obtain higher speeds and more stable performances. However, it is unlikely to be able to meet the current broadband demands for larger industries and MUSH institutions. Critically, FWA will not allow service providers to scale up to ISED and CRTC goal 1 Gbps service in the future.

The main ISPs currently providing internet services in the Region include:

- **Bell** provides internet services using DSL, and FTTH/P technologies. It is worth noting that according to the CRTC, FTTH/P based internet services are only available to 45% of the Canadian households which are mainly in the large urban areas such as GTA, MTA, Vancouver, Calgary (see CRTC CMR 2020, p. 51). This means, Bell's FTTH/P deployment in the Region is limited to high density (more than 100 households per sq. km) areas. Therefore, it is reasonable to assume that the remaining vast majority of the households are served through DSL and/or DOCSIS (Cable) technologies.
- **Rogers**, as mentioned above delivers high speed internet services, using DOCSIS - Hybrid Fibre Coaxial (HFC) cable network, to mainly high-density household areas.
- **Cogeco** also as mentioned above delivers high speed internet services, using DOCSIS - Hybrid Fibre Coaxial (HFC) cable network, to mainly high-density household areas.
- **Standard Broadband**, provides internet services using FTTH/P technology but only in Ballinafad (Halton Hills), and Moffat and Brookville (Milton)
- **Xplornet** provides internet services mainly using FWA (Fixed Wireless Access) technology.

Although the ISED data indicates that about 96% of the 198K households in the Region to have access to fixed broadband internet services with speed of 50/10 Mbps or more, we believe it is critical to further examine state of broadband coverage in the Region. In our view, 96% coverage is based internet speeds offered by the service providers. This means if a service provider offers a 50 Mbps download speed it is based on a "best effort" service model, which usually refers to an "up to" or "average" speed promise. In other words, the actual internet speed delivered to the subscribers can be significantly lower than the promised speed. In this sense, it is important to examine the reliability of speed offered by the service providers, which depends on different factors such as:

- **Broadband Technology:** The broadband network technology (DSL, DOCSIS, FTTH/P, FWA etc.) used to deliver internet services can significantly influence delivery of internet speed. For example, on a DSL/FWA platform the internet speed decreases as the subscribers are further away from the service hub (central office/cell site). The internet speed can decrease significantly on DSL, and FWA networks, if the subscribers located beyond a certain distance. For example, it becomes very challenging for service providers to deliver more than 25Mbps speed on a DSL network to a customer located beyond 1 Km from their service hub.
- **Oversubscription Rate:** Oversubscription rate refers to the ratio used by the telecom operators to dimension their broadband service/network. It refers to the assumption that not all subscribers will demand peak service e.g., 50 Mbps at the same time. Typically, wireline network operators assume only 10% to 20% of the subscribers will demand peak service at the same time. Broadband service speed can significantly decrease if the actual ratio of those subscribers exceeds the oversubscription rate assumed by the telecom operator. In such situation, it is difficult to deliver reliable internet service if the broadband network lacks flexibility and scalability for upgrade e.g., DSL, DOCSIS, and FWA.
- **Quality of Service (QoS):** The quality of service refers to the ability of the broadband network to maintain a performance level (e.g., internet speed) required for a reliable delivery of different service applications such as IP-TV, Videoconferencing, telemedicine etc. For example, a constant internet speed of 15-25 Mbps is required for uninterrupted delivery of IP-TV service, depending on whether it is a Standard Definition (SD), High Definition (HD), or 4K etc., video service. For example, 1-2 HD TVs on a DSL platform can significantly degrade broadband speed offered by ISPs when used at the same. FTTH/P (wireline), and 5G (wireless) technologies would only meet QoS level required for critical applications in the emerging digital world.

In this context we further examined the ISED data for the broadband coverage in the Region. Using ISED, Census Canada geomatics data we first categorized the Region's households according to five density levels as below.

Density Level	Definition
Very Low Density	<=Less than 10 Households per KM <sup>2</sup>
Low Density	> 10 to <=25 Households per KM <sup>2</sup>
Medium Density	> 25 to <=50 Households per KM <sup>2</sup>
High Medium Density	> 50 to <=100 Households per KM <sup>2</sup>
High Density	> 100 Households per KM <sup>2</sup>

Then we assigned coverage (internet speed) to each density level, according to the characteristics of the available network technologies described above. For example, according to CRTC FTTH/P based internet services are mainly deployed in large urban areas. On this basis, we assumed high-density areas in the Region would likely have FTTH/P, and therefore meet or exceed the CRTC speed target of 50/10 Mbps. For the other four density levels we assigned internet coverage speeds based on our industry experience and knowledge on similar project, some involving field surveys of broadband infrastructure<sup>34</sup>.

On this basis we estimate that less than one third (30.6%) of the households in the Region may have access to reliable internet services potentially meeting the CRTC target speed of 50/10 Mbps or more - see Table 4 below.

The five ISPs listed above mainly deliver internet services to households in the Region using FTTH/P, DSL and DOCSIS-HFC technologies. As explained above, only FTTH/P (using GPON technology) can deliver up to 1Gbps to a subscriber, without any constraints. That is, only 21,613 (10.9%) of the households in the Region may have access to a future proof fixed broadband internet services including 1,118 in Halton Hills (5.2%), 3,609 in Milton (10.2%), 4,832 in Burlington (6.7%), and 12,054 Oakville (17.6%).

Table 4: Halton Region – Fixed (Wireline) Broadband Coverage by Internet Speed

Broadband Coverage by Technology	Oakville		Burlington		Milton		Halton Hills		TOTAL	
FTTH/P	12,054	17.6%	4,832	6.7%	3,609	10.2%	1,118	5.2%	21,613	10.9%
50/10Mbps	18,845	27.5%	5,500	7.6%	9,236	26.0%	5,494	25.6%	39,075	19.7%
Below 50/10Mbps	27,518	40.1%	10,412	14.4%	16,483	46.4%	8,731	40.6%	63,144	31.9%
25/5Mbps	10,027	14.6%	46,162	63.6%	5,979	16.8%	6,032	28.1%	68,200	34.4%
Below 25/5Mbps	190	0.3%	5,649	7.8%	247	0.7%	106	0.5%	6,192	3.1%
Total	68,634	100.0%	72,555	100.0%	35,554	100.0%	21,481	100.0%	198,224	100.0%

*Source: Nordicity's estimates based as based on the analysis of household density per square kilometer using ISED Census Canada, and MPAC data.*

*Note: Given the methodology applied, the broadband coverage for the new sub-divisions developed in 2015 or later (which are likely to be served with FTTH/P) may not have been properly represented in our above assessment.*

**Based on our estimates almost 90% of the households currently do not have access to internet services with speeds of 50/10 Mbps or more, using future proof (FTTH/P) fixed broadband.**

We believe the impacts of the weakness in broadband coverage will grow significantly in the future.

According to CRTC's CMR report (2020), Canadians continue to use more data, subscribe to faster, larger packages and allocate more money to Internet access services (p. 51). That is, with the exponential growth in broadband usage, it is likely that in the near future, the demand for internet speeds will be significantly higher than 50/10 Mbps, reaching up to Gigabit<sup>35</sup> service in the Region.

We believe also that based on current trends of broadband usage it is reasonable to believe that demand for internet speeds will reach up to 1 Gbps in the medium term. We also believe that businesses, industry, and MUSH (Municipalities, Universities, Schools, and Hospitals) institutions are likely to require 1 Gbps or higher speed internet services. Similarly, residential, including self-employed and work-from-home, demand is also expected to increase exponentially, ranging between 100 Mbps and 1 Gbps.

That is, the availability of reliable and scalable high-speed internet services is not only essential to meet the emerging demand for high-speed internet connectivity but also for the enablement of digital infrastructure in the Region to assure its long term sustainable economic development. In other words, the presence of a modern digital infrastructure is becoming increasingly critical to achieve the objectives of inclusive prosperity, tackling social and governance challenges and enriching citizens' quality of life.

The sectors that play an instrumental role in achieving this objective include *businesses, agriculture, education, health, and public safety*. Correspondingly, the *availability of broadband networks can have a significant impact on the performance of these sectors, as illustrated below*.

Business	<ul style="list-style-type: none"> <li>– Broadband is critical for businesses to improve their productivity and efficiency to remain competitive.</li> <li>– Adequate broadband connectivity is essential to attract new business and retain existing business</li> </ul>
Agriculture	<ul style="list-style-type: none"> <li>– Transition to smart agriculture and smart farming is critical to remain competitive.</li> <li>– This requires broadband infrastructure to leverage advanced technologies in farming such as big data, cloud computing, internet of things (IoT) for tracking, monitoring, automating, and optimizing operations.</li> </ul>
Education	<ul style="list-style-type: none"> <li>– Access to high-speed internet and online applications are becoming increasingly important for high quality education.</li> <li>– Modern educational technologies including application such as augmented reality (AR), virtual reality (VR) depend on high-quality broadband services, at school and at home</li> </ul>
Workforce	<ul style="list-style-type: none"> <li>– Reliable access to online applications are becoming increasingly important to improve workforce efficiency and competitiveness</li> </ul>
Health	<ul style="list-style-type: none"> <li>– Efficient functioning of health care services - <i>eHealth</i>, <i>telemedicine</i> is becoming increasingly dependent on high-quality broadband capability e.g., connecting with patients virtually for remote consultation, monitoring and some medical procedures.</li> </ul>
Public Safety	<ul style="list-style-type: none"> <li>– High quality broadband capability is critical in a modern community to ensure effective response to emergencies, and public safety incidents, without any delays.</li> </ul>
Government Services	<ul style="list-style-type: none"> <li>– Reliable broadband enables more effective interaction with citizens and more efficient delivery of public services.</li> </ul>

## 5. Next Generation Broadband Connectivity Implementation Options Analysis

Based on the assessment presented in the previous section, we believe significant gap exists in most parts of the Region in terms of broadband capability in meeting the emerging demands for reliable and scalable highspeed services in a digital (1Gig+) economy. That is, in most cases 50/10 Mbps speed is delivered through copper-based Digital Subscriber Line (DSL) or cable-based Data Over Cable Service Interface Specification (DOCSIS) wireline networks. As stated above, DSL is a legacy technology, and its further deployment has been universally discontinued. DOCSIS technology (used by Rogers, and COGECO) delivers high speed internet services using Hybrid Fibre Coaxial (HFC) cable network. Although this technology meets the current requirements set by CRTC for 50/10 Mbps and future midterm needs, it lacks the scalability to deliver reliable speed of 1 Gbps plus in the anticipated long-term evolution of broadband speed standards.

As such, the technological limitation of existing broadband networks could significantly inhibit the full realization of the benefits of 5G enabled services in the Region. To address this gap, we present the following three options for consideration.

- Status Quo Model
- Status Quo with an Accelerated FTTH/P Deployment
- Unified FTTH/P Deployment<sup>36</sup>

### 5.1 Status Quo Model

The status quo model assumes the existing ISPs and potentially new entrants will continue to upgrade their existing broadband networks to meet the growing demand for internet services with higher speed requirements. The main limitation of this option is that it will primarily depend on the level of the interest of the ISPs to upgrade their broadband network capabilities. Typically, ISPs implement network upgrades on an incremental basis, depending on their ability to retain subscribers in the face of competitors' comparative capabilities and the opportunity to gain market share and higher subscriber revenues. That is, ISPs will only consider FTTH/P deployment where it is feasible from their financial perspective e.g., higher density areas ensuring return on investments expected by their shareholders, and/or where they anticipate a significant gain or loss in their market share. Under this status quo



approach, it will likely take several years (at least 7 to 15 years) for ISPs to meet the demand for high-speed internet connectivity on equitable basis for all the residents across the Region. This option will also restrict the full realization of economic benefits of 5G technologies across different sectors of the Region's economy – *5G rollout will be restricted to the deployment of small cells only to enable operators to support more subscribers with faster speed without the need to acquire additional spectrum.* Therefore, we believe the wireless network operators (MNOs) in the Region such as Bell, and Rogers will likely focus on 5G (small cell) deployments to enhance their wireless network capacity mainly in high density areas and along transportation corridors to meet the needs of their mobile broadband subscribers who are demanding faster speed and more data.

## 5.2 Status Quo with an Accelerated FTTH/P Deployment

The objective of this option is to accelerate FTTH/P deployment where required, to ensure all of residents have access to the internet services with similar speeds across the Region. For this purpose, we propose that the Region, in collaboration with the telecom network operators, advocates for funding through public sources to subsidize the higher cost of FTTH/P deployment in low density areas.

As in the case of Status Quo Model this option also has similar limitations. For example, it will primarily depend on the level of the interest of the ISPs to upgrade their broadband network capabilities in the lower density areas. However, depending on the availability of provincial and federal funding programs and their eligibility criteria, this option will accelerate the FTTH/P deployment in selected areas of the Region, particularly lower density, and rural areas.

It is worth noting that FTTH deployment cost per household in very low-density rural areas of the Region - representing about 6,192 households, is almost 3 times higher than the deployment cost in medium density areas, as shown in Figure 9 below.

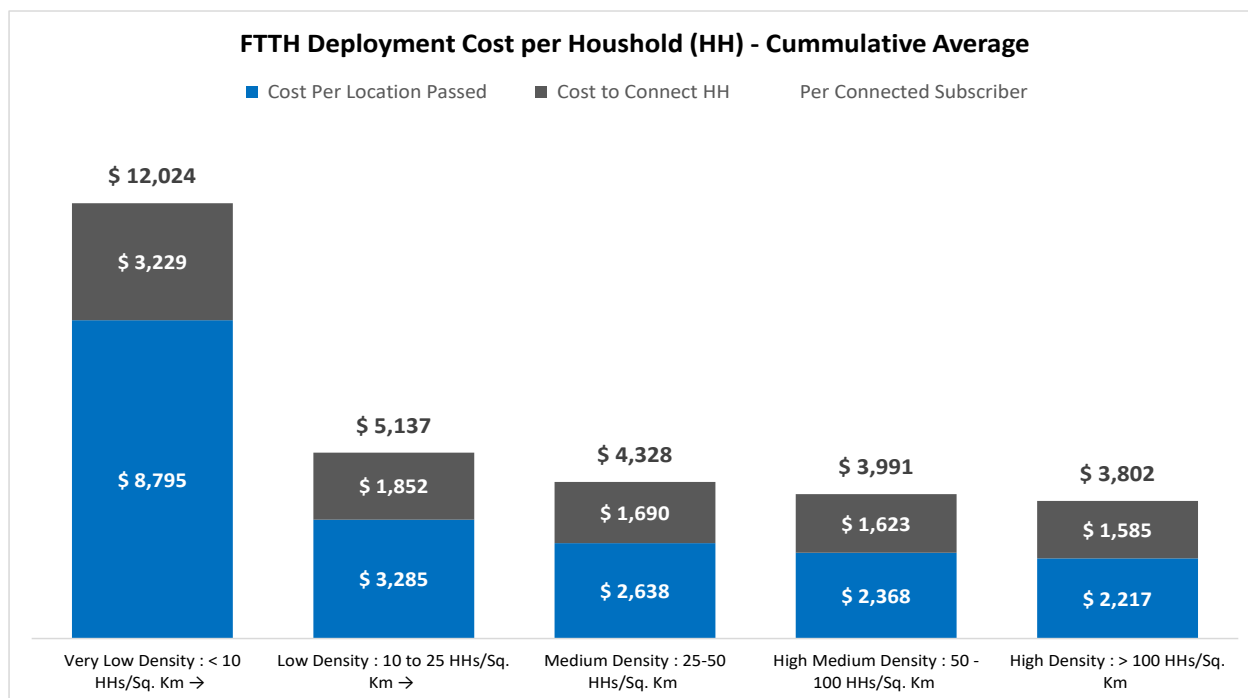


Figure 9: Halton Region – FTTH Deployment Cost per Household

Source: Estimated amounts based on Nordicity's Broadband Investment Model using ISED's Broadband Coverage, Census Canada, GIS data

This option lacks the integrated approach required to fully realize the economic benefits of 5G technologies across different sectors of the Region's economy. Furthermore, as stated above, the wireless network operators (MNOs) such as Bell, Rogers, will likely limit their 5G technology rollout to small cell deployments only to increase their network capacity to meet the growing demand for higher speeds and data from their wireless broadband subscribers, mainly in high density areas and along transportation corridors.

### 5.3 Unified FTTH/P Deployment

It is worth noting that an initial investment of \$54.5m is estimated to be required to serve 6,192 low-density (which are mostly rural areas) with future proof FTTH broadband capacity – costing \$8,895 per household or \$12,024 per connect household (subscriber). However, in the scenario that a unified FTTH network is deployed across the Region covering 198K households, while total initial investment will increase to \$439m, the average FTTH cost per household will be significantly reduced: from \$12,024 to \$3,802, as shown in Figure 13 above. This means, a significant amount of subsidy per household will be required if FTTH deployment is targeted only to address the connectivity gap for the 6,192 households in low-density/rural areas only.

Table 5: Halton Region – FTTH Deployment Investment Analysis

	Very Low Density: < 10 HHs/Sq. Km	Low Density: 10 to 25 HHs/Sq. Km	Medium Density: 25-50 HHs/Sq. Km	High Medium Density: 50 - 100 HHs/Sq. Km	High Density: > 100 HHs/Sq. Km	Total Region
<b>Estimated households/locations passed</b>	6,192	68,200	63,144	39,075	21,613	198,224
<b>Penetration rate (connected ratio assumed)</b>	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%
<b>Estimated connected households/locations</b>	4,954	54,560	50,515	31,260	17,290	158,579
<b>Average monthly subscription rate</b>	130.62	130.62	130.62	130.62	130.62	130.62
<b>Net present value (NPV)</b>	(\$49,491,287)	(\$47,065,254)	\$26,249,364	\$37,909,743	\$32,397,434	-
<b>Payback (years)</b>	Over 25 Years	19	13	10	8	15
<b>Breakeven (NPV=0) monthly rate</b>	\$189.69	135.72	127.54	123.45	119.54	130.62
<b>Total initial capex</b>	\$54,460,095	\$189,914,854	\$118,393,576	\$55,433,958	\$21,259,438	\$439,461,922
<b>Rate of Return (assumed borrowing cost)</b>	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
<b>Study (useful) life</b>	25 Years	25 Years	25 Years	25 Years	25 Years	25 Years
<b>Cost per household/location passed</b>	\$8,795	\$2,785	\$1,875	\$1,419	\$984	\$2,217
<b>Cost per connected household/location</b>	\$10,993	\$3,481	\$2,344	\$1,773	\$1,230	\$2,771
<b>Activation cost per household/location</b>	\$1,031	\$1,031	\$1,031	\$1,031	\$1,031	\$1,031
<b>Total cost per connected household/location</b>	\$12,024	\$4,512	\$3,374	\$2,804	\$2,260	\$3,802

The analysis shown in Table 5 above indicates that it might be more cost efficient to implement a uniform future proof broadband infrastructure across the region, which will permanently address the internet connectivity challenges in the Region. Furthermore, this option will help eliminate the digital divide and enable equitable realization of the socio-economic benefits of 5G technologies by all the residents in the Region.

This option has been considered by some jurisdictions in Ontario outside GTA such as Northumberland County, Township of Leeds and Thousand Islands, and the City of Quite West. For example, Northumberland considered a utility approach to deploy a unified broadband network across the County

using FTTH/P technology, financed through a combination of public funding and P3 (Public Private Partnership) investment.

Some jurisdictions in Ontario have considered creation of municipally owned dark fibre network – YorkNet. YorkNet, incorporated in 2017 as YTN Telecom Network Inc. is a wholly owned Regional corporation that operates and manages the expansion of the fiber-optic network in York Region. YorkNet currently operates about 400Km of dark fibre along the regional roads, with the objectives including.

- To improve delivery of Region’s services (traffic management, transit, infrastructure monitoring and policing).
- To provide a reliable and cost-effective connectivity to municipalities, schools, hospitals, and other public-sector organizations in the Region
- To provide open access to ISPs and business to deliver affordable internet services, particularly in rural areas of the Region.

It seems the main focus of YorkNet is to promote access to and affordability of broadband services – especially in rural areas where the major ISPs have historically delayed the roll out of high speed broadband networks (fixed and mobile) due to lower profitability. We believe YorkNet provides an effective platform for the Region to ensure a unified a broadband capability across the Region. However, it will depend on its ability to collaborate with the ISP in prioritizing their FTTH/P, and 5G network roll outs, and attracting public funding.

The Durham Region has a mixed approach in which it has mostly favoured private investors. For example, it promoted creation of Durham Broadband, which is owned by a group of private local firms, providing dark fibre network access services, like YorkNet, to institutions and businesses across the region.

However, in May 2021 the Regional Council, recognizing that the citizens in many rural areas did not have access to affordable broadband due to the higher costs of service and issues with funding programs, have indicated the desire to play a direct role by deploying a fibre optic backbone network along the regional roads connecting hamlets and rural communities. The purpose of building the fibre optic backbone network is to make it available for lease by the private sector in order to reduce the time and cost required for ISPs to bring service to rural communities.

We believe both York and Durham dark fibre network models may provide an effective platform to ensure a unified broadband infrastructure required for 5G capabilities across the regions. However, it will depend on their ability to collaborate with the ISPs in attracting public funding/investments, and prioritizing their FTTH/P, and 5G network roll outs for the regions.

#### **5.4 Leveraging Region’s Pole Infrastructure for 5G Deployment**

As part of their 5G roll out plans, the mobile network operations such as Rogers, Bell, and others will need to deploy small cell technology. These small cells are essential for 5G network capability as they allow the operators to support more users with faster speeds without the need to acquire additional spectrum. Small cells are mini cellular towers (antennas), which are roughly the size of a standard laptops, which can be installed on top of the buildings, traffic signals, streetlights, and utility poles. In this context the Region can leverage its existing pole infrastructure (mainly street-light and utility poles) to facilitate faster deployment of 5G network capability. The breakdown of 82,327 poles in the Region is provided in Table 6 below.



Table 6: Halton Region – Vertical Assets (Poles) Inventory

Municipality	Number of Poles by Ownership		
	Hydro (Utility)	Municipal (Street Light)	Combined
Burlington	14,471	11,184	25,655
Halton Hills	9,398	3,569	12,967
Milton	9,799	9,786	19,585
Oakville	8,682	10,293	18,975
Region	-	5,145	5,145
<b>Halton Region</b>	<b>42,350</b>	<b>39,977</b>	<b>82,327</b>

Note: Traffic signal poles, due to operational and technical reasons cannot be used for 5G equipment installation, therefore excluded

The emergent need of wireless operators (mainly Bell and Rogers) for deployment of their 5G small cells presents an opportunity for the Region to partner with the LDCs to effectively utilize their vertical assets (street-light, and utility pole assets as shown Table 6) for a faster rollout of 5G networks. In this context the Halton Utility Group (HUG) has proposed to aggregate Halton's poles for their optimal utilization for 5G small cells deployments.

In our view the HUG proposal presents certain benefits in terms of optimal use of the Region's existing pole infrastructure including:

- Pooling of assets will allow the Region to negotiate more favourable rates, given the critical mass, as compared to municipalities negotiating rates individually.
- The HUG LDCs may effectively manage operations of 5G attachments based on HUG's existing day-to-day working relationship with the network operators. Although, some municipalities may have an existing relationship with the telecom operators for use of their pole infrastructure, they may require a framework to manage the use of their poles for 5G small cells operations. This would mean incremental costs for capacity-building and loss of synergies that may occur under combined operations as proposed by the HUG.

We also believe there are certain risks associated with HUG proposal, which need to be carefully examined and mitigated, as explained below.

- **Utilization Factor Risk:** As mentioned above, the main driver of small cells deployments by the wireless operators is to increase their network capacity to support their mobile broadband users demanding faster speed and more data, which is mainly in high density areas. That is, small cells split the macro coverage areas into smaller coverage areas, which allows the wireless network operators to support their subscribers without the need to acquire additional spectrum. For this purpose, depending on the network capacity requirements, about 4 to 10 small cells are typically needed for every macro cell site. This may mean **small cells deployment in the Region could range from 3,300 to 8,300 representing a maximum pole utilization ratio of 4% to 10% in the next 3-5 years.** This utilization may increase significantly in a fully developed 5G ecosystem, encompassing a massive IoT infrastructure. However, such a scenario would occur in the long run, which will also depend on the overall broadband network capability and roll out of 5G use cases across different economic sectors of the Region. In the scenario with less 10% utilization of total poles for 5G small cells may present revenues risk for the HUG to fully recovering its operating expenses.

- **Regulatory Risk:**

HUG proposal is based on assumption occupancy fees for 5G small cells will be commercially negotiated. In the recent years, mobile operators in Ontario, agreed to pay LDCs commercially negotiated rates for the installation of wireless on utility poles but only for a relatively small number of their 4G (LTE) cell sites.

It is worth noting that wireless attachments to utility poles typically have not been subject to any regulations for rate determination, and therefore have been commercially negotiated. That is, there has been no complaints regarding the wireless attachment rates. This is mainly due to the limited number of wireless attachments under the 3G/4G environment. However, with the emergence of 5G technologies the telecom operators are likely to deploy a far greater number of wireless equipment (small cells) to increase their overall network capacity. The standards for wireless cell sites are federally regulated in Canada by the ISED – Ministry of Innovation, Science and Economic Development. In recent years both the Federal and Ontario governments have introduced programs and initiatives to accelerate the deployment of broadband networks particularly in unserved and underserved areas. In October 2020 the CRTC initiated consultation proceeding: CRTC 2020-366<sup>37</sup>, stating:

*“The Commission is concerned, based on submissions received in the proceeding initiated by Telecom Notice of Consultation 2019-406, that untimely and costly access to poles owned by Canadian carriers has negative impacts on the deployment of efficient broadband-capable networks, particularly in areas of Canada with limited or no access to such networks. Therefore, the Commission is initiating a proceeding to identify and implement regulatory measures that will make access to such poles more efficient.”*

Also, earlier this year the Government of Ontario introduced Bill257: “Building Broadband Faster Act, 2021.”, which received royal assent on April 12 2021<sup>38</sup>, stating its purpose as:

*“The purpose of the Act is to expedite the delivery of broadband projects of provincial significance by removing barriers and streamlining processes related to infrastructure that may result in delays to the timely completion of these broadband projects, while enhancing co-ordination and engagement with and being fair to public and private sector stakeholders”*

The Act also amended Ontario Energy Board Act, enabling the Board to facilitate the efficient development of, use of and access to electricity infrastructure to which this Part applies.

In this context, there is a great risk that the Canadian regulators (CRTC and/or OEB) may, following the precedence of the US regulator - FCC (Federal Communications Commission), take steps to bring the wireless small cells attachments to the poles under regulated framework for rate setting. For example, the FCC in its September 27, 2018, declaratory ruling (FCC 18-33) concluded that the state and local governments are limited to charge fees that are no greater than a reasonable approximation of objectively reasonable costs for processing applications and for managing deployments in the rights-of-way.

Under such a scenario the HUG may be required to charge regulated fees, which could be significantly lower than the commercially negotiated rates.

Detailed assessment, including financial analysis of this opportunity will be provided in the commercial reports to be submitted in January 2022 for each Halton municipality. The commercial reports will also outline framework between the local municipalities and the LDCs for coordination of the operations and management of 5G small cell attachments to municipal and LDC poles.

## 6. Modeling 5G Benefits

We have modelled 5G use cases for different sectors of the economy as applicable to the Halton Region and its four municipalities, in order to estimate the socio-economic benefits of 5G technologies.<sup>39</sup> Based on a detailed economic modeling, we have estimated the potential contributions of 5G enabled services and applications across different sectors of the Halton economy as explained in the following sub-sections.

5G benefits include the following:

- (a) direct benefits, i.e., increased revenues (new demand) to the 5G service providers, as well as network infrastructure providers.
- (b) socio-economic benefits across different sectors of the economy in terms of increased revenues (new demand), new investments and productivity gains.

### 6.1 5G Direct Benefits – Telecom Services and Broadband Infrastructure Providers

The telecom services and broadband infrastructure providers are expected to generate incremental revenues with the adoption (subscriptions) of 5G services across different sectors of the economy, including consumers, businesses, government organizations. The three primary sources of 5G-related benefits include:

- **IoT Connectivity:** Incremental connectivity revenues enabled through (IoT) application across all sectors of the economy comprising:
  - Connected Business
  - Connected Car
  - Connected Cities
  - Connected Consumer Electronics
  - Connected Energy
  - Connected Health
  - Connected Home
  - Connected Industry
- **5G-enabled Applications:** Incremental revenues generated by new applications that telecom service providers will be able to offer on their 5G network, viz. **Augmented Reality** and **Ultra-HD Video**.
- **5G Migrated Subscribers:** Incremental data usage results from subscribers migrating from 4G to 5G networks and the adoption of 5G enabled services.

*According to our Canadian economy survey, 5G-enabled telecom services revenues under the above three categories will increase exponentially at an annual growth rate of approximately 34%, reaching an estimated \$84b over the next 10 years. In order to realize these revenues opportunities, we estimate that the telecom services and network infrastructure providers will need to invest approximately ~\$11b in the next 3-5 years to deploy 5G wireless networks across Canada. We believe similar economic benefits will occur in the Region with 5G roll outs, as detailed in Section 7 below.*

### 6.2 Long term Socio-economic benefits of 5G technologies

As noted above, 5G will enable applications - currently not possible with 4G technology, by providing the following capabilities:

- Broadband is available everywhere at speeds up to 10 Gbps.
- Smart vehicles enabled with a reliable and secure connection to the cloud.

- Super-high-definition media distribution.
- Critical control of remote devices enabled by ultra-low latency and reliability; and
- Better interaction of humans and the internet of things with support for such capabilities as tactile internet.

As illustrated in Figure 10 below, 5G will enable disruptive technologies for all economic sectors through enhanced capabilities that are not available on a wide scale in the existing 4G networks:

- **eMBB**: Enhanced Mobile Broadband,
- **mMTC**: Massive machine-type communications or capacity for massive machine to machine connectivity; and,
- **uRLLC**: Ultra-reliable low latency communications providing reliability to perform critical operations wirelessly.

Figure 14 below provides key examples of **uRLLC** applications, such as conducting robotic surgeries using augmented reality (AR) and virtual reality (VR) in health sector and enabling additive manufacturing using 3D printing in fully connected factories in the manufacturing sector.

	Enhanced Mobile Broadband									
	Massive Machine Connections					Mission Critical				
	Capacity									Reliability
	Bandwidth usage	Connection density	Throughput	Device power	Latency					
Mining			Smart Mining - satellite operations using connected equipment							
Utilities			Smart Grid and Distributed Generation							
Manufacturing				Industry 4.0 - Additive Manufacturing						
Transportation		Autonomous Driving, fleet platooning, and intelligent system to avoid accidents								
Real Estate		VR 360 Tour								
Finance and Insurance		businesses connected to end-users - mobile banking, block chain (public ledger)								
Information and Cultural Industries								Headsets using AR/VR		
Health Care						VR/AR technology for robotic surgeries				
Construction			Tele-operated driving							
Agriculture						precision farming - satellite farming and drone				
Wholesale		AGV (automated guided vehicle)								
Retail		Smart IoT								

Figure 10: 5G-enabled applications

As shown in Figure 10 above, the three key applications of 5G network technologies – **eMBB**, **mMTC**, and **uRLLC**, are based on capacity and reliability factors (parameters) which are not available in the existing wireless networks as summarized below:

Capacity	– Very high <b>bandwidth density</b>
	– Very high <b>connection density</b>
Speed	– Very high <b>throughput</b>
Reliability	– Very low <b>device power</b> usage
	– Very low <b>latency</b>

That is 5G will be the key enabler for development of several disruptive technologies – which are needed for industry, the public sector, and the services sectors. Some of the examples of 5G Use Cases for Transport, Health, Energy & Utilities, and Manufacturing sectors are listed below.

#### Transport

- Autonomous Vehicles / Automated Driving
- Enhanced Road Safety and Traffic Management Services with applications such as Vehicle-to-Vehicle and Vehicle-to-Road Infrastructure (e.g., traffic lights etc.) Communication.
- Digital Transport and Logistics Systems
- Intelligent Navigation

#### Health

- Remote Surgery, Rehabilitation, Assisted Living Services, and Emergency Response Care Services
- Realtime Remote Health Care, Wellness Monitoring and Telemedicine
- Artificial Intelligence Based Diagnosis (Increased Accuracy)

#### Energy & Utilities

- Smart Grid – ability to accurately predict energy loads and system maintenance requirements
- Remote monitoring of energy sites – solar/wind farm (e.g., wind conditions), power generation stations.

#### Manufacturing

- Additive Manufacturing or 3D Printing
- Automated Guided Vehicles (Robots, Drones, Vehicles) including Collaborative Robotics
- Augmented Reality (Remote) Maintenance, Troubleshooting, and Production Operations Management.
- Analytics to predict breakdown and downtime
- Seamless intra-/inter-enterprise communication capability to monitor facilities and installation distributed in larger area, and enable efficient coordination of cross value chain activities and optimization of process flows

Figure 11, below illustrates the relative impact of the five 5G factors in the evolution of the future **Digital Economy**, from 3G to 4G to 4G+ leading to 5G networks. It demonstrates the rapidly increasing positive impacts of low latency in generating growth in the digital economy relative to connection and bandwidth density, throughput, and device power.

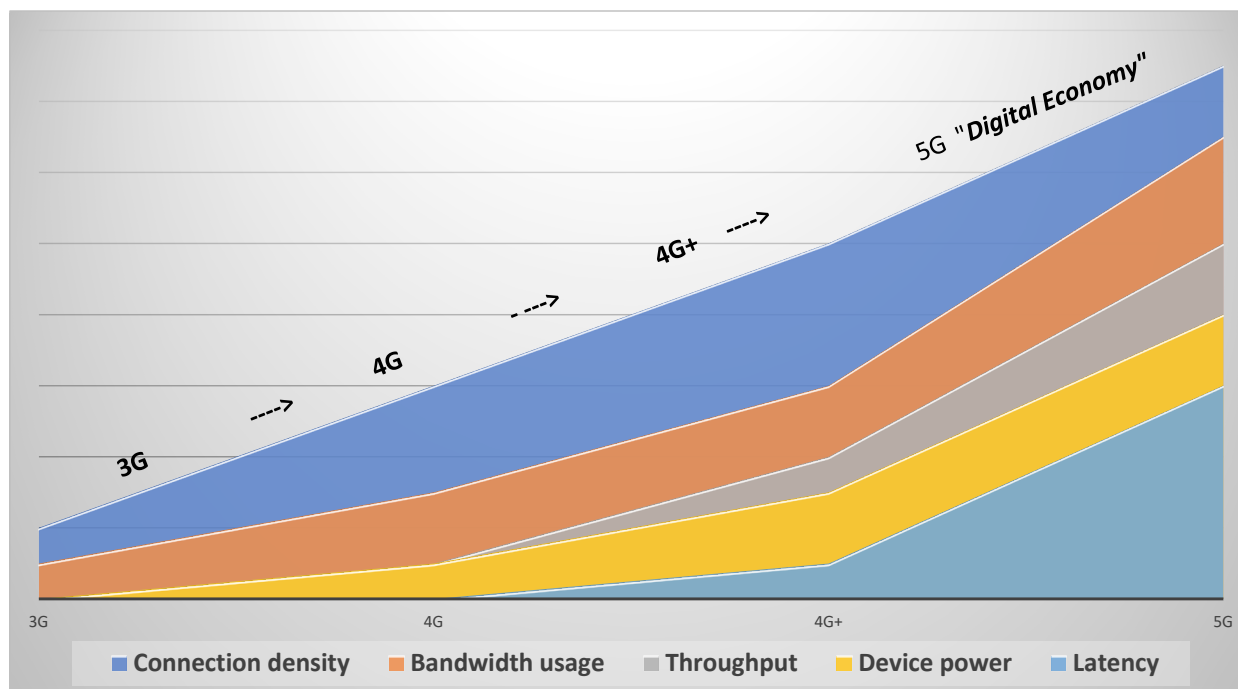


Figure 11: Impact of 5G capabilities on the evolution of the future “*Digital Economy*”

The deployment of 5G networks will have much broader impacts in the economy than previous 1G to 4G generations as ICT development and the Gigabit economy are both inextricably linked to the availability 5G networks. Thus, 5G will be the integrating force in a single infrastructure for network connectivity, information processing, and data storage - i.e., the “nervous system” of a digital economy. **“The digital economy is now firmly established as a core driver of global growth.”**<sup>40</sup> The next generation of digital transformation across all economic sectors will be instrumental in the evolution of the true digital economy.

**5G networks will set the stage for the introduction of new technologies and applications across all sectors of the economy as illustrated in use cases provided in the next subsection.**

The deployment of 5G networks will be a prerequisite to attract new investments in next-generation technologies in all sectors of the economy. By matching 5G networks and 5G technologies, economies will be able to generate new demand, efficiency, and technological enablement, resulting in long-term sustainable economic growth. We believe the **key benefit of 5G technologies will be productivity gains measured in terms of GDP growth**. However, according to our assessment, as described in Section 6.3 below, each sector's productivity gains will vary.

### 6.3 Modelling 5G Use Cases

Adoption and use of 5G technologies will revolutionize and transform existing economic sectors and industries. The 5G capabilities (**eMBB-Enhanced Mobile Bandwidth**, **mMTC-Massive Machine Type Communications**, and **uRLLC-Ultra-reliable and Low-latency Communications**) will enable applications (5G Drivers) such as **Artificial Intelligence (AI)**, **Cloud Computing** and **Internet of Things (IoT) etc.**, as shown in Table 7 below.

Table 7: Revenue Impact of 5G Benefit Drivers

5G Benefit Driver	5G Revenue Impact*
5G Enabled Telecom Services Demand	0.017%
Artificial intelligence (AI)	0.043%
Virtual, mixed, and augmented reality	0.013%
Integrated Internet of Things (IoT) systems	0.055%
Additive manufacturing	0.023%
3D printing	0.022%
Advanced robotics	0.013%
Big data analytics	0.020%
Blockchain technologies	0.003%
Cloud computing	0.364%
Internet-connected smart devices, or Internet of things (IoT)	0.185%
Software and hardware using artificial intelligence (AI)	0.381%
*Nordicity's calculations based on StatsCan data and literature review	

These applications will support a variety of use cases, as explained in Appendix G, that will drive economic resiliency in the future and increase cross-industry benefits by enabling revolutionary technical abilities. As shown in Table 7 above Cloud Computing, Internet of Things (IoT) and Artificial Intelligence will generate revenue multiplier effect to the magnitude of 0.364%, 0.185% and 0.381% respectively and hence are the major contributors to the Region's economic benefits enabled by the 5G technology. According to our estimates, 5G technologies, with its roll out starting in 2022 will generate incremental revenue of \$12.4 billion in 2022-2036. Accordingly, the estimated incremental revenue will increase from \$598 million in 2022 to \$1,126 billion by 2026 as shown in Figure 12 below.

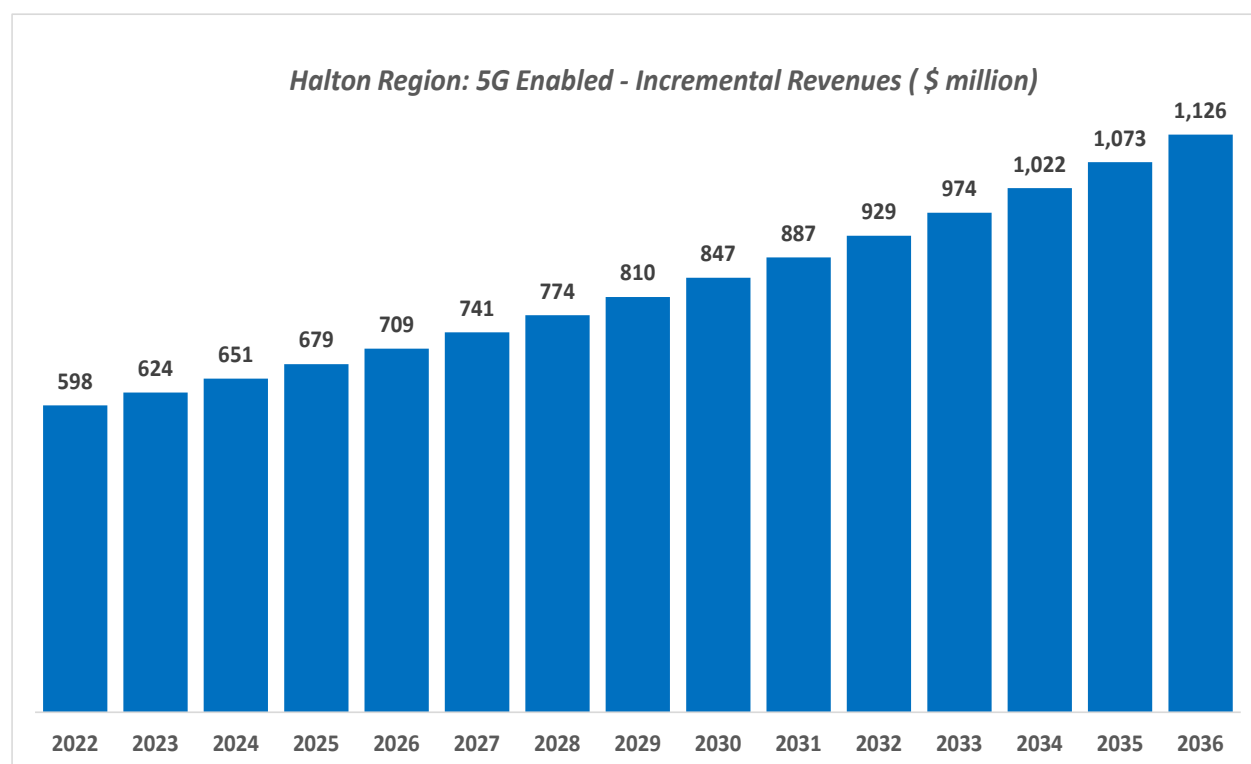
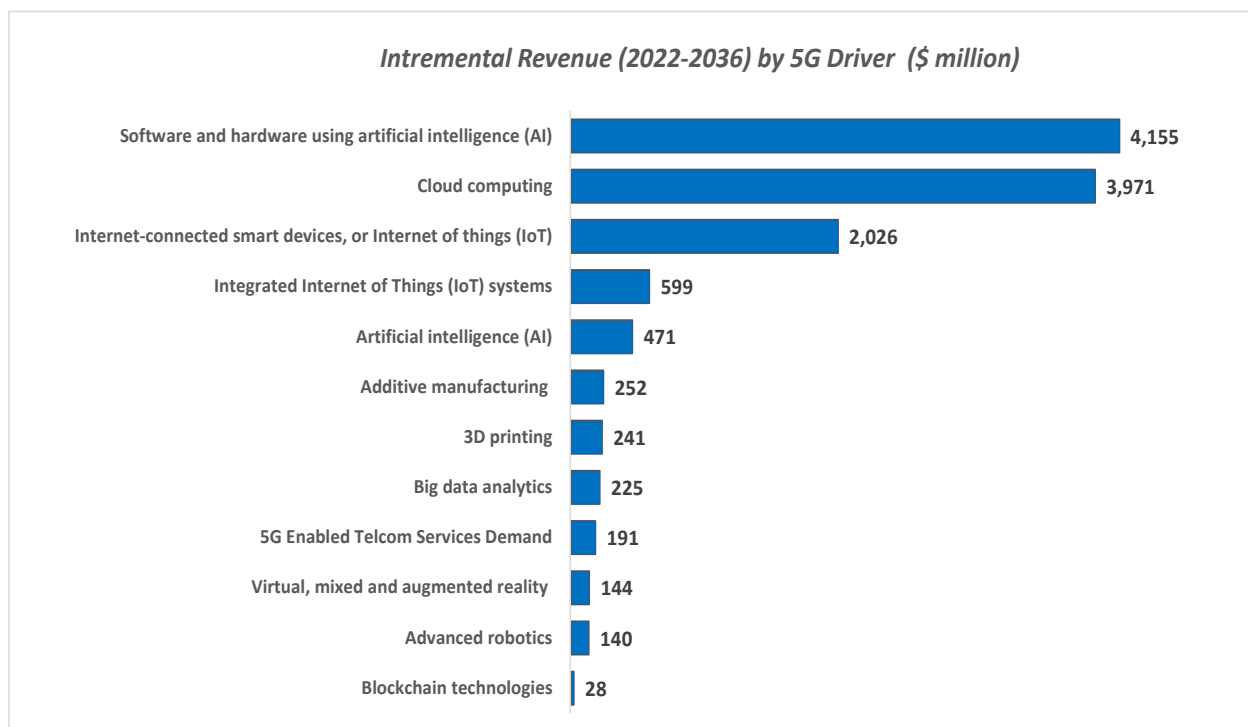


Figure 12: Projected 5G Incremental Revenue Contribution (2022-2036)

Source: Nordicity's projections based on Baseline modelling, Statistics Canada Data on emerging technology adoption rates



Over 80% of the Region's 12.4 billion revenues in 2022-2026 will be enabled by the three key 5G applications including **Artificial Intelligence**, **Cloud Computing**, and **Inter-connected Smart Devices and IoTs**, as shown in Figure 13 below.



**Figure 13: Cumulative impacted revenues by 5G drivers**

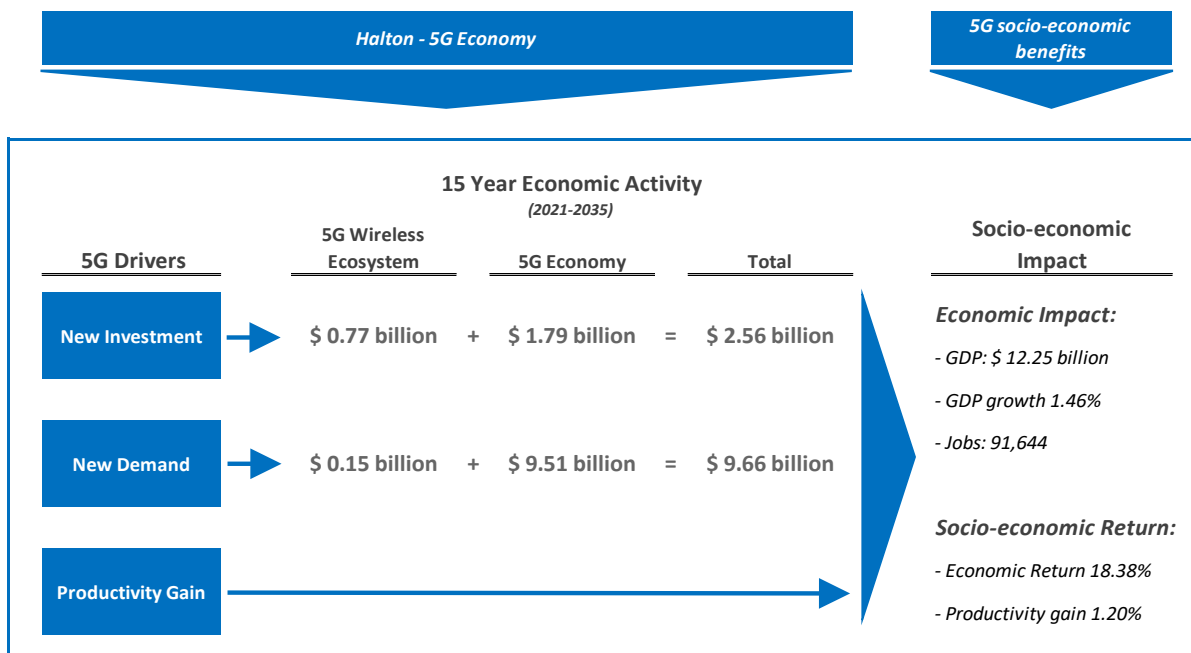
Source: Nordicity's projections based on Baseline modelling, Statistics Canada Data on emerging technology adoption rates

## 7. 5G Socio-economic Impact Analysis

The present value of the \$12.4 billion incremental revenue forecast is \$9.66 billion - *averaging about \$809 million per year or 1.65% of the existing revenues of \$49 billion*. These incremental revenues (demand) will attract about \$2.56 billion new investment to enable 5G applications across the 19 economic sectors of the Region. About \$770 million (30%) of these investments will be made by the telecommunications sector, and the remaining \$1.79 billion will be invested by the business and industries across the other economic sectors of the Region. These investments represent the estimates for the development and commercialization of 5G-enabled technologies and applications across different Halton's economic sectors such as manufacturing, health care, energy, transportation and so forth.

The increased economic activities in terms of incremental revenues and new investments enabled by 5G applications in the Region will generate \$12.25 billion in new GDP and will support 91,644 additional jobs in 2022-2036, as Figure 14 below. The new GDP impact will double the Region current growth trends – by additional 1.46% growth per year, representing a socio-economic return of 18.38% and a productivity gain of 1.20%.



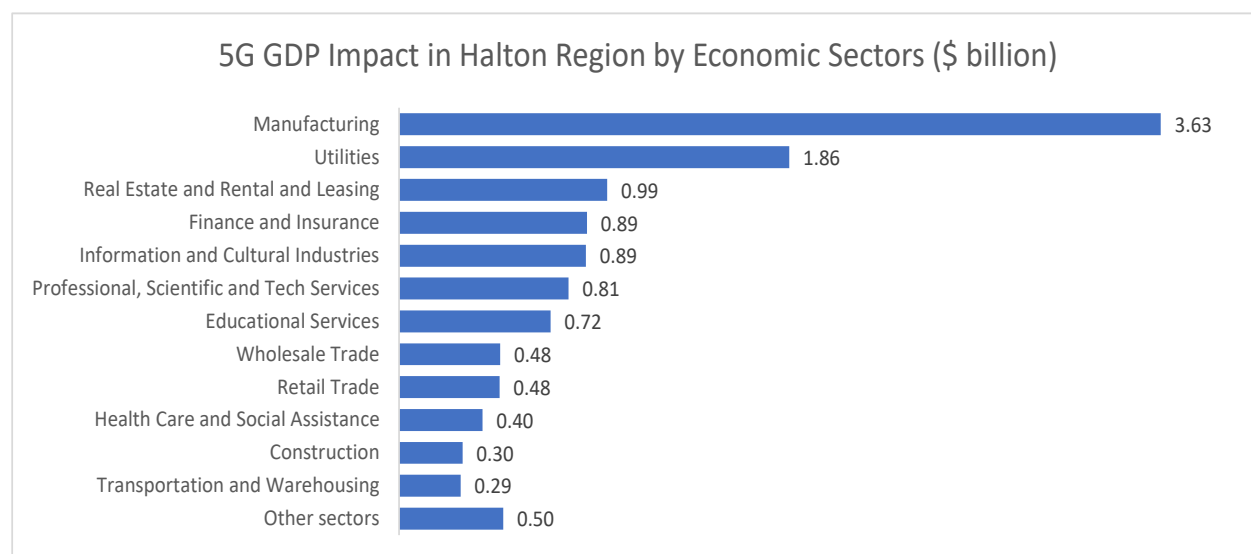


**Figure 14: 5G Economic Impact Analysis Summary**

Source: Nordicity's projections based on Baseline modelling, Statistics Canada Data on emerging technology adoption rates. The basis of above estimates are explained in Appendix H

As shown in Figure 15 below, the largest economic GDP impact of 5G will occur in the following five sectors of the Halton Region:

- Manufacturing (**30% of the total impact**)
- Utilities (**15% of the total impact**)
- Real Estate Rental & Leasing (**8% of the total impact**)
- Finance and Insurance (**7% of the total impact**)
- Information & Cultural Industries (**7% of the total impact**)

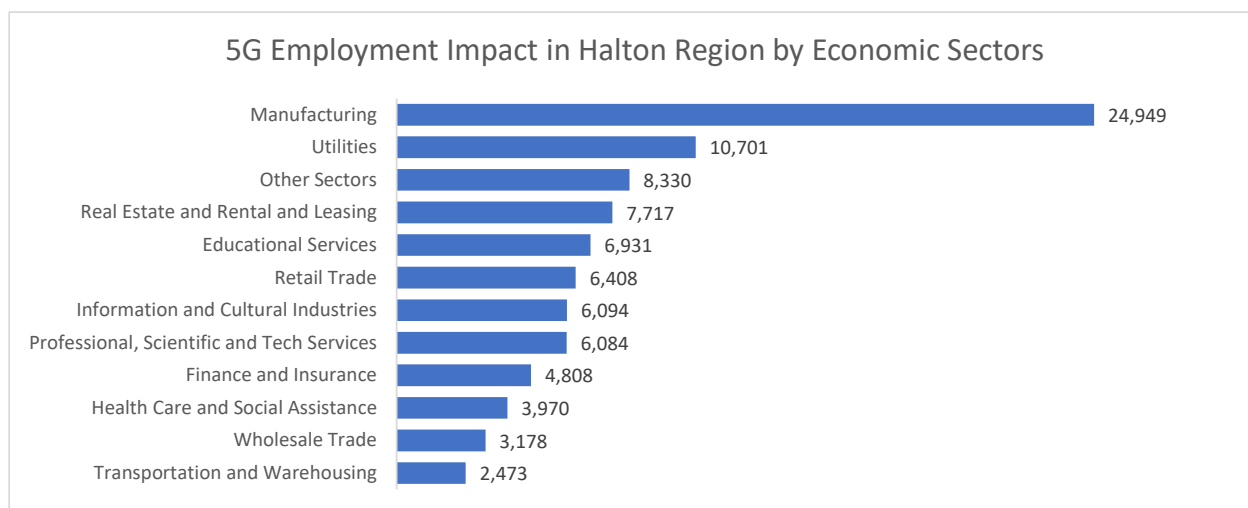


**Figure 15: 5G GDP Impact in Halton Region by Economic Sectors**

Source: Nordicity's projections based on Baseline modelling, Statistics Canada Data on emerging technology adoption rates

As shown in Figure 16 below, the following five sectors will lead Halton Region's 5G-driven growth in job creation.

- Manufacturing **(27% of the total impact)**
- Utilities **(12% of the total impact)**
- Real Estate Rental & Leasing **(8% of the total impact)**
- Education services **(8% of the total impact)**
- Retail Trade **(7% of the total impact)**



**Figure 16: 5G Employment Impact in Halton Region by Economic Sectors**

Source: Nordicity's projections based on Baseline modelling, Statistics Canada Data on emerging technology adoption rates

## 8. Recommended Digital Access Implementation Action Plan

Our analyses presented in the previous sections demonstrate that the adoption of 5G technologies will enable digital transformation across different economic sectors of the Region. The digital transformation will result significant economic benefits for the Region. The key benefits drivers include investments of \$2.56 billion in new technologies, and generation of \$9.66 billion of new demand, which will result in:

- \$12.25 billion GDP over the next 15 years, representing an annual GDP growth of 1.46% over and above the existing trends, and
- productivity improvements of 1.20% representing creation of high value 91,644 jobs over the next 15 years.

### 8.1 FTTH/P – A Key Enabler of 5G Economic Benefits

The realization of economic benefits of 5G technologies, as explained will depend on the availability of a fully integrated wireless and wireline broadband capability across the Region, using next generation network technologies – FTTH/P (wireline), and 5G (wireless). It is worth noting that for a 5G network to deliver its promised service capabilities it is critical to provide a fiber optic connection to the 5G small cell sites. Wireless networks have limited capacity to carry data over any distance, whereas as fibre networks can carry very large size data over long distances (up to 10 kilometers) without such limitations. Furthermore, given 5G services face significant challenges in penetrating walls, foliage, etc., multiple 5G small cells are required within buildings to ensure service reliability. This means fibre connectivity will be needed into such buildings in order to provide reliable 5G services - **FTTH/P network capability across the**

Region will be a key enabler of the delivery of reliable 5G services and full realisation of the associated economic benefits.

## 8.2 A Unified Future Proof Broadband Capability Required

Although ISED data indicates most of the households in the Region have access to CRTC's current target speed of 50/10Mbps. However, according to our assessment about 137.5K (69%) households in the Region do not have access to internet services that meet the CRTC target (see Table 4 above). This gap may be addressed according to the two status approaches presented in sections 5.1 and 5.2 above. However, these approaches may take several years in addressing this gap given a vast majority of these households would not qualify for funding under the Federal/Provincial broadband infrastructure program. Further, both approaches will lack the integrated approach required to fully realize the economic benefits of 5G technologies across different sectors of the Region's economy.

It is worth noting that the CRTC's current speed target do not appear to align with the emerging demand for internet speed. According to our estimates over the next three to five years, the demand for internet high speed broadband services across the Region is expected to exceed the CRTC's target of 50/10 Mbps as shown in Table 8 below.<sup>41</sup>

**Table 8: Emerging Demand Trends for Internet High Speed Services**

High Speed Internet Services Demand Drivers	Expected Demand for Internet High Speed	
	3 – 5 years	Beyond 3 years
Residential (including self-employed, and work from home)	50 Mbps to 100 Mbps	100 Mbps to 1 Gbps
Small Medium Enterprises (SMEs)	50 Mbps to 1 Gbps	100 Mbps to 1 Gbps
Large Enterprises & Institutions (more than 100 employees)	100 Mbps to 10 Gbps	1 Gbps to 10 Gbps
Municipalities, Utilities, School and Health (MUSH)	100 Mbps to 10 Gbps	1 Gbps to 40 Gbps

We believe that the COVID19 pandemic has demonstrated that the emerging demand trends for internet high speed services shown above will equally apply to rural, sub-urban, and urban areas. Therefore, there is a need to address the connectivity gap on an urgent basis. One option could be to assure 50/10 Mbps in the underserved and unserved areas using FWA (Fixed Wireless Access) technology, which can be deployed relatively quickly. Under this option broadband infrastructure with 50/10 Mbps capability could be extended to the underserved and unserved areas in the Region. However, given the limitations of FWA technology we believe 50/10 Mbps would be available on a best effort basis. Furthermore, the limited ability of the FWA technology to scale up to higher speeds and the relatively small quantum of spectrum currently available for this technology, will be a limiting factor for this option. This implies that depending on the availability of spectrum and bandwidth usage trend of the internet users, future scalability to speeds higher than the 50/10 Mbps speeds under this option cannot not be guaranteed for the users. It is also worth noting that if the CRTC's target speeds are increased in the future, major upgrades of FWA network would be required in terms of deployment of additional wireless sites for capacity. This means it might be more cost efficient to consider a future proof broadband network infrastructure option, which is FTTH/P.

Since under the FTTH/P option presented in Section 5.2, the broadband networks in different parts of the Region would be deployed by different ISPs, the operational capability of the broadband networks would also depend on the different technological and network configuration choices made by the individual ISPs. Thus, quality of service and network reliability might vary as the broadband networks are deployed and

operated by different ISPs operating in the Region. On this basis we recommend the **Region proactively advocates and collaborates with the ISPs and stakeholders for an implementation of a unified broadband network in the Region using FTTH/P technology approach as explained Section 5.3. A unified FTTH/P network capability across the Region will be critical to full realization of the economic benefits of 5G technologies presented above.**

### 8.3 Unified Broadband Network Business Model

Future proof broadband capability in the Region will be critical to support advanced 5G applications such as smart agriculture, automated vehicles, home-based medical consultations and diagnostics, advanced manufacturing – Industry 4.0. These applications will require a reliable and scalable broadband capability to support large scale deployment of IoTs including but not limited to smart homes, buildings, offices, connected vehicles etc. Therefore, we believe it would be more cost efficient to consider a future proof broadband network infrastructure option. Accordingly, we recommend implementation of a unified broadband network across the Region using 100% FTTH/P technology. Under this approach, the broadband infrastructure would be operated by a single entity, to deliver broadband services on a wholesale basis using an open access framework.

The broadband infrastructure may be jointly owned and/or operated by a group of private sector players (as in case of Durham Broadband) such as investors, ISPs, etc.

We believe this option would future proof the Region's broadband infrastructure capability in terms of meeting the exponentially increasing demand for internet speed and broadband usage in emerging digital economy world. The unified broadband service would be scalable up to and beyond 1 Gbps as required and ensure service reliability and redundancy. Open access to the network would encourage competing service providers to offer a range of affordable services to different subscribers' groups across the Region.

The analysis shown in Table 5 above indicates that it might be more cost efficient to implement a uniform future proof broadband infrastructure across the region, which will permanently address the internet connectivity challenges in the Region. Furthermore, this option will help eliminate the digital-divide and enable equitable realization of the socio-economic benefits of 5G technologies by all the residents in the Region.

The unified broadband service would be scalable up to and beyond 1 Gbps as required and ensure service reliability and redundancy. We also believe there is need for an open access regime to prevent deployment of duplicate networks by different ISPs. An open access regime would encourage competing service providers to offer a range of innovative and affordable services to different subscribers' groups across the Region. Therefore, we recommend the Region undertakes initiatives to encourage deployment of a unified broadband network by the ISPs.

## 9. Conclusion

We believe the Region can play an instrumental role in adoption of 5G technologies leading to the evolution of 1Gig+ economy. This study demonstrates that the 5G technology will have a transformative effect on employment, productivity, and GDP in the different economic sectors of the Region. For example, according to our estimates the adoption of 5G technologies will significantly increase the digital sector share, create higher value jobs (productivity improvement), doubling its annual GDP growth, which currently trends at 1.40%. However, the realization of these benefits will depend on the availability of reliable and scalable high-speed internet services - which is not only critical to meet the

emerging demand for high-speed internet connectivity but also for the enablement of digital infrastructure in the Region to ensure its long term sustainable economic development.

It is worth noting that in the 5G world, wireless network would represent a small portion of the massive capacity required for data traffic generated by a large-scale deployment of IoTs including but not limited to smart homes, buildings, offices, connected vehicles etc. This means the 5G promise is heavily predicated on the deployment of future proof wireline broadband network technology which is FTTH/P.

Based on our estimates almost 90% of the households currently do not have access to internet services with speeds of 50/10 Mbps or more, using future proof (FTTH/P) fixed broadband. This means a significant gap exists in most parts of the Region in terms of broadband capability in meeting the emerging demands for reliable and scalable highspeed services in a digital (1Gig+) economy

To fill this gap, we recommend implementation of a unified broadband network in the Region using FTTH/P technology to deliver broadband services which may be based on an open access framework. We believe a unified FTTH/P network capability across the Region will be critical to the full realization of the economic benefits of 5G technologies as presented in this study.

Furthermore, the ISPs would require about \$362.8 million investment to deploy FTTH/P network in the unserved/underserved areas of the Region. This investment represents 82% of the total \$439.5 million to deploy a future proof FTTH/P network across the entire Region. This means it will make more sense for the ISPs to deploy a unified future proof FTTH/P network in the Region, with an additional investment of \$76.7 million.

The unified broadband service would be scalable up to and beyond 1 Gbps as required and ensure service reliability and redundancy. We also believe there is need for an open access regime to prevent deployment of duplicate networks by different ISPs. An open access regime would encourage competing service providers to offer a range of innovative and affordable services to different subscribers' groups across the Region. Therefore, we recommend the Region undertakes initiatives to encourage deployment of a unified broadband network by the ISPs.

## Appendix A: GDP Mix – Halton Region Municipalities

Economic Sectors	Burlington - Total					
	2016	2017	2018	2019	2020	Growth
Manufacturing	\$1.80B	\$1.83B	\$1.75B	\$1.84B	\$1.69B	-1.60%
Wholesale trade	\$0.57B	\$0.58B	\$0.51B	\$0.43B	\$0.42B	-7.43%
Retail trade	\$0.62B	\$0.65B	\$0.66B	\$0.64B	\$0.73B	4.32%
Transport and Warehousing	\$0.31B	\$0.32B	\$0.29B	\$0.29B	\$0.19B	-11.03%
Information and cultural industries	\$0.43B	\$0.45B	\$0.54B	\$0.46B	\$0.51B	4.33%
Finance and insurance	\$0.66B	\$0.75B	\$0.65B	\$0.71B	\$0.79B	4.67%
Management of companies and enterprises	\$0.20B	\$0.19B	\$0.21B	\$0.16B	\$0.10B	-16.25%
Professional, scientific and technical services	\$0.74B	\$0.74B	\$0.72B	\$0.80B	\$0.79B	1.79%
Administrative and support, waste management and remediation services	\$0.16B	\$0.17B	\$0.16B	\$0.16B	\$0.13B	-4.68%
Education services	\$0.66B	\$0.68B	\$0.70B	\$0.60B	\$0.60B	-2.13%
Arts, entertainment and recreation	\$0.09B	\$0.10B	\$0.12B	\$0.12B	\$0.07B	-5.59%
Accommodation and food services	\$0.21B	\$0.22B	\$0.22B	\$0.24B	\$0.17B	-5.71%
Other Services	\$0.27B	\$0.28B	\$0.27B	\$0.29B	\$0.25B	-1.23%
Remaining sectors	\$2.48B	\$2.36B	\$2.46B	\$2.57B	\$2.64B	1.60%
<b>Total</b>	<b>\$9.20B</b>	<b>\$9.32B</b>	<b>\$9.26B</b>	<b>\$9.30B</b>	<b>\$9.11B</b>	<b>-0.26%</b>

Note: Growth rate above is compound annual growth rate

Economic Sectors	Oakville- Total					
	2016	2017	2018	2019	2020	Growth
Manufacturing	\$1.65B	\$1.48B	\$1.43B	\$1.54B	\$1.38B	-4.47%
Wholesale trade	\$0.42B	\$0.45B	\$0.44B	\$0.46B	\$0.45B	1.74%
Retail trade	\$0.53B	\$0.57B	\$0.57B	\$0.57B	\$0.61B	3.47%
Transport and Warehousing	\$0.33B	\$0.34B	\$0.32B	\$0.28B	\$0.20B	-11.05%
Information and cultural industries	\$0.33B	\$0.30B	\$0.33B	\$0.35B	\$0.35B	1.37%
Finance and insurance	\$0.88B	\$0.98B	\$0.92B	\$1.09B	\$1.26B	9.19%
Management of companies and enterprises	\$0.32B	\$0.30B	\$0.27B	\$0.18B	\$0.11B	-23.25%
Professional, scientific and technical services	\$0.94B	\$0.94B	\$0.99B	\$1.05B	\$0.95B	0.18%
Administrative and support, waste management and remediation services	\$0.09B	\$0.12B	\$0.10B	\$0.11B	\$0.09B	1.34%
Education services	\$0.64B	\$0.75B	\$0.72B	\$0.76B	\$0.74B	3.59%
Arts, entertainment and recreation	\$0.15B	\$0.15B	\$0.16B	\$0.18B	\$0.10B	-9.84%
Accommodation and food services	\$0.20B	\$0.21B	\$0.21B	\$0.20B	\$0.15B	-7.54%
Other Services	\$0.24B	\$0.26B	\$0.25B	\$0.27B	\$0.25B	0.68%
Remaining sectors	\$2.53B	\$2.71B	\$2.95B	\$3.36B	\$3.80B	10.75%
<b>Total</b>	<b>\$9.26B</b>	<b>\$9.57B</b>	<b>\$9.65B</b>	<b>\$10.39B</b>	<b>\$10.44B</b>	<b>3.03%</b>

Note: Growth rate above is compound annual growth rate



Economic Sectors	Milton - Total					
	2016	2017	2018	2019	2020	Growth
Manufacturing	\$0.54B	\$0.51B	\$0.52B	\$0.66B	\$0.53B	-0.58%
Wholesale trade	\$0.43B	\$0.52B	\$0.43B	\$0.47B	\$0.43B	-0.06%
Retail trade	\$0.20B	\$0.21B	\$0.22B	\$0.24B	\$0.24B	4.25%
Transport and Warehousing	\$0.25B	\$0.25B	\$0.23B	\$0.26B	\$0.19B	-6.89%
Information and cultural industries	\$0.04B	\$0.04B	\$0.05B	\$0.05B	\$0.05B	4.71%
Finance and insurance	\$0.12B	\$0.13B	\$0.11B	\$0.11B	\$0.11B	-1.77%
Management of companies and enterprises	\$0.01B	\$0.01B	\$0.01B	\$0.01B	\$0.00B	-20.50%
Professional, scientific and technical services	\$0.12B	\$0.12B	\$0.13B	\$0.19B	\$0.15B	6.23%
Administrative and support, waste management and remediation services	\$0.05B	\$0.06B	\$0.05B	\$0.08B	\$0.06B	3.08%
Education services	\$0.27B	\$0.29B	\$0.28B	\$0.29B	\$0.26B	-0.59%
Arts, entertainment and recreation	\$0.11B	\$0.10B	\$0.10B	\$0.11B	\$0.05B	-16.08%
Accommodation and food services	\$0.08B	\$0.08B	\$0.08B	\$0.09B	\$0.07B	-2.61%
Other Services	\$0.08B	\$0.09B	\$0.10B	\$0.12B	\$0.11B	8.29%
Remaining sectors	\$1.06B	\$1.17B	\$1.28B	\$1.37B	\$1.47B	8.41%
<b>Total</b>	<b>\$3.36B</b>	<b>\$3.58B</b>	<b>\$3.57B</b>	<b>\$4.02B</b>	<b>\$3.72B</b>	<b>2.56%</b>

Note: Growth rate above is compound annual growth rate

Economic Sectors	Halton Hills - Total					
	2016	2017	2018	2019	2020	Growth
Manufacturing	\$0.49B	\$0.50B	\$0.51B	\$0.61B	\$0.48B	-0.48%
Wholesale trade	\$0.05B	\$0.05B	\$0.05B	\$0.05B	\$0.05B	1.43%
Retail trade	\$0.22B	\$0.23B	\$0.24B	\$0.26B	\$0.27B	4.70%
Transport and Warehousing	\$0.11B	\$0.12B	\$0.14B	\$0.17B	\$0.10B	-2.61%
Information and cultural industries	\$0.13B	\$0.12B	\$0.13B	\$0.13B	\$0.10B	-6.80%
Finance and insurance	\$0.06B	\$0.06B	\$0.07B	\$0.07B	\$0.07B	6.04%
Management of companies and enterprises	\$0.01B	\$0.01B	\$0.01B	\$0.01B	\$0.00B	-20.00%
Professional, scientific and technical services	\$0.07B	\$0.06B	\$0.06B	\$0.08B	\$0.07B	-0.60%
Administrative and support, waste management and remediation services	\$0.01B	\$0.01B	\$0.02B	\$0.02B	\$0.01B	3.23%
Education services	\$0.13B	\$0.13B	\$0.13B	\$0.13B	\$0.12B	-1.61%
Arts, entertainment and recreation	\$0.05B	\$0.05B	\$0.05B	\$0.05B	\$0.03B	-9.66%
Accommodation and food services	\$0.05B	\$0.05B	\$0.05B	\$0.05B	\$0.04B	-7.84%
Other Services	\$0.06B	\$0.06B	\$0.06B	\$0.06B	\$0.06B	0.18%
Remaining sectors	\$0.77B	\$0.79B	\$0.79B	\$0.78B	\$0.82B	1.87%
<b>Total</b>	<b>\$2.20B</b>	<b>\$2.25B</b>	<b>\$2.29B</b>	<b>\$2.47B</b>	<b>\$2.23B</b>	<b>0.29%</b>

Note: Growth rate above is compound annual growth rate

## Appendix B: Halton's Digital Economy (GDP)

As part of this analysis, we estimated the current digital share in the GDP of the Halton Region and four municipalities. The Digital share represents the economic value of digital economic activities in the region. For this purpose, we leveraged StatsCan's recently published Digital Supply-Use framework, which captures and presents the digital and non-digital components of the production by domestic industries, imports of products, and their use, either as inputs for final consumption, investment, and exports.

As shown in Figure 17 below, the Halton Region's digital sector generated GDP of \$2.22 billion in 2016, which increased to \$2.37 billion in 2020, representing a compound annual average growth rate (CAGR) of 1.67%. While the "direct" contribution constituted a major proportion of the total impact, the inter-sectoral linkages captured in "indirect" impact reflect a lower but evolving contribution towards the digital sector's growth. The accelerated spread of COVID-19 in 2020 uncovered and intensified numerous operational constraints in every economic sector globally. The pandemic also affected the digital economy sectors in both positive and negative ways. Negative effects include the shut down of some of the ICT goods manufacturing units, which formed a key component of digital economy and globalized supply chain, roadblocks posed by travel restrictions, and finally, lack of spending by consumers in early COVID phase adversely affected some digital industries. However, these adverse effects were more than offset by a boom in *e-commerce*, *telecommunications (broadband connectivity)*, *software*, and the other digital economy verticals, which ensured a growth rate of the sector in 2020.

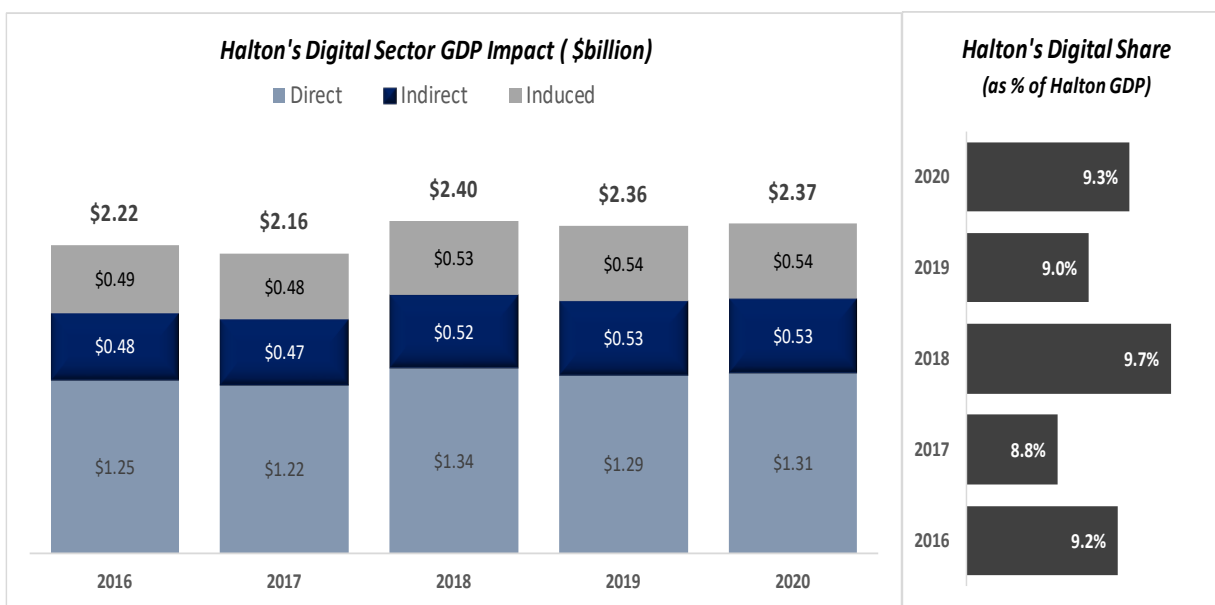


Figure 17: Digital Sector GDP Impact (Direct + Indirect + Induced) & Digital Economy Share

Source: Nordicity's calculations based on Halton Employment Survey, Statistics Canada Data & Digital Supply-Use Tables.

Note: The above estimates were developed based on the methodology outlined in Appendix C.

The digital sector is considered to be a catalyst of economic growth and hence its contribution in terms of share in national economy reflects upon the sector's strength in driving the Halton region's GDP growth. As shown in Figure 4, Halton's overall GDP (nominal) increased from \$24.0 billion in 2016 to \$25.5 billion in 2020, representing a compound annual growth rate of 1.40 % (using GDP at current prices). Because of higher growth in GDP driven by Halton's digital sector, its contribution (share) in its overall GDP increased from 9.2% in 2016 to 9.3% in 2020, as shown in Figure 5 below.



Figure 18 below presents the Halton region's GDP broken out by the four municipalities: Burlington, Oakville, Milton, and Halton Hills.

- **Burlington:** Digital GDP grew at a compound annual rate of 2.42% from \$1.16 billion (2016) to \$1.27 billion (2020).
- **Oakville:** the digital sector grew at 2.19%(CAGR) from \$761 million (2016) to \$830 million (2020).
- **Milton:** the digital sector GDP increased from \$99 million (2016) to \$105 million in 2020 at 1.54%.
- **Halton Hills:** the digital sector contributed \$204 million of value-add (GDP) in 2016; however, it declined in subsequent years to \$147 million in 2020.

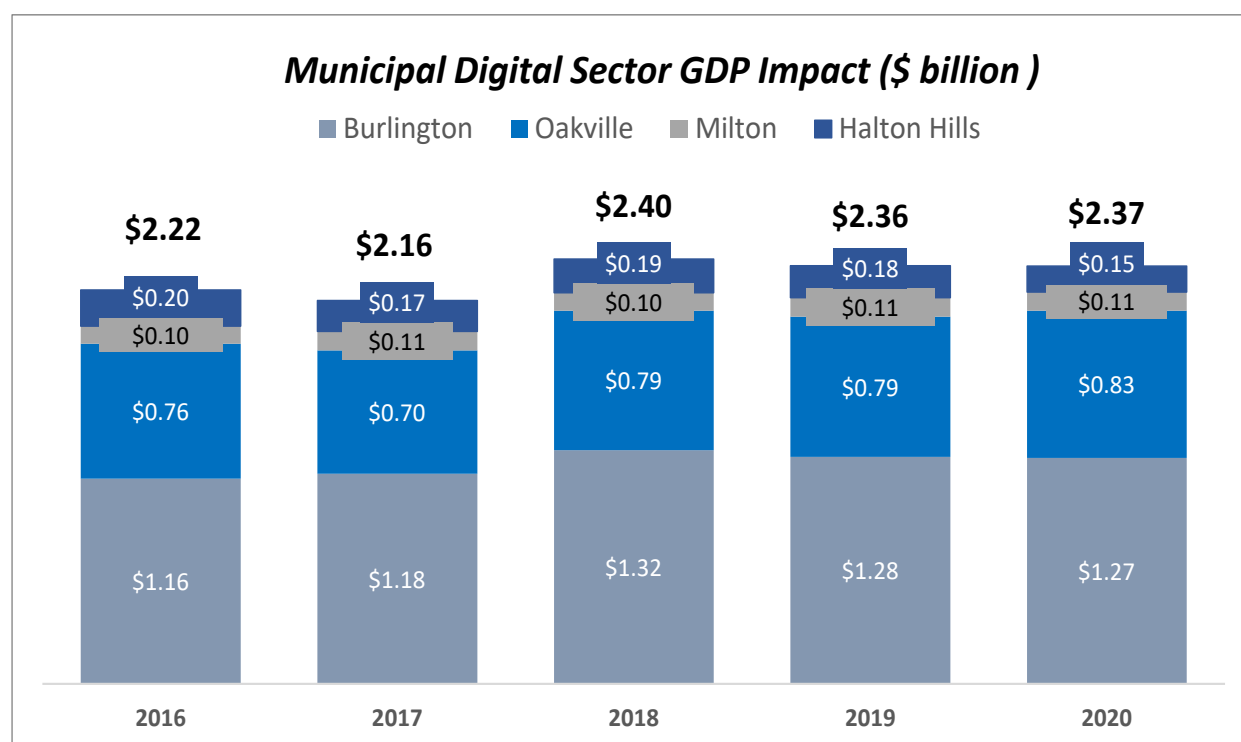


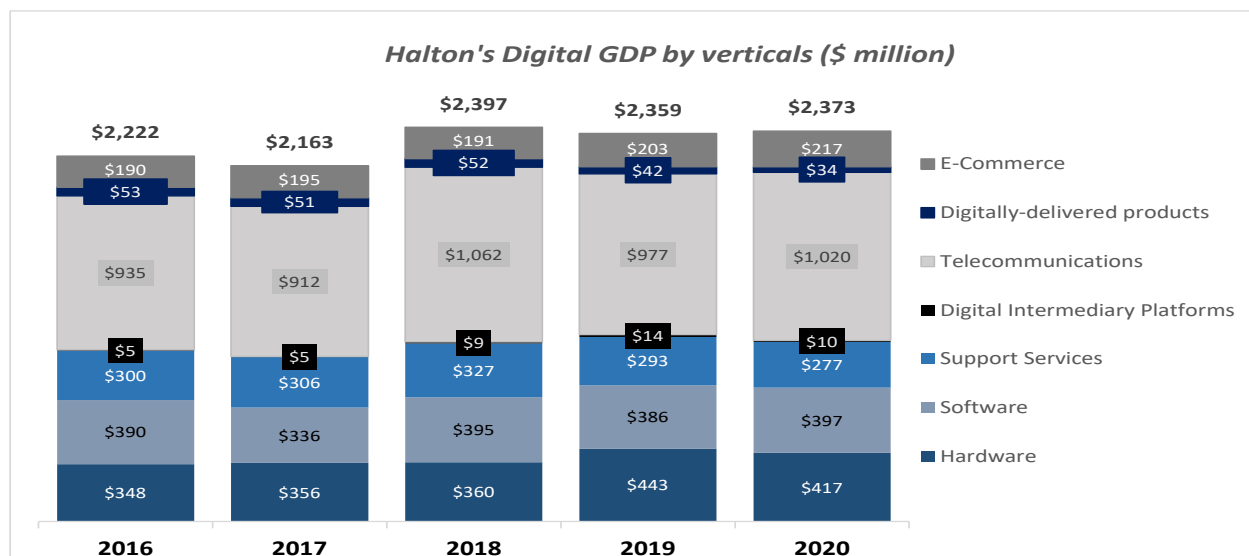
Figure 18: Municipal Digital Sector GDP Impact (Direct + Indirect + Induced)

Source: Nordicity's calculations based on Halton Employment Survey, Statistics Canada Data & Digital Supply -Use Tables

### Halton Region Digital Sector GDP Mix

To better understand the economic trends that steered the performance of Digital Sector in 2016-2020, the total Digital GDP component was broken down by verticals. The contribution of each vertical to the Halton's digital economy (GDP) is described in Figure 19 below.

Halton Region, a prominent manufacturing centre in North America, boasts of a rich innovation ecosystem focused on advanced manufacturing firms in automotive, steel, and materials. In addition, Halton's manufacturing base supports the technology clusters (ICT, cleantech, fintech, e-commerce, etc.) thriving in the region.



**Figure 19: Halton's Digital Sector GDP Impact (Direct + Indirect + Induced) by verticals/ sub-sectors**

Source: Nordicity's calculations based on Halton Employment Survey, Statistics Canada Data & Digital Supply -Use Tables.

Note: A detailed account of Digital GDP impact by verticals for the four municipalities is presented in Appendix D.

The hardware segment/ICT manufacturing of Halton's Digital economy remained robust during 2016-2020 with its total contribution to Halton's GDP increasing from \$348 million (2016) to \$417 million (2020). This performance occurred despite the worldwide shut down of manufacturing units and supply chain disruptions which adversely impacting production and trade of hardware or ICT goods.

The shutdown of manufacturing units in the east Asia – the world's ICT manufacturing hub, in 2020, triggered an increase in component prices by 2-3% due to shortage of supplies <sup>42</sup>. This surge in input prices also caused the increase in the prices of finished hardware goods, further accentuated by a fall in production of ICT hardware, including computer, communication, and electronic equipment/components. However, despite this global slowdown, Halton's Digital hardware sector registered 4.6% growth (CAGR) in 2016- 2020.

A major portion of this growth was driven by Burlington, which contributed \$353 million in 2020 to the hardware sector, exhibiting a growth of 3.3% (CAGR) from its contribution in 2016 (\$310 million). Oakville was second to Burlington with a \$64 million contribution to GDP in 2020. Milton & Halton Hills both had positive but small contributions to Halton's Digital hardware GDP in 2016 (\$1.1 million, and \$696 thousand, respectively), however, these were reduced substantially (by over 60%) in 2020 (\$6K & \$15K)

The software development segment of Halton's Digital Economy contributed \$397 million to Total Digital GDP in 2020 exhibiting a growth of 0.5% CAGR from 2016 (\$390 million). Oakville led the development of software services in 2016 (\$202 million) and remained the top contributor in 2020 with a total GDP impact of \$197 million. Burlington's contribution to Halton's software segment exhibited a steady growth of 5.25% (CAGR), increasing from \$142 million (2016) to \$174 million in 2020. Milton's software segment showed a steady increase in its GDP contribution from \$11.7 million in 2016 to \$14 million in 2020 whereas Halton Hill's contribution declined from \$34.8 million in 2016 to \$12.1 million in 2020.

Support Services contribution to digital GDP declined by 2% in Halton region. A similar downward trend was observed in Burlington, Halton Hills, and Milton where the support services GDP contribution declined by 4.6% 7.1% and 14.8%, respectively. Oakville emerged as an exception with an increase in support services GDP: from \$107 million in 2016 to \$123 million in 2020, exhibiting a growth rate of 3.4% CAGR.

Telecoms also emerged as a resilient sector in the Halton Region amidst the economic downturn triggered by the spread of Covid 19. While the demand for telecommunication services took a hit from its business customers due to derailment of sectors like travel, tourism & hospitality, and closure of businesses, households have seen a surge in demand. Mandatory work from home and streaming as the safest means of entertainment, have strengthened the demand for broadband services. As a result, the GDP contribution of telecommunications sector increased from \$935 million in 2016 to \$1020 million 2020, exhibiting a compound annual growth rate of 2.2%. In 2016-2020, the growth of the telecom sector in Milton and Burlington were among the highest with 4.6% and 4.2 % respectively. Oakville exhibited a modest growth of 1.3% during the same period. Halton Hills, however, experienced decline in the telecom sector with its contribution decreasing from \$130 million in 2016 to \$97.8 million in 2020.

Digitally delivered products included in the analysis were products created and delivered (either to intermediaries or final consumers) in digital format by finance & insurance industries and arts & entertainment and recreation sectors - including gambling industries. While digital financial services witnessed a growth in its contribution to GDP, the non-depository credit intermediation services, entertainment, and gambling industry have experienced steady decline in the region during 2016 -2020. As a result, the contribution of this vertical to Halton's digital economy declined from \$53 million (2016) to \$34 million (2020). The rate of decline was greater in 2020, possibly because the arts & entertainment sector took a huge hit during the peak of Covid crisis. A similar trend was observed in other municipalities, where the contribution of digitally delivered products declined in all years during 2016-2020.

Finally, Halton region's e-commerce and digital intermediary services sub-sectors exhibited substantial growth during 2016-2020. While e-commerce grew at a compound annual growth rate of 3.4 %, the digital intermediary services exhibited substantial growth of 21.2% (CAGR) during 2016-2020. The peer-to-peer services intermediated by digital intermediary platforms such as Airbnb, Uber, etc. facilitate transactions in goods and services. These platforms have become increasingly popular and have witnessed exponential growth in last few years. In 2020, Burlington and Oakville contributed \$3 million each in Digital Intermediary platforms followed by Milton (\$2.3 million) and Halton Hills (\$1.2 million). All four municipalities registered over 15% growth in this subs-sector during 2016-2020.

## Appendix C: Halton Region Digital Sector Employment

In 2016 the Halton Digital sector employed 16,216 FTE (Full Time Equivalent) employees, referred to as “employment”, which increased to 16,384, a modest average increase of 0.26% per year as shown in Figure 20. As a result, the share of digital employment in Halton’s over all economy remained the same at around 7.2% during the study period.

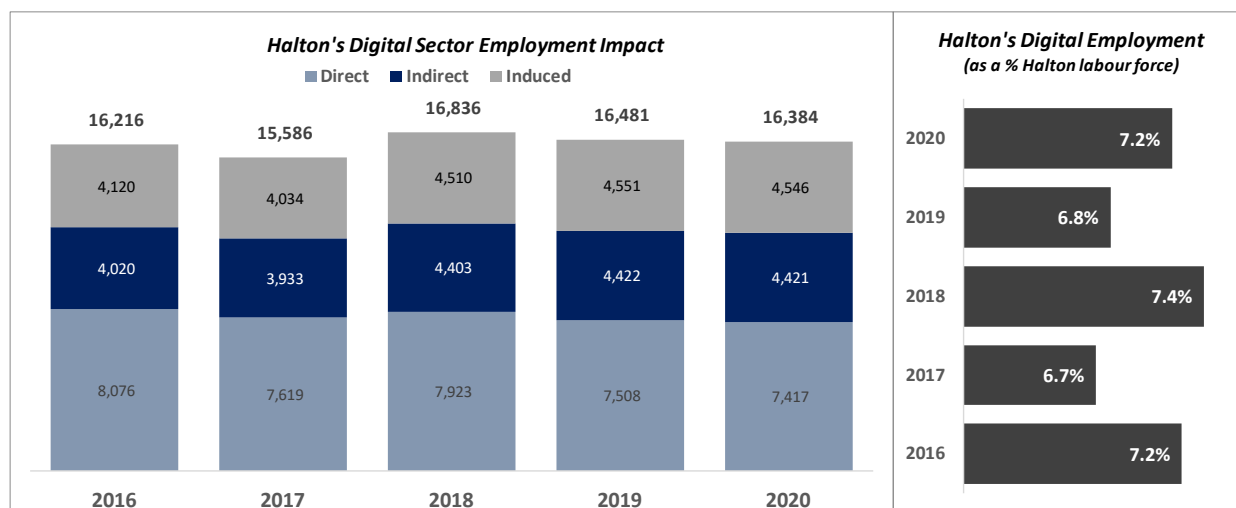


Figure 20: Halton’s Digital Sector Employment Impact (Direct + Indirect + Induced) & Digital Share

Source: Nordicity’s calculations based on Halton Employment Survey, Statistics Canada Data & Digital Supply -Use Tables

As shown in Figure 21, Burlington with an average 55% share in Halton’s employment impact, exhibited a modest growth of 0.84% by increasing from 8,599 FTEs in 2016 to 8,890 FTEs in 2020.

Following a similar growth trend, Oakville’s FTEs increased from 5,535 in 2016 to 5,757 in 2020, constituting on an average 34% of Halton’s employment impact. Whereas Milton and Halton Hills constituted about 4% and 7% of Halton’s Employment impact, respectively.

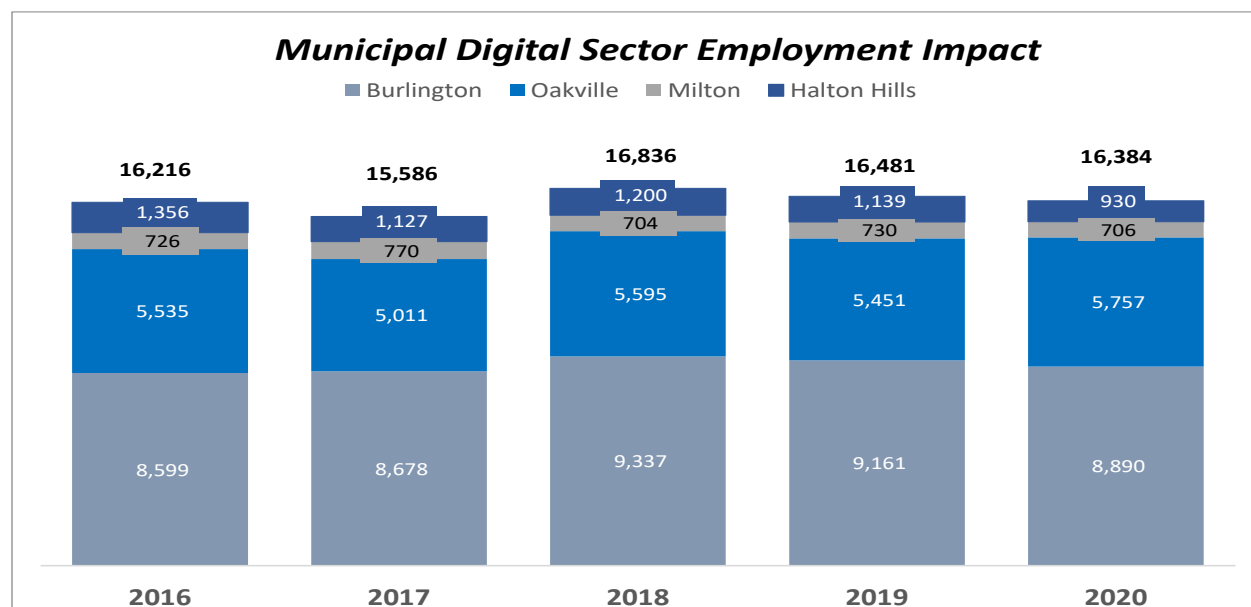


Figure 21: Municipal Digital Sector Employment Impact (Direct + Indirect + Induced)

Source: Nordicity’s calculations based on Halton Employment Survey, Statistics Canada & Digital Supply -Use Tables

## Halton Region Digital Sector Employment Mix

Halton's ICT sector employment impact by vertical/sub-sector is shown in Figure 22 below. Telecommunications, Software, and Hardware have been major contributors to employment to Halton's Digital sector. While the share of digitally delivered products and support services declined during 2016-2020, the share of e-commerce exhibited a modest growth of 1.1% during the same year. Digital Intermediary platforms, yet again emerged as a vertical/sub-sector with the highest growth potential with a compound annual growth rate of 15.2%.

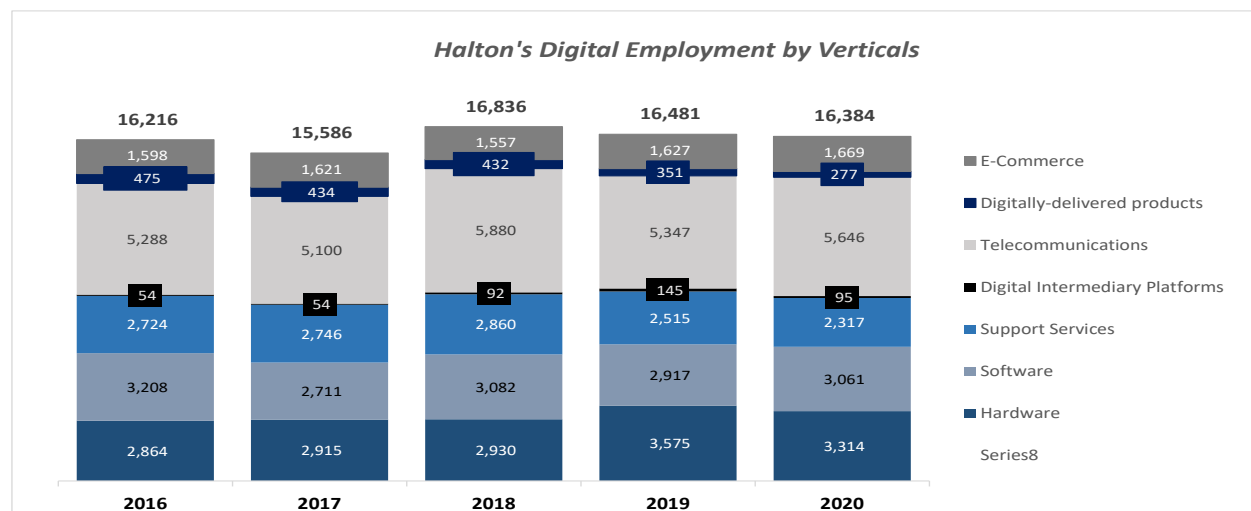


Figure 22: Halton's Digital Sector Employment Impact (Direct + Indirect + Induced) by verticals/sub-sectors

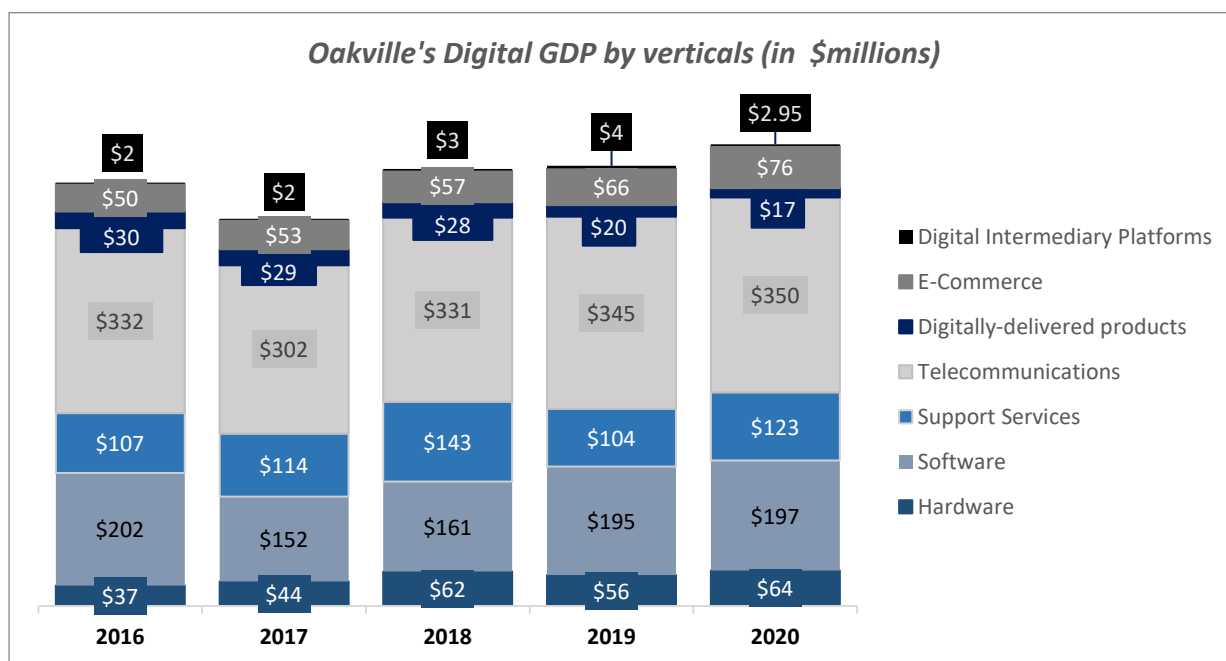
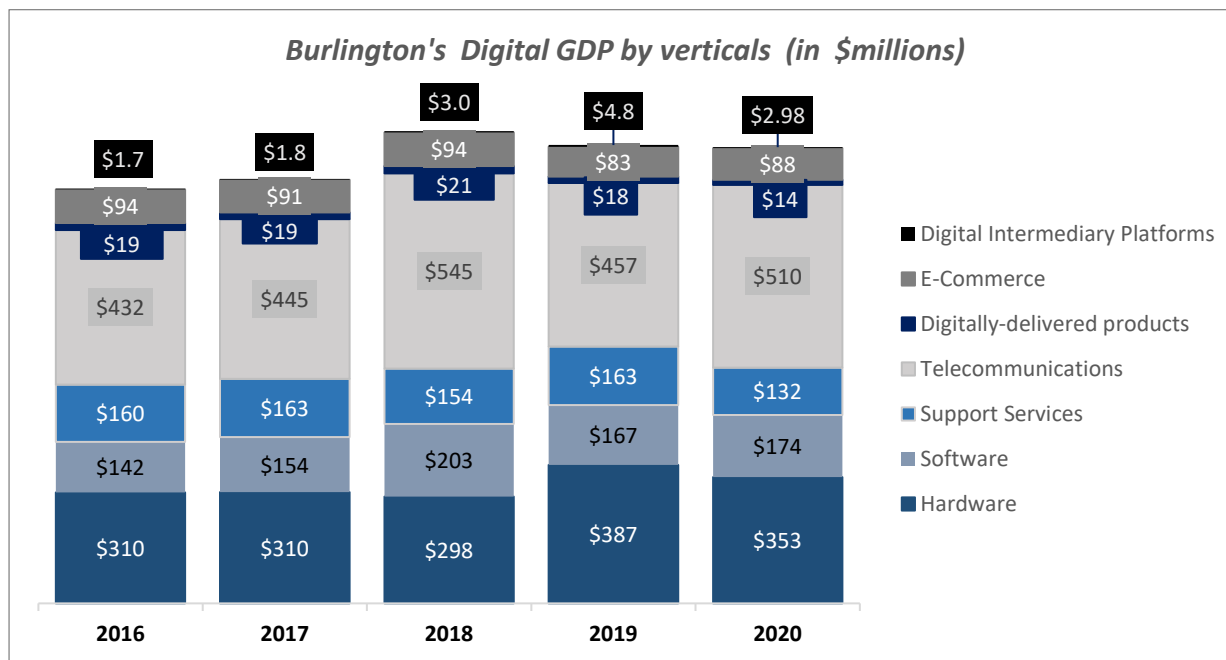
Source: Nordicity's calculations based on Halton Employment Survey, Statistics Canada Data & Digital Supply-Use Tables

A detailed account of Digital Employment impact by verticals for the four municipalities are presented in Appendix E.

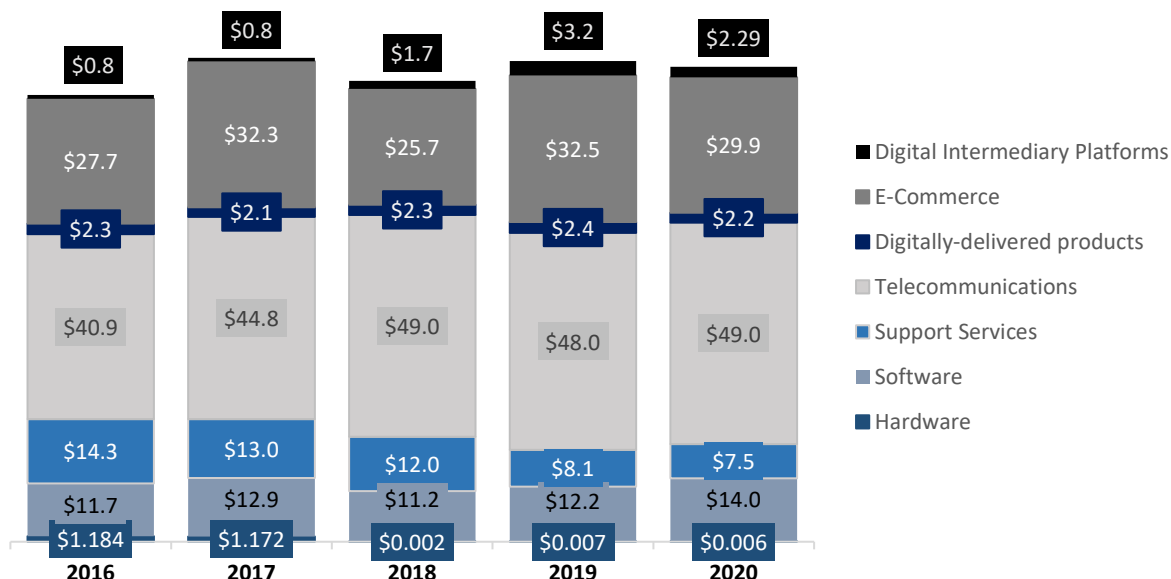
Of the four municipalities, Burlington contributed most towards employment in the hardware sub-sector, constituting an average share of 86% at a compound annual growth rate of 2.42%. Burlington also registered positive employment growth in the Software (3.57%) and Telecommunications (3.69%) sub-sectors. While Oakville exhibited substantial compound annual growth in its Hardware (13.9%), E-commerce (9%) and Digital Intermediary Platforms (9%) sub-sectors, in Milton growth occurred in Software (3.05%), Telecommunication (4.07%), and Digital Intermediary Platform (24.82%) sub-sectors of its digital economy.

Finally, for Halton Hills, E-commerce and Digital intermediary platforms were the sub-sectors with a positive annual growth of 1.2% and 27.9%. The steep decline in employment for some sub-sectors like hardware in Milton & Halton Hills could be the result of the economic meltdown caused by Covid Crisis. The prolonged lockdown in the region could have caused temporary & even permanent shutdowns of specific businesses leading to decline in employment in these sub-sectors.

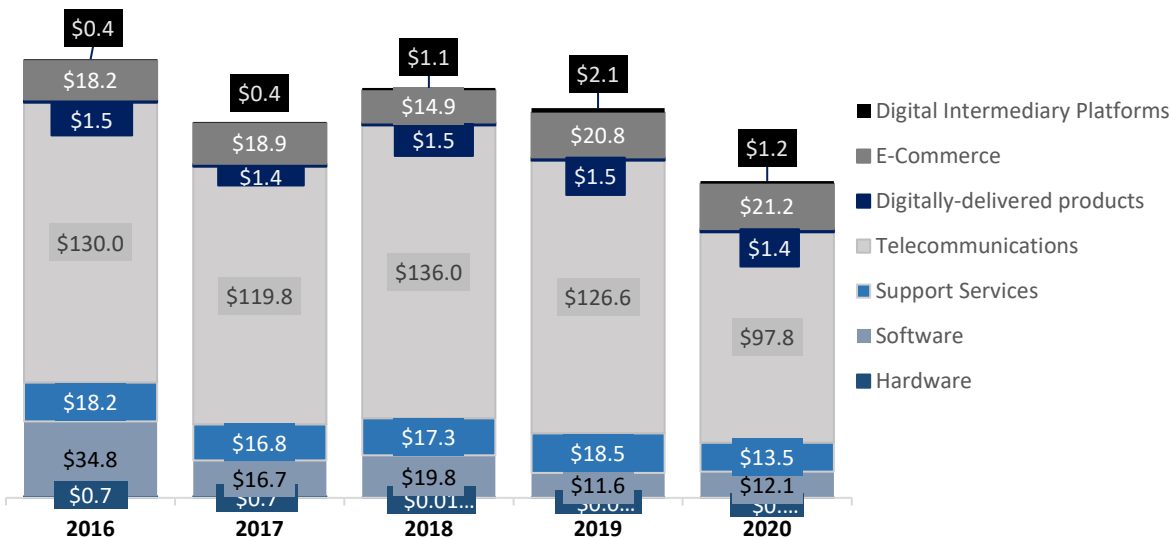
## Appendix D: GDP Impact by Verticals



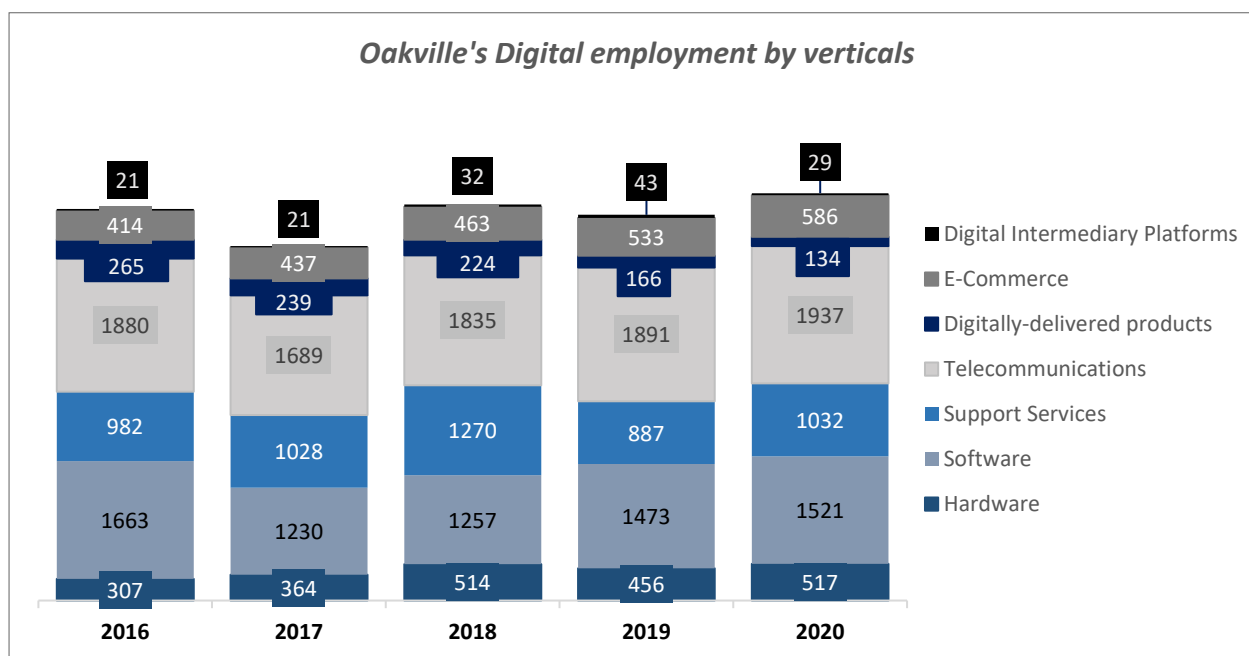
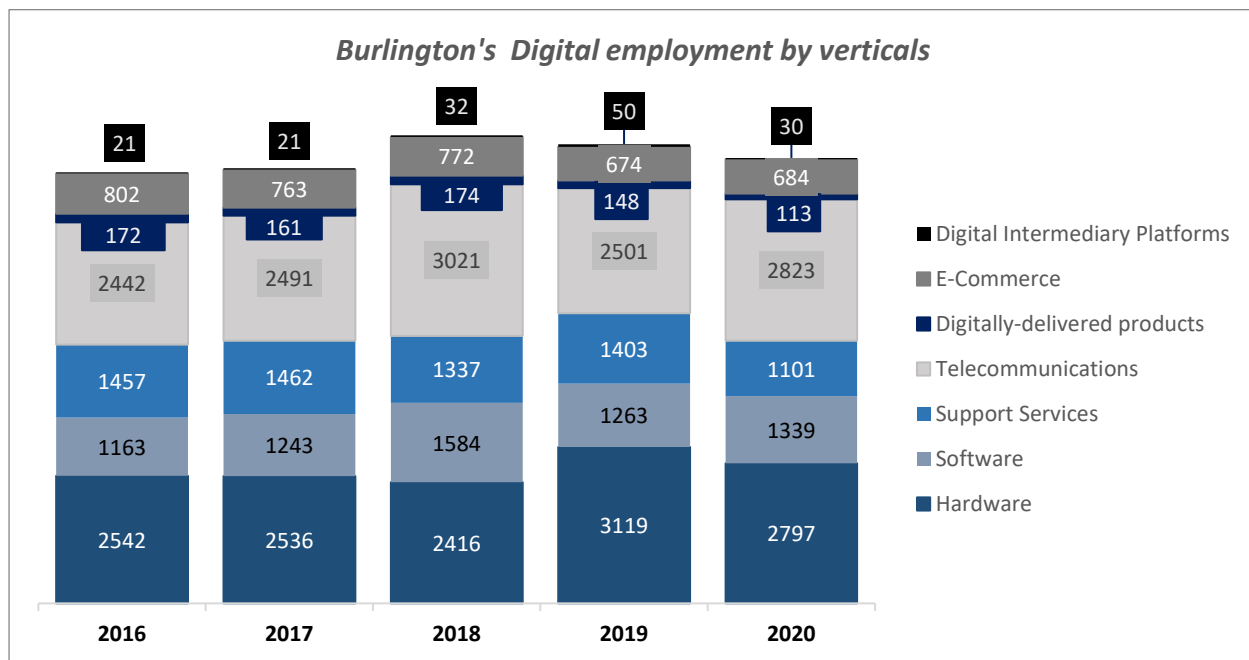
*Milton's Digital GDP by verticals (in \$millions)*



*Halton Hills' Digital GDP by verticals (in \$millions)*

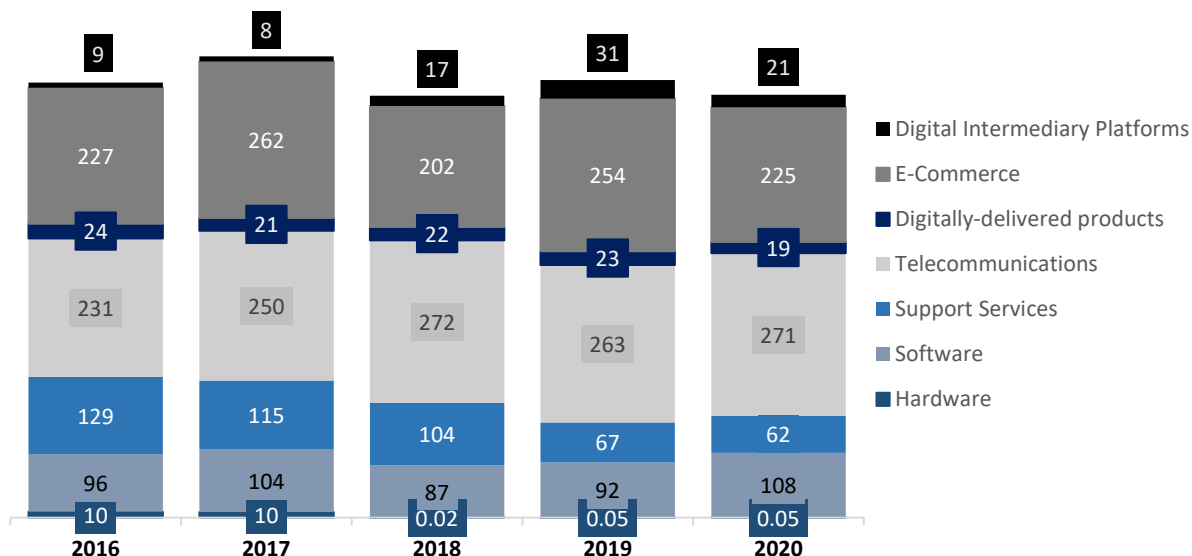


## Appendix E: Employment Impact by Verticals

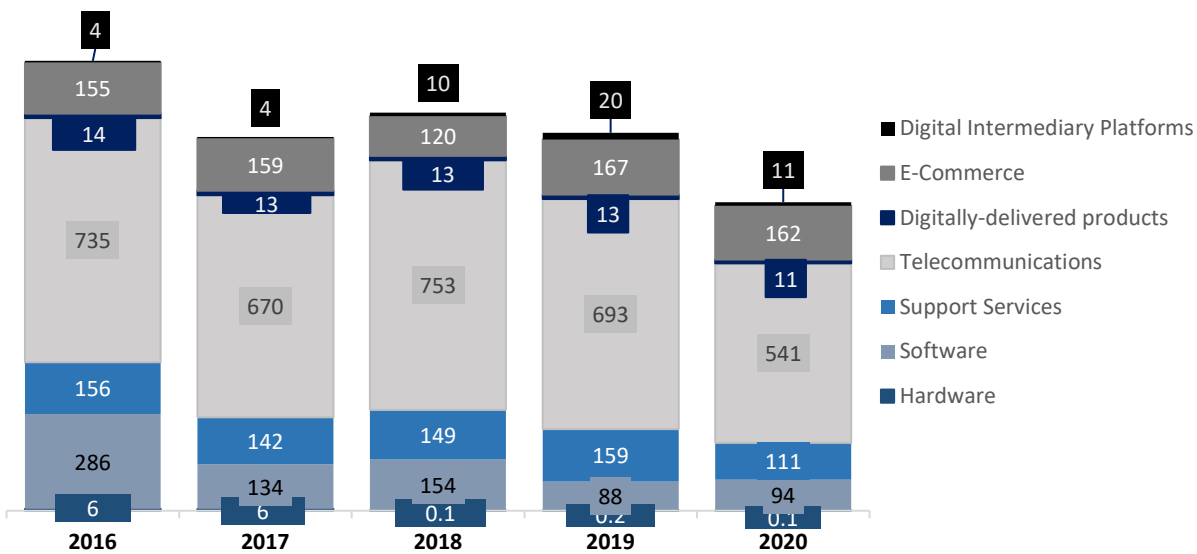




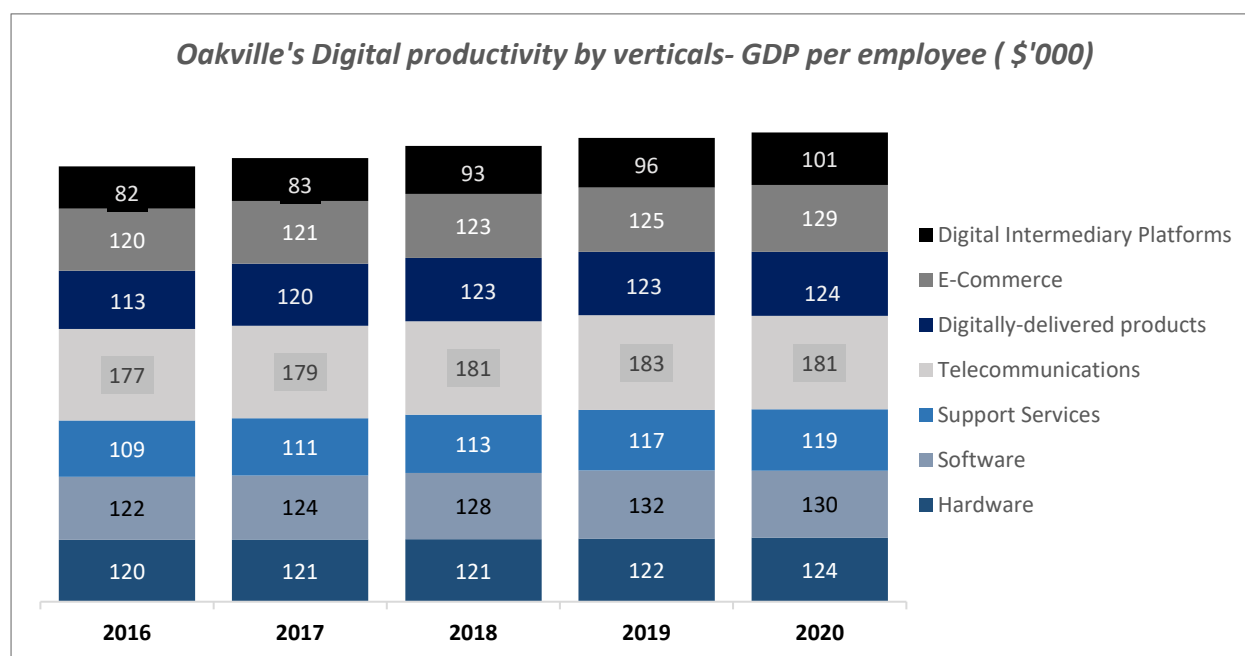
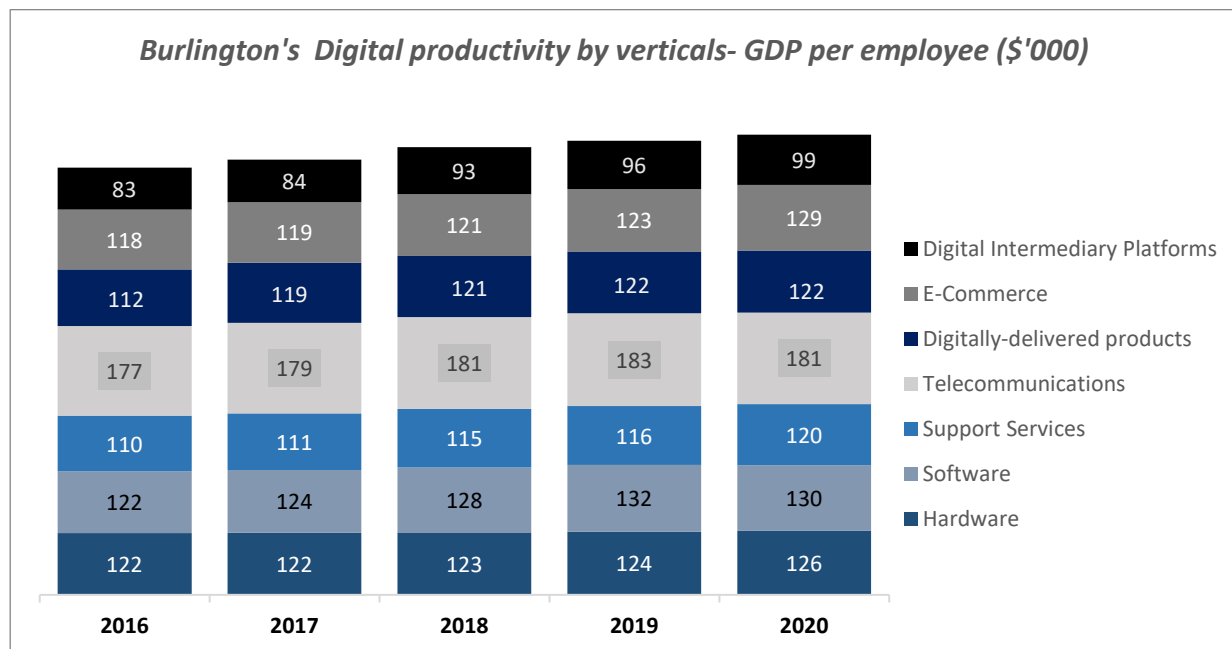
*Milton's Digital employment by verticals*



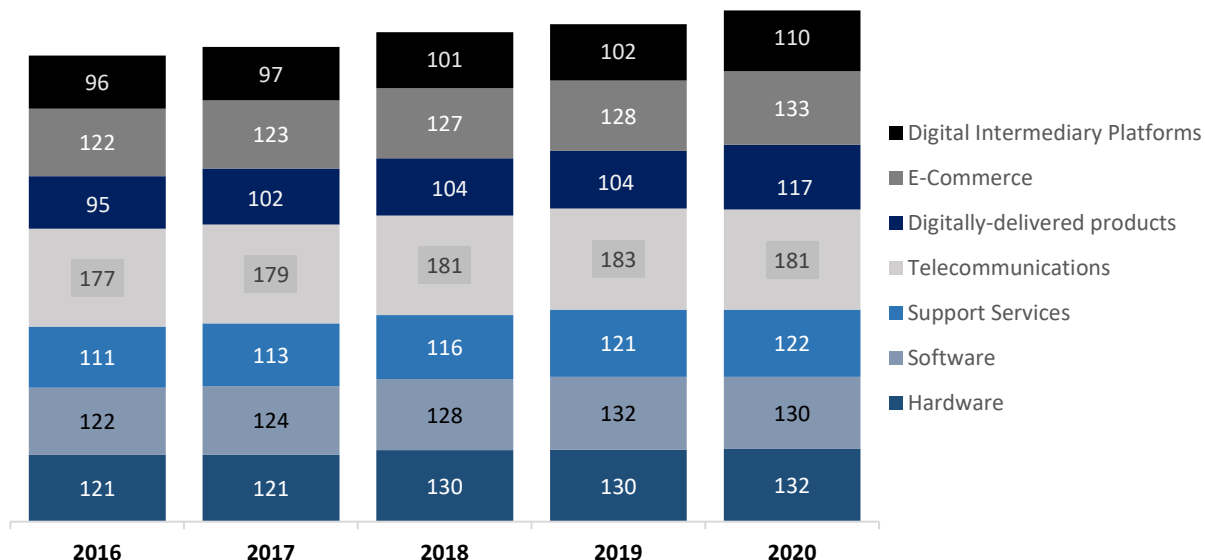
*Halton Hills' Digital employment by verticals*



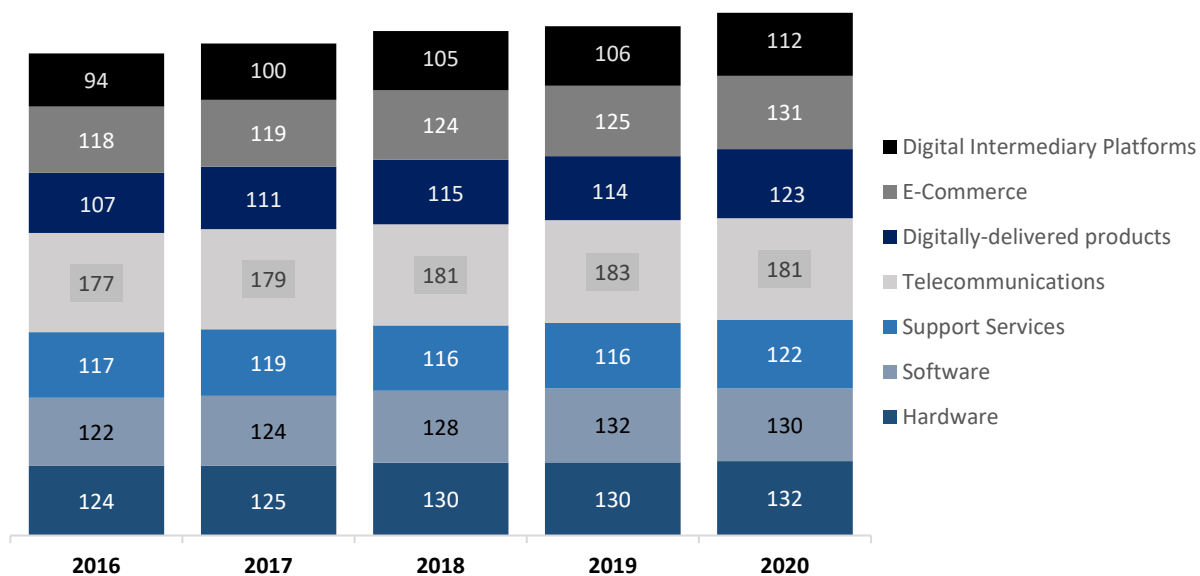
## Appendix F: Productivity Impact by Verticals



*Milton's Digital productivity by verticals- GDP per employee ( \$'000)*



*Halton Hills' Digital productivity by verticals -GDP per employee ( \$'000)*



## Appendix G: 5G Use Cases by Sector

To understand the magnitude and timing of the economic impact 5G adoption and use, we analyzed the following 19 economic sectors of Halton Region and its municipalities.

- a) Accommodation and Food Services
- b) Admin. & Support, Waste Management Services
- c) Agriculture, Forestry, Fishing and Hunting
- d) Arts, Entertainment and Recreation
- e) Construction
- f) Educational Services
- g) Finance and Insurance
- h) Health Care and Social Assistance
- i) Information and Cultural Industries
- j) Manufacturing
- k) Mining, Quarrying, and Oil and Gas Extraction
- l) Other Services (except Public Administration)
- m) Professional, Scientific and Technical Services
- n) Public Administration
- o) Real Estate and Rental and Leasing
- p) Retail Trade
- q) Transportation and Warehousing
- r) Utilities
- s) Wholesale Trade

We modelled the impact of 5G applications (**5G benefit drivers**) to demonstrate their economic impact on the 19 economic sectors in terms of GDP, jobs and productivity improvements.

Adoption and use of 5G technologies will revolutionize and transform existing economic sectors and industries. The 5G capabilities including eMBB-Enhanced Mobile Bandwidth, mMTC-Massive Machine Type Communications, and uRLLC-Ultra-reliable and Low-latency Communications will enable applications that will drive productivity improvement and new demand for products and services resulting in new (incremental) revenue (demand) streams in the above listed 19 economic sectors. The 5G applications their estimated impact on new revenues generation in the Region's economy are shown in Table 7 in Section 6.3 above.

These applications will support a variety of use cases that will drive economic growth in the future and increase cross-industry benefits by enabling revolutionary technical abilities. For example, as shown in Table 7 the Artificial Intelligence, Cloud Computing, and Internet of Things (IoT) will generate revenue multiplier effect to the magnitude of 0.364%, 0.185% and 0.381% respectively and hence will be the major contributors of the economic benefits in the Region's 19 economic sectors. For these sectors about \$12.4 billion new revenues are estimated in the next 15 years, representing \$598 million with 5G initial rollout in 2022 (assumed), increasing at rate of 4.6% per year to \$1.26 billion by 2036, as shown in Figure 12 in Section 6.3 above. Top three 5G applications that will account for over 80% of the forecasted 12.4 billion revenues include **Artificial Intelligence (34%)**, **Cloud Computing (32%)** and **Inter-connected Smart Devices and IoTs (16%)**, as shown Figure 13 in Section 6.3 above.

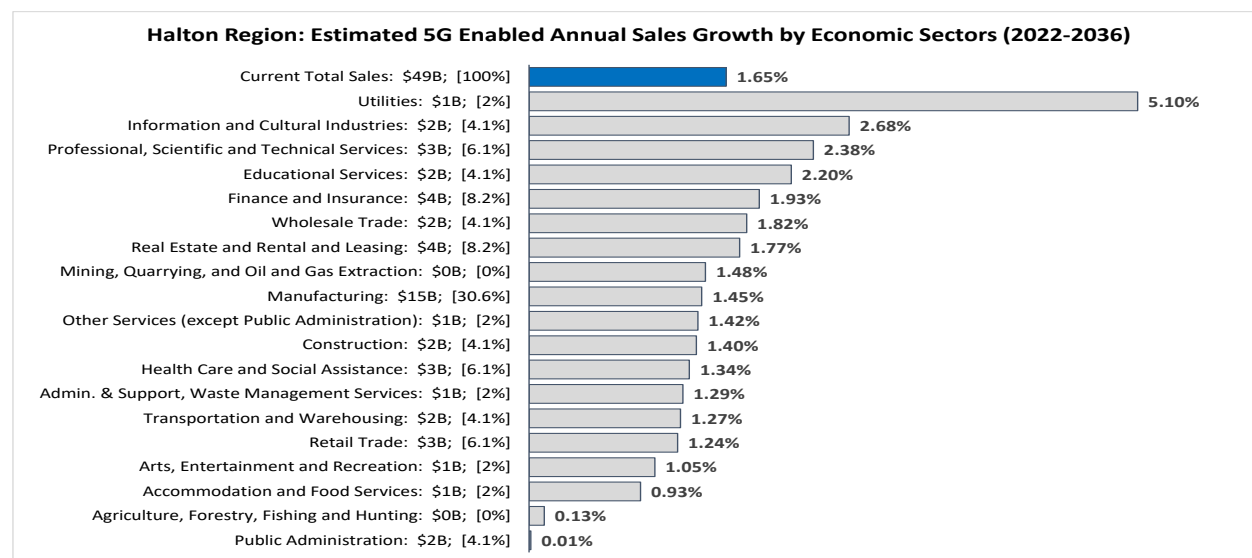
In 2020 total revenues generated in the Region by the 19 economic sectors are estimated to be \$48.95 billion, manufacturing being the largest with is share of 30.7% (\$15.03 billion), followed by Real Estate 8.3% (\$4.03 billion), and others as shown in Table 9 below.

**Table 9: Halton 2020 Revenues Mix by 19 Key Economic Sectors**

Halton's Key Economic Sector	Current Sales (2020)	
	Amount (\$ billion)	Share
Manufacturing	15.03	30.7%
Real Estate and Rental and Leasing	4.08	8.3%
Finance and Insurance	4.01	8.2%
Retail Trade	3.19	6.5%
Professional, Scientific and Technical Services	2.97	6.1%
Health Care and Social Assistance	2.70	5.5%
Educational Services	2.42	4.9%
Wholesale Trade	2.31	4.7%
Public Administration	2.07	4.2%
Information and Cultural Industries	1.93	3.9%
Construction	1.82	3.7%
Transportation and Warehousing	1.61	3.3%
Utilities	1.24	2.5%
Other Services (except Public Administration)	1.13	2.3%
Accommodation and Food Services	0.96	2.0%
Arts, Entertainment and Recreation	0.53	1.1%
Admin. & Support, Waste Management Services	0.52	1.1%
Agriculture, Forestry, Fishing and Hunting	0.35	0.7%
Mining, Quarrying, and Oil and Gas Extraction	0.08	0.2%
<b>Total</b>	<b>48.95</b>	<b>100.0%</b>

The \$12.4 billion incremental revenue estimated to be enabled by 5G application, represent an annualised average of \$809 million per year (representing a compound growth rate of 1.65%) to the \$48.95 billion revenues currently generated by the businesses in the Region.

While all 19 sectors in the Region will benefit from the 5G applications, the greatest impacts (over 2% annual increase in revenues) will occur in certain sectors such as *Utilities*, *Information and Cultural Industries*, *Professional, Scientific and Technical Services*, and *Educational Services* - the revenue growth effect of 5G technologies will vary across sectors ranging from 0.01% to 5.10%, as shown Figure 23 below.



**Figure 23: Halton Region: 5G Enabled Annual Sales Growth by Economic Sectors**

Source: Nordicity's projections based on Baseline modelling, Statistics Canada Data on emerging technology adoption rates

The basis of our estimates for 5G related revenue growth impacts as shown in Figure 23 above is explained below for the Region's 8 key economic sectors: "**Manufacturing**", "**Real Estate**", "**Utilities**", "**e-Health**", "**Trade**", "**Transportation**", "**Information, Culture & Education**", and "**Finance & Insurance**".

## Manufacturing

Manufacturing is the Region's largest sector representing 30.7% (\$15.03 billion) of the total revenues in 2020. While the Canadian manufacturing sector has declined in recent years as production has been 'off-shored' to low labour cost plants, Halton's manufacturing sector remained steady - powered by sectoral expansion in Burlington, and Oakville. In this context, the 5G technology represents an opportunity for Region's manufacturing sector to increase efficiency and competitiveness by facilitating the digitization of factories. 5G technologies will be instrumental in the evolution of next generation of advanced manufacturing systems e.g., **Industry 4.0**. For example, most of the factory processes, controls, and machines are currently connected through a wired local area network to ensure the reliability of operations. However, wired connectivity alone is not sufficient to address the needs of applications generated by emerging mobility technologies such as guided vehicles, robotics, and drones. Therefore, 5G communications capabilities will be the key enabler for transformation of Industry 4.0 manufacturing processes. That is, *with billions of sensors, machine-controlled robots, and autonomous logistics, all capable of communicating and operating remotely in real-time via 5G networks, manufacturers can achieve massive productivity gains.*<sup>43</sup>

In other words, connected drones, remote robotics, teleoperated driving vehicles, and VR/AR applications enabled by 5G networks will further increase the precision, quality, flexibility of manufacturing facilities. Similarly, various combinations of teleoperated vehicles, remote control robotics and AR/VR applications will significantly reduce costs, increase productivity, and improve on safety in manufacturing industries.

## Real Estate

With its 8.3% (\$4.08 billion) share in the Region's 2020 total revenue output, the Region's Real Estate appears to be its second major economic sector – also exhibiting the second highest GDP growth rate of 4.38% in 2016-2020. High growth momentum places this sectors in a unique position to gain from digital transformation to be enabled by 5G network deployments. Commercial real estate investors can benefit from leasing space within and on the building envelop, particularly in larger cities. While 4G and previous generations relied on large cell towers, 5G will transmit from many smaller cell towers which telecoms can place on rooftops, inside buildings and on vertical surfaces. The Covid19 crisis imposed several setbacks on the commercial real estate sector with reduced occupancy, new safety regulations, closure of associated business leasing to delay in payments. For this severely impacted sector, the rollout of 5G can present several revenue generating opportunities when the workforce returns to offices.

Besides commercial real estate, residential estate is also set to gain from 5G revolution in form of **connected homes**. Smart Homes with "connected" fixtures and appliances will redefine the way of living. From automatic detection of damage on roofs to reminders for gutters maintenance and grocery refills will improve efficiency around maintenance of property. 5G will support tech and amenities that enhance the occupier experience and strengthen cyber and business security.

**Big data analytics** will enable smooth collection and management of data around transactions in this sector. Real estate agents, builders and property managers will have unprecedented access to usage analytics. **Virtual Reality** will provide more engaging virtual reality tours that will help buyers looking to buy properties in distant locations, including holiday homes in remote & rural areas. As result one can

expect a surge in demand for properties in less dense areas, making them lucrative & cost-effective options for those who can live and work in remote setups.

### Utilities

Utilities represented 3.4% of the Regions' 2020 GDP, increasing from \$46.9m (2016) to \$501 million (2020) according to our estimates. The sector exhibited a very high GDP growth (24.3%) between 2016 and 2020 primarily driven by its robust performance in Oakville (60% GDP growth) and Halton Hills (27% GDP growth).

Current wireless technologies have enabled the introduction of smart meters and smart grid applications to a certain extent. However, the reliability and latency requirements for certain operations – such as switching electricity sourcing to lowest cost suppliers in real-time e.g. solar to wind according to demand, is currently not offered by current wireless networks.

Utilities are currently faced with rising costs due to increasing system complexities while at the same time, lack the necessary automation tools and real-time preventive controls. 5G can enable **remotely-connected machine intelligence** to real-time preventive control systems. This combined with **connected drones**, and **smart IoT** will enable a significant reduction in costs that can be transferred towards consumer welfare. Furthermore 5G will offer a platform to use civic and energy resources more efficiently and reliably through smart cities and smart grid applications.

5G will facilitate better waste management with applications such as pay-as-you throw digital tracking which monitors and charges for a solid waste disposal using digital technologies and hence reduce the volume of solid waste. The sensors and analytics on water networks can also be used by utilities to manage water resources efficiently thereby reducing water leakages.

### e-Health

Healthcare represented 7.3% of the Region's 2020 GDP. The rapid increase in communication technology - adopted by the health sector during the COVID-19 pandemic has laid the foundation for the future of health by enabling several avenues of remote care.

Continuous and **real-time communication** between doctors and patients enhanced by use of 5G technologies, can greatly reduce number of hospital visits and length of hospital stay for patients. This will in turn allow cost savings for patients and better time management by doctors resulting in improved health outcomes.

Advanced technologies like **AI, IoT and big data analytics** showed potential for growth under current Covid crisis. For example, Internet of Things (IoT) are widely used in current pandemic situation by epidemiologists in the process of tracing contacts of infected people, monitoring and managing infected patients who need to quarantine themselves at home, provisioning medical check-ups and remote monitoring of non-infected patients with chronic conditions. This has enabled faster and more accurate collection and sharing of health information both among health systems and between healthcare providers and patients.

While the existing wireless network technologies have enabled a connected health ecosystem comprising of doctors, patients, and health facilities, access to specialized health services such as surgical operations for patients have been a major challenge, due to lack of availability of doctors (surgeons) and fully equipped health facilities in remote and rural areas. 5G can address these challenges by enabling applications such as **remote diagnosis, remote imaging, and remote surgery**, as they require a very low latency to support reliable audio and video operations.

*“Moreover, the haptic feedback enabled by various sensors located on the surgical equipment is also needed in remote surgery such that the surgeons can feel what the robotic arms are touching for precise decision-making...it is haptic feedback that requires the tightest delay requirement with the end-to-end round-trip times (RTTs) lower than 1ms .”<sup>44</sup>*

5G networks connected to region’s health service centres will enable these applications and vastly increase access to specialized services for residents in rural and remote areas.. 5G-enabled applications promise significant cost savings by reducing the need for transportation and accommodation of patients from rural areas in metropolitan health centres and by enabling better scheduling and utilization of facilities, equipment, professional services in the health sector.

## Trade

The Trade sector including both wholesale and retail represented 12.7% of the Region’s 2020 GDP. Increased 5G adoption and use by consumers and businesses have enhanced their interactions - thus generating vast new commercial opportunities in sales, marketing, and after-sale customer service. Capturing and analyzing data through analytics, AI and automation have ushered new era of even more immersive shopping experiences. Retailers using online platforms are better able to guide consumers’ preferences by pushing personalized ads / offers to their virtual accounts. **Augmented Reality (AR)** allows the customer to visualize the item they wish to shop in a personalized setting. For example, many online furniture stores allow the customer to visualize the furniture item in their room settings, thereby improving the shopping experience and encouraging purchase. Consumers will be able to use high-speed mobile data to have “any time access” to online shopping from the comforts of their home without having to travel to nearby stores for making purchases.

## Transportation

Transportation represented 2.7% of the Region’s 2020 GDP. The low latency and reliability features of 5G networks will enable major transformations in the transportation sector currently not possible with existing wireless network technologies. For example, while current wireless technologies can provide on-demand information and vehicle-to-vehicle information, **fully autonomous vehicles**, and **fleet platooning** require the ultra-reliability and low latency offered by 5G technology.

The operation of fully autonomous vehicles - in parallel with the roll out of 5G wireless networks, promises to ensure significant improvements in road safety and traffic efficiency as part of a major transformation in the transport infrastructure. Driverless vehicles will require instantaneous and reliable access to data from other vehicles and the surrounding environment to safely automate decisions such as secure spacing between and passing other vehicles.

Fully autonomous vehicles will enhance the productivity of all other sectors that involve vehicle operations, such as warehousing, and particularly mining, construction, manufacturing, health, and so forth. 5G technology will enable advances in e-Transportation that will foster social benefits by making transportation safer as well as making it more accessible for the disabled and elderly populations.

## Information, Culture and Education

The Information, Culture and Education sectors combined represented 14% of the Region’s 2020 GDP. With 5G, we expect the demand for IT solutions to grow beyond the levels expected before Covid 19 outbreak across sectors including entertainment, gaming, over the top (OTT) platforms and Education Specific solutions such as videoconferencing, intelligent cloud computing, e-learning platforms, and heightened interest in contactless, underscores contribution of 5G technology in assisting businesses and



societies adapt and stay functional in the remote set-up. As a result, we expect wider adoption of digital solutions variously by workers, performers, students, employers, professionals alike.

5G-enabled virtual reality / augmented reality (VR/AR) applications will transform the notions of viewer and audience by enabling 'fully immersive experiences.

The distinctions between 'live' in-theatre and home viewing will be largely removed.

For example, **4K/8K** streaming and **AR/VR** to mobile devices enabled by 5G will enable a fully immersive experience for users at sporting events and live concerts.

Other major 5G applications include AR-enabled city tours, museum guides and remote learning/teaching. Overall, 5G will greatly facilitate the development of new applications and these in turn, will create new demand in this sector driven by factors such as better coverage, consistent and improved customer experience, faster time-to-market, and increased productivity.

### Finance and Insurance

The finance and Insurance sector represented 8.8% of the Region's 2020 GDP. As is the case in other sectors, 5G technology will generate incremental demand and productivity in this sector - primarily due to its ultra-reliable capability. Ultra-reliability will ensure secure, instantaneous delivery of financial transactions over wireless networks. Furthermore, instead of onsite visits, banking agents will be able to conduct remote (training, advisory, consultation, transaction handling) sessions with their client. Ultra-reliability and remote session capabilities will increase customer experience and confidence resulting in new demand and significant cost reductions in this sector. **5G-enabled AI advisers** in banks can replace human interaction with customers to help them through their banking needs. Besides banking, insurance companies and investment advisors also use 5G enabled drones to inspect & monitor insured properties to help streamline client management and reduce fraud. 5G applications are instrumental in strengthening security measures such as facial recognition while accessing high value accounts and making transactions more secure and fraud-proof.

## Appendix H: 5G Socio-economic Impact Analysis

The \$12.4 billion (worth 9.66 billion in present value) incremental revenues (demand) projected to be enabled by 5G roll out in the Region will also attract about \$2.56 billion new investment to enable 5G applications across the 19 economic sectors of the Region. About \$770 million (30%) of these investments will be made by the telecommunications sector, and the remaining \$1.79 billion will be invested by the business and industries across all other economic sectors of the Region. These investments represent the estimates for the development and commercialization of 5G-enabled technologies and applications in different economic sectors of the Region such as manufacturing, health care, energy, transportation and so forth.

This means the adoption of 5G wireless technologies in the Region will drive **new investments** to deploy 5G applications (use cases) in different business sectors, which will generate **new demand**, and **productivity improvements**.

To demonstrate economic benefits of 5G technology for the Region our estimates, based on three parallel lines of evidence: *literature review*, *benchmarking*, and *analysis*, were modelled into the following two main categories.

- **5G use case benefits** – incremental sales (demand) and economic gain ratios were developed to estimate the benefits of the development and adoption of 5G technologies in the 19 economic sectors.
- **5G Investment Impact** – investments expected by the businesses for adoptions of 5G applications for initial commercialization leading to follow-on investments for adoption on larger scales.

Accordingly for 19 impacted sectors, we developed the cash flow forecasts (incremental revenues and investments) for the 15-year period (2022-2036). As shown in Table 10, the 5G use case cash flows were estimated based on multiplier ratios developed based on the parallel lines of evidence: literature review, historical data on sales, adoption & use of emerging 5G technologies, and an estimation of the factor to determine economic benefits attributable to 5G technologies.

**Table 10: 5G Use Case Industry Revenue Impact in Halton Region**

Impacted Driver	Incremental Demand	Explanation
<b>Impacted Variable (15 Year - Present Value)</b>	<b>Revenue: \$847 B</b>	<b>A</b>
5G Adjustment factor	1.1%	<b>B</b>
Success rate (assumed)	100.00%	<b>C</b>
Adjusted Revenue/Productivity Factor	1.140%	<b>D = B x C</b>
GDP/Revenue Ratio	n.a.	<b>E</b>
<b>Incremental Revenue</b>	<b>\$9.66 B</b>	<b>F = A x D</b>
<b>Total Incremental Revenue</b>	<b>\$9.66 B</b>	

Based on the historical growth rate of sales for the past 10 years, total sales (demand) for impacted sectors are estimated to be \$847 billion over 2022-2036. With the adoption of 5G technologies across the impacted sector, the projected revenues are estimated to increase by additional 9.66 billion (1.14%).

To enable these incremental revenues the businesses in the Region will deploy 5G applications (use cases), which according to our estimate will result in new investment of \$2.56 billion as shown in Table 11 below.

**Table 11: 5G Investment Impact in Halton Region**

Impacted Driver	5G Tech Investment	Explanation
<b>Impacted Variable (15 Year - Present Value)</b>	<b>Revenue: \$847B</b>	<b>A</b>
5G Adjustment factor	1.1%	<b>B</b>
Average Capital Intensity	7.95%	<b>C</b>
<b>Initial Incremental Investments</b>	<b>\$0.77 B</b>	<b>D=A x B x C</b>
Follow on investment factor (assumed)	2.33	<b>E</b>
<b>Follow-on Investments (3 Yr. lag)</b>	<b>\$1.8 B</b>	<b>F = D X E</b>
<b>Total Investment</b>	<b>\$2.56 B</b>	<b>G= D + F</b>

## HALTON REGION ECONOMIC IMPACT ANALYSIS

The overall 5G-enabled economy is expected to generate total GDP of **\$12.25 billion** and **91,644** jobs in the Region in 2022-2036.

- The total GDP impact of \$12.25 billion includes the direct impact of \$6.22 billion, the indirect impact of \$2.97 billion, and the induced impact of \$3.05 billion.
- The total employment impact of 91,644 includes the direct impact of 49,103, the indirect impact of 20,752, and the induced impact of 21,788.

	Halton   Total 5G Economic Impact			
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	49,103	20,752	21,788	91,644
Gross Domestic Product (\$ million)	\$6,223	\$2,971	\$3,051	\$12,246

The total 5G GDP and employment impact as above will include 5G Investments and 5G Use Case impact. The 5G investment will generate overall GDP of **\$2.28 billion** and 18,977 jobs over 2022-2036.

- The GDP impact of \$2.28 billion includes the direct impact of \$1.02 billion, the indirect impact of \$0.62 billion, and the induced impact of \$0.64 billion.
- The total employment impact of 18,977 includes the direct impact of 10,007, the indirect impact of 4,399, and the induced impact of 4,571.

	Halton		5G Investment Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	10,007	4,399	4,571	18,977
Gross Domestic Product (\$ million)	\$1,023	\$615	\$640	\$2,279

The adoption and use of 5G technologies across the Region are expected to generate overall GDP of **\$9.97billion** and **72,667** jobs over 2022-2036.

- The GDP impact of \$9.97 billion includes the direct impact of \$5.20 billion, the indirect impact of \$2.36 billion, and the induced impact of \$2.41 billion.
- The total employment impact of 72,667 includes the direct impact of 39,097, the indirect impact of 16,353, and the induced impact of 17,217.

	Halton		5G Use Case Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	39,097	16,353	17,217	72,667
Gross Domestic Product (\$ million)	\$5,200	\$2,356	\$2,411	\$9,967

### BURLINGTON ECONOMIC IMPACT ANALYSIS

Burlington is expected to constitute 36% of Halton's 5G-enabled economy with a GDP contribution of **\$4.43 billion** and **33,466 additional jobs** in 2022-2036.

	Burlington		Total 5G Economic Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	17,512	7,779	8,175	33,466
Gross Domestic Product (\$ million)	\$2,164	\$1,118	\$1,145	\$4,427

The total 5G GDP and employment impact in Burlington, as above will include 5G Investments and 5G Use Case impact as below.

	Burlington		5G Investment Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	3,185	1,376	1,422	5,983
Gross Domestic Product (\$ million)	\$303	\$192	\$199	\$695

	Burlington		5G Use Case Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	14,327	6,403	6,753	27,483
Gross Domestic Product (\$ million)	\$1,861	\$925	\$946	\$3,732

### OAKVILLE ECONOMIC IMPACT ANALYSIS

Oakville's 5G-enabled economy is expected to generate a GDP contribution of **\$5.13 billion**, and **37,458 additional jobs** over 2022-2036, reflecting 42% of Halton's 5G driven growth.

	Oakville		Total 5G Economic Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	20,492	8,292	8,674	37,458
Gross Domestic Product (\$ million)	\$2,734	\$1,179	\$1,215	\$5,128

The total 5G GDP and employment impact in Oakville, as above will include 5G Investments and 5G Use Case impact as below.

	Oakville		5G Investment Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	4,561	2,074	2,163	8,797
Gross Domestic Product (\$ million)	\$502	\$290	\$303	\$1,094

	Oakville		5G Use Case Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	15,931	6,218	6,512	28,661
Gross Domestic Product (\$ million)	\$2,233	\$889	\$912	\$4,034

### MILTON ECONOMIC IMPACT ANALYSIS

Milton is expected to constitute 13% of Halton's 5G-enabled economy with a GDP contribution of **\$1.62 billion** and **12,397 additional jobs** over 2022-2036.

	Milton		Total 5G Economic Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	6,903	2,683	2,810	12,397
Gross Domestic Product (\$ million)	\$839	\$382	\$394	\$1,616

The total 5G GDP and employment impact in Milton, as above will include 5G Investments and 5G Use Case impact as below.

	Milton		5G Investment Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	1,350	567	588	2,505
Gross Domestic Product (\$ million)	\$133	\$79	\$82	\$295

	Milton		5G Use Case Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	5,553	2,116	2,222	9,892
Gross Domestic Product (\$ million)	\$706	\$303	\$311	\$1,321

### HALTON HILLS ECONOMIC IMPACT ANALYSIS

With a 9% share in Halton's 5G-enabled economy, Halton Hills is expected to generate a GDP contribution of **\$1.11 billion** and **8,487 additional jobs** over 2022-2036.

	Halton Hills		Total 5G Economic Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	4,376	1,994	2,116	8,487
Gross Domestic Product (\$ million)	\$524	\$290	\$296	\$1,110

The total 5G GDP and employment impact in Hilton Hills, as above will include 5G Investments and 5G Use Case impact as below.

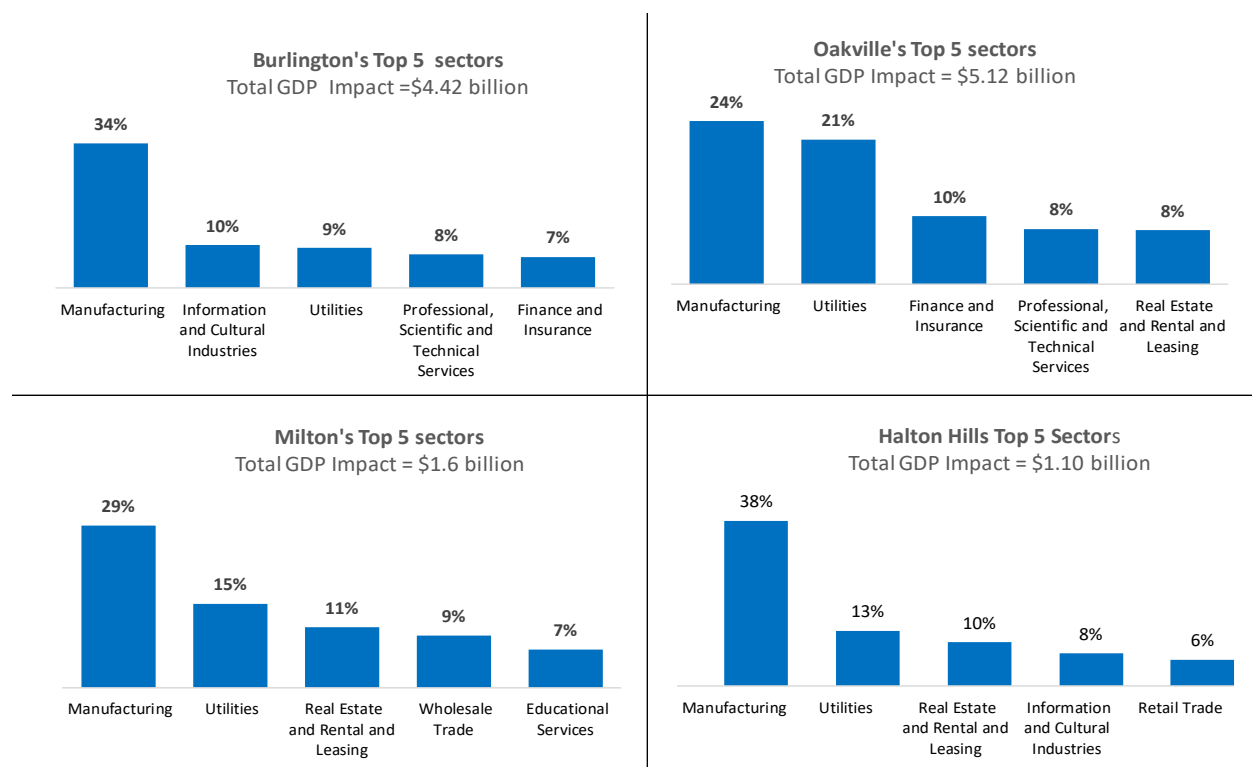
	Halton Hills		5G Investment Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	928	397	414	1,740
Gross Domestic Product (\$ million)	\$90	\$56	\$58	\$204

	Halton Hills		5G Use Case Impact	
	<i>Direct impact</i>	<i>Indirect impact</i>	<i>Induced impact</i>	<i>Total impact</i>
Employment (FTEs)	3,448	1,597	1,702	6,747
Gross Domestic Product (\$ million)	\$434	\$234	\$238	\$906

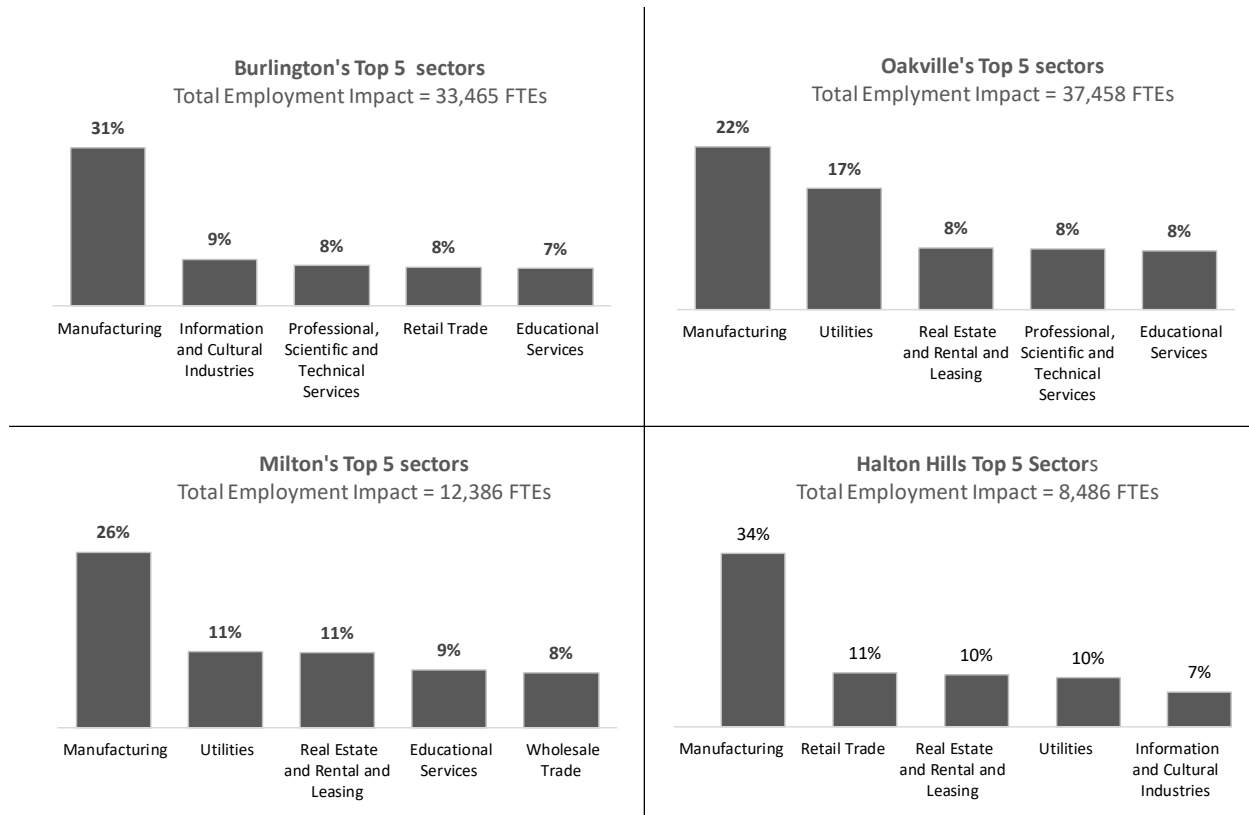
### TOP FIVE SECTOR DRIVING 5G BENEFITS IN THE REGION

As shown in Figure 24 and Figure 25, 5G technology is expected to enhance the growth prospects of GDP and jobs in the **manufacturing** sector across all four municipalities. Improved efficiency and effectiveness in production facilities and its supply chain will dominate the benefits unleashed by adoption of 5G technologies by Halton's advanced manufacturing sectors comprising some 1,150 manufacturers – employing 34,750 professionals and 125 engineering firms, employing 3,825 professionals.<sup>45</sup> Besides manufacturing, 5G is set to offer improvements and opportunities in a wide array of sectors, including **Information and Cultural Industries, Real Estate, Utilities, Professional Services, Trade, Finance & Insurance, and Education**, through 5G enabling technologies, such as cloud computing, IoTs and AI.



**Figure 24: Top 5 impacted sectors by share in total GDP impact in each municipality**

*Note: Sectors are ranked according to share in respective 5G total GDP Impact*



**Figure 25: Top 5 impacted sectors by share in total employment impact in each municipality**

*Note: Sectors are ranked according to share in respective 5G total employment impact*

## Appendix I: Methodology

The entire modelling exercise followed a two-stage process. In the first stage, our project team analyzed the status of the digital economy sector in Halton Region and its four municipalities.

In the second stage, a forecast of macroeconomic impacts of 5G technology was developed with 15-year projections (2022-2036). For both the stages, distinct economic models were created to estimate the contribution of digital technologies to the Halton Economy and its municipalities.

At the outset, Halton and municipal economies were divided into 20 sectors according to North American Standard Industrial Classification of all Economic Activities (NAICS). Macro-economic data from StatsCan (Canada's National Statistical Agency) and employment data from Halton Employment survey was used to estimate each economic sector's GDP, Output, and other financial metric including sales, capital intensity and compensation of employees.

### Economic Baseline Model:

The Halton's digital sector was classified into 7 verticals based on type of digital economic activities using Canadian Digital- Supply and Use Tables published by StatsCan and insights developed using Halton's Employment Survey.

While the Halton Employment Survey captures businesses with physical presence (office building, stores, etc.), required adjustments & approximations were made to account for businesses with online presence only (for example non-store retailers) that constitute an integral part of digital economy. Adjustments made to the data were guided by the underlying assumption that the Digital intensity of each sector at sub-provincial level is same as what exists at national level. While this assumption has limitations, there is currently lack of available data on digital metrics at sub-provincial levels.

Canadian Digital Supply and Use tables were then used to extract relevant information on contribution of Digital industries to sectoral GDP at the national level.

The resulting information was later used to:

- 1) Impute values for businesses which have online presence and were hence not captured in employment survey
- 2) Estimate the proportion of digital goods and services produced by non -digital industries.

Finally, the data for each of the seven digital economy verticals were mapped to Input-Output tables (matrix) in our model to determine their respective economic impact results: GDP, Employment, and Productivity.

The Input-Output Modelling approach encompasses quantitative economic impact assessment by mapping the interdependencies between different sectors of a national economy. The symmetric Input-Output Tables, also known as Input-Output Analytical Tables are derived from the "Supply" and "Use" Tables that form a central part of the system of National Accounts. The main use of these tables is to act as an integration framework for balancing the national accounts and determining an estimate of GDP.

Input-Output tables (I-O Tables) derived from "Supply" and "Use" tables are recognized as the basis for a wide range of macroeconomic models and economic impact analyses.

StatsCan's 2017 input-output table for the province of Ontario was used to develop output and GDP multipliers. Two types of multipliers are used to determine the economic impact, "**Type I Multipliers**" and "**Type II Multipliers**". Type I Multipliers sum together direct and indirect effects while Type II Multipliers also include induced effects



Technically, GDP is comprised of Operating Surplus and labour Income. Our team isolated the incremental labour income from this incremental GDP using the Statistics Canada's Input-Output Tables (Ontario province).

The number of jobs was then calculated using estimated incremental labour income and the information on average industry-wise compensation published by Statistics Canada.

Both GDP and employment impact was disaggregated into the direct, indirect, and induced effects as described below:

- **Direct impact:** Refers to GDP and employment generated due to direct expenditure made by digital industries or in simple terms the value added by the digital industries
- **Indirect impacts:** Refers to GDP and employment generated by the sub-industries that supply inputs to economic agents described above. These digital industries they purchase inputs from other industries called the supplier industries, so when the digital production increases the production of these supplier industries also increases. Indirect impacts capture that part of supplier industries' GDP and employment that is generated while providing inputs to digital industry.
- **Induced impact:** Refers to GDP and employment generated through the re-spending of income earned by the participants in the direct and indirect expenditure ecosystem described above. That is, induced impacts arise from re-spending that occurs in the economy at the household level, e.g., employees of participating firms using their income to purchase goods and services in the general economy.
- **Total economic impact:** The total economic impact is equal to the sum of the direct, indirect, and induced economic impacts.

### Economic Impact Forecast Model

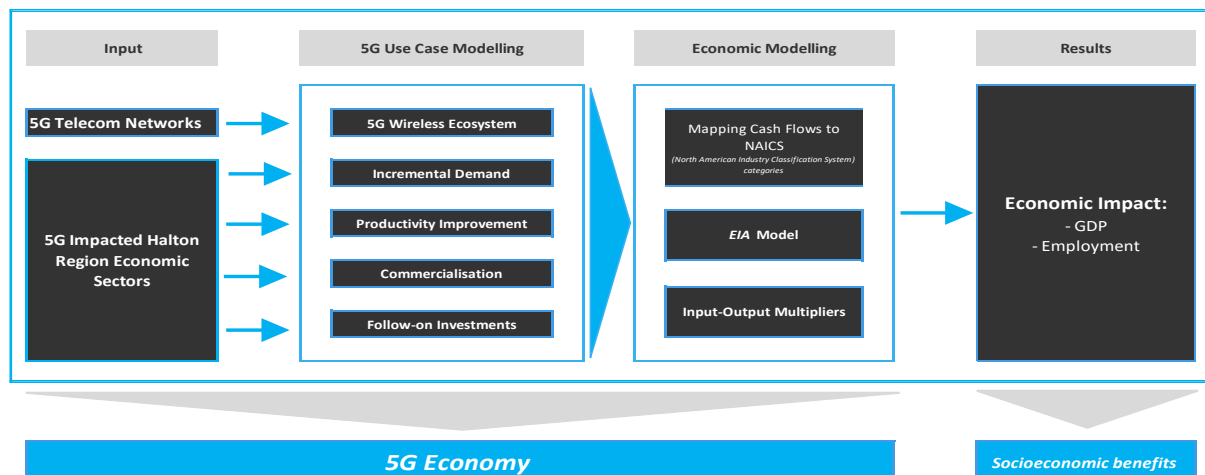
From an economic perspective, there are two main drivers of economic impact of 5G adoption and use:

- 1) Investments made in 5G technology contributes *directly* to GDP via the network build-out. The deployment of 5G infrastructure requires heavy investments in equipment and labor, such as the construction of new wireless towers and data centers, upgrades of existing sites to add 5G capabilities, and development of new network architecture and supporting software. These investments generate demand for additional inputs and labor resulting in a substantial impetus to GDP and employment.
- 2) 5G use case Impact: As 5G infrastructure expands, it boosts the uptake 5G applications by enabling improvements to existing applications and development of new use cases across industries. This would add new revenue streams in the sector and generate employment within the economy.

5G adoption and use comes along with advances in speed, latency, and capacity – all leading to productivity improvement across sectors. Besides technical efficiencies – 5G would also enable more efficient and high valued services across businesses.

At its core, the model provides an assessment of how adoption of 5G technologies generates ripples of economic activity through the Halton Region resulting in incremental sales and complimentary capital expenditure.

To estimate the socio-economic contribution of 5G technologies in the Halton Region, a comprehensive modeling approach was applied as illustrated in Figure 26 below<sup>46</sup>:



**Figure 26: 5G Economic Impact Analysis Modelling Framework**

As shown above, based on the modelling of applicable 5G use case for Halton Region's and four municipalities' economic sectors, we develop a 10-year forecast financial model, which is then converted into GDP and employment impacts. That is, we map the outputs of the financial model to the NAICS (North American Industry Classification System) categories, after conversion into present values using a suggested 3% hurdle rate<sup>47</sup>. Finally, EIA Model is used to estimate economic impact results (GDP, Employment), based on Stats Canada relevant Input-Output (I-O) multipliers. The economic impact assessment (GDP and employment) is including the direct, indirect, and induced effects, as described below:

Economic Impact Type	5G Wireless Ecosystem	Commercialization of Research and Development
<b>Direct Impact</b>	Jobs and economic activities created and retained in the Region because of the deployment and operation of 5G Wireless networks in the Region.	Jobs and economic activities generated as result of demand generation, productivity improvement, and new investments, attributable to the development, commercialization of 5G-enabled technologies in the Region.
<b>Indirect Impact</b>	Jobs and economic activities generated by purchases of equipment, supplies and services from other industries	
<b>Induced Impact</b>	Employment and economic activities generated by direct and indirect workers' re-spending of labor income in the Region	

## Glossary

1xRTT:	Single-Carrier Radio Transmission Technology
3GPP:	"3rd Generation Partnership Project" between groups of telecommunications associations
AR:	Augmented Reality
AV:	Autonomous Vehicle
CAGR:	Compound Annual Growth Rate
CDMA:	Code Division Multiple Access Technology
CO:	Central Office (Telephone Exchange)
CSA:	Climate Smart Agriculture
eMBB:	Enhanced Mobile Broadband
EVDO:	Evolution-Data Optimized
FDMA:	Frequency Division Multiple Access
FTE:	Full-time equivalent (of an employee)
FWA:	Fixed Wireless Access
Gbps:	Gigabit Per Second
GDP:	Gross Domestic Product
GHz:	Gigahertz
GSM:	Global System for Mobile Communication
HD:	High Definition
HSPA:	High Speed Packet Access
Hurdle Rate	Refers to the minimum rate of return acceptable to stakeholders on a capital investment project.
ICT:	Information and Communication Technology
IMT:	International Mobile Telecommunication system
I-O:	Input-Output
IoT:	Internet of Things
ISED:	Ministry of Industry Science and Economic Development (ISED) of Canada
Kbps:	Kilobit Per Second
LTE:	Long-Term Evolution (LTE) - 4G Mobile Communications Standard
MHz:	Megahertz
mMTC:	Massive Machine Type Communications
ms:	Millisecond
EIA Model:	Economic Impact Assessment Model
NAICS:	North American Industry Classification System
OFMDA:	Orthogonal Frequency-Division Multiple Access
PSTN:	Public Switched Telephone Network
RAN:	Radio Access Network
RTT:	Round-Trip Time or Round-Trip Delay Time (RTD) i.e., length time to send and receive a signal
UMTS:	The Universal Mobile Telecommunications System
uRLLC:	Ultra-reliable and Low-latency Communications
VR:	Virtual Reality

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## Endnotes

<sup>1</sup> Nordicity ([www.nordicity.com](http://www.nordicity.com)) was assisted by its partner firm NE&S: Networks, Economics & Strategy Inc. ([www.nesglobe.com](http://www.nesglobe.com)) in the completion of this study

<sup>2</sup> See United Nations (UN) 2030 Agenda for Sustainable Development. According to the UN 2030 Agenda widespread and equitable access to digital technology are instrumental in achieving a country's sustainable economic development goals (SDG). For example, enhanced digital capabilities help build resilient infrastructure, promote sustainable industrialization, and foster innovation (SDG # 9). It is also instrumental in creating economic and social value across industrial sectors of the economy. For instance, smart and automated manufacturing along with improved digital performance management results in enhanced operational efficiency enabling responsible consumption and production (SDG # 12). Similarly, adoption of advanced digital technologies in health sector will ensure good health and promote well-being for all (SDG # 3), eradicate poverty (SDG # 1); ensure inclusive and equitable quality education and promote lifelong learning opportunities for all (SDG # 4), gender equality (SDG # 5), generate productive employment and economic growth (SDG # 8), reduce inequality (SDG # 10), and build strong institutions (SDG # 16)

<sup>3</sup> Existing broadband network technologies such as wireline: Copper-Based (DSL), Coaxial Cable Based wireline, and wireless: 4G/LTE has limitations in terms of meeting future demand for higher speed (over 1Gig Mbps) for internet connectivity and supporting exponential growth in internet traffic (volume). Modern broadband network technologies such as FTTH (Fibre to the home) and 5G Wireless do not have such speed and capacity constraints.

<sup>4</sup> See Ciena White Paper, **"Five Key Wireline Network Improvements Needed for 5G"** [https://media.ciena.com/documents/Five-Key-Wireline-Network-Improvements-Needed-for-5G\\_WP.pdf](https://media.ciena.com/documents/Five-Key-Wireline-Network-Improvements-Needed-for-5G_WP.pdf)

<sup>5</sup> The 5G Economy Qualcomm study See: <https://www.qualcomm.com/invention/5g/economy>

<sup>6</sup> *"The US and Canada are notable examples of markets where migration to next-generation devices and networks as been fast. Both were among the first few countries in the world to reach 50% smartphone adoption in 2012, and 50% LTE adoption three years later"* (GSMA, 2017, *"The Mobile Economy North America 2017"*)

<sup>7</sup> For example, see *"Creating a Gigabit Society – The role of 5G"*, A report by Arthur D. Little for Vodafone Group Plc (March 2017)

<sup>8</sup> Naser Al-Falahy and Omar Y. Alani, *"Technologies for 5G Networks: Challenges and Opportunities"*, IT Professional, Vol. 19, Issue: 1, Jan.-Feb. 2017.

<sup>9</sup> Huawei and Oxford Economics, *"Digital Spillover - Measuring the true impact of the digital economy"*, 2017, p.19

<sup>10</sup> 5G refers to the next iteration (fifth generation) of wireless cellular technologies

<sup>11</sup> Intelligence Brief: How is 5G faring in South Korea? Mobile World. Source <https://www.mobileworldlive.com/blog/intelligence-brief-how-is-5g-faring-in-south-korea#:~:text=December%201%202018%20is%20a,5G%20launch%20in%20the%20US>.

<sup>12</sup> Small cells and health Published by GSMA 2015. Source: [https://www.gsma.com/publicpolicy/wp-content/uploads/2015/03/SmallCellForum\\_2015\\_small-cells\\_and\\_health\\_brochure.pdf](https://www.gsma.com/publicpolicy/wp-content/uploads/2015/03/SmallCellForum_2015_small-cells_and_health_brochure.pdf)

<sup>13</sup> IEEE is generally recognized as the global standards setting organization for wireless services See IEEE C95.1-2019 - IEEE Standard for Safety Levels with Respect to Human Exposure to Electric, Magnetic, and Electromagnetic Fields, 0 Hz to 300 GHz Source: [https://standards.ieee.org/standard/C95\\_1-2019.html](https://standards.ieee.org/standard/C95_1-2019.html)

<sup>14</sup> ITU: Preparing for 5G: Evolution of RF-EMF Compliance Standards and Regulations for Mobile Devices Source: [https://www.itu.int/en/ITU-D/Regional-Presence/ArabStates/Documents/events/2019/EMF/MILLIGAN\\_MWF\\_ITU\\_5G\\_Evolution\\_ComplianceStandardsDevices\\_Handout.pdf](https://www.itu.int/en/ITU-D/Regional-Presence/ArabStates/Documents/events/2019/EMF/MILLIGAN_MWF_ITU_5G_Evolution_ComplianceStandardsDevices_Handout.pdf)

<sup>15</sup> WHO: Framework for Developing Health-Based EM F Standards published by WHO, 2006

<sup>16</sup> US Federal Communications Commission: Source: <https://www.fcc.gov/engineering-technology/electromagnetic-compatibility-division/radio-frequency-safety/faq/rf-safety>

<sup>17</sup> <https://www.knowyourmobile.com/phones/the-history-of-mobile-phones-from-1973-to-2008-the-handsets-that-made-it-all-happen-d58/>

<sup>18</sup> RF energy is also emitted by common household appliances such as radios, baby monitors, microwaves as well as navigational radar, welding machines, etc.

<sup>19</sup> Also referred to as RF-EMF or radiofrequency - electromagnetic field spectrum. RF-EMFs range in frequency from 3 kilohertz (kHz) to 300 gigahertz (GHz).

<sup>20</sup> Adverse health effects of 5G mobile networking technology under real-life conditions Ronald N. Kostoffa, Paul Herouxb, Michael Aschnerc, Aristides Tsatsakisd published by Science Direct Toxicology Letters January 2020 Source: [www.elsevier.com/locate/toxlet](http://www.elsevier.com/locate/toxlet)

<sup>21</sup> Health Risks Associated with 5G Exposure: A View from the Communications Engineering Perspective Authors: Luca Chiaraviglio , Senior Member, IEEE, Ahmed Elzanaty , Member, IEEE, and Mohamed-Slim Alouini, Fellow, IEEE. Published by Cornell University. June 2020 Source: <https://arxiv.org/abs/2006.00944>

<sup>22</sup> Industry Canada: “*The (RF) limits are set far below the threshold (at least 50-fold safety margin) for all known established adverse health effects*” Source: <https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf11467.html>

<sup>23</sup> Technical Guide for Safety Code 6: Health Canada's Radiofrequency Exposure Guidelines. Safety Code 6, administered by Health Canada, encompasses the evidence-based safety limits for human exposure to RF-EMFs in the range of 3 kHz to 300 GHz, which includes the operating frequency range of 5G and other wireless communication technologies. Source: <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada/technical-guide.html>

<sup>24</sup> Source: 3GPP system standards heading into the 5G era. [http://www.3gpp.org/news-events/3gpp-news/1614-sa\\_5g](http://www.3gpp.org/news-events/3gpp-news/1614-sa_5g)

<sup>25</sup> “Measuring digital economic activities in Canada: Initial estimates” National Economic Accounts Division, Statistics Canada, 2019

<sup>26</sup> Defining and Measuring the Digital Economy, U.S. Bureau of Economic Analysis (2018)

<sup>27</sup> “Towards a Framework for Measuring the Digital Economy”, OECD (2018)

<sup>28</sup> OECD’s proposed accounting framework for the digital economy are referred to as satellite accounts, which are supplementary statistics that allow measurement and analysis of the digital economy in the existing macro-economic frameworks.

<sup>29</sup> Key Indicators of the Labour Market, Ninth edition Geneva, International Labour Office, 2016, Chapter 16.

<sup>30</sup> Productivity is commonly defined as a ratio between output (e.g., GDP) and inputs (unit of labour). That is, it measures how efficiently production inputs such as labour are being used in an economy to produce a given level of output. “There are different measures of productivity and the choice between them depends either on the purpose of the productivity measurement and/or data availability. One of the most widely used measures of productivity is Gross Domestic Product (GDP) per hour worked.” <http://www.oecd.org/std/productivity-stats/40526851.pdf>.

<sup>31</sup> For example, see Ciena’s white paper: “Five Key Wireline Network Improvements Needed for 5G” (<https://www.ciena.com/insights/white-papers/5-Key-Wireline-Network-Improvements-Needed-for-5G.html>)

<sup>32</sup> “We recognize that a well-developed broadband infrastructure is essential for Canadians to participate in the digital economy.” (<https://crtc.gc.ca/eng/internet/performance.htm>)

<sup>33</sup> For example, 2021 Business Plan of Northumberland County, ON states “....broadband connectivity in the County is essential to sustainable growth. Work on the development of a Broadband Strategy aims to address these challenges” (<https://www.northumberland.ca/en/county-government/resources/Documents/2021-Budget-Docs/BP-and-IP/IT-2021-Draft-BP-IP.pdf>)

<sup>34</sup> Based on our past experience we believe it is reasonable to assume that our assessment represents broadband coverage in the Region with +/- 20% accuracy level.

<sup>35</sup> Gigabit service is any service with a downstream data rate at or above 940 Mbps (CRTC CMR 2019, p.276)

<sup>36</sup> A unified broadband network means an integrated fibre based wireline network delivering broadband connectivity services across the Region, using uniform standards in terms of internet speed capability and quality of service.

<sup>37</sup> <https://crtc.gc.ca/eng/archive/2020/2020-366.htm>

<sup>38</sup> [https://www.ola.org/sites/default/files/node-files/bill/document/pdf/2021/2021-04/b257ra\\_e.pdf](https://www.ola.org/sites/default/files/node-files/bill/document/pdf/2021/2021-04/b257ra_e.pdf)

<sup>39</sup> In order to model the socio-economic benefits of 5G technologies we assumed the next generation future proof broadband network infrastructure (both wireline and wireless) will be deployed in the Region over the next 3-5 years. If these deployments are delayed, realisation of 5G benefits in the Region will also be delayed accordingly,

<sup>40</sup> Huawei and Oxford Economics, “Digital Spillover - Measuring the true impact of the digital economy”, 2017, p.3

<sup>41</sup> Based on Nordicity’s assessment (field survey) conducted in July 2020 in another similar jurisdiction in Ontario

<sup>42</sup> Impact of Covid 19 on the global Manufacturing Industries. Accessed at <https://www.prnewswire.com/news-releases/impact-of-covid-19-on-the-global-manufacturing-industry-2020-301042150.html>

<sup>43</sup> Rao, S.K., Prasad, R. Impact of 5G Technologies on Industry 4.0. Wireless Pers Commun 100, 145–159 (2018). <https://doi.org/10.1007/s11277-018-5615-7>

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<sup>44</sup> He Chen, Rana Abbas, Peng Cheng, Mahyar Shirvanimoghaddam, Wibowo Hardjawana, Wei Bao, Yonghui Li, and Branka Vucetic, *“Ultra-Reliable Low Latency Cellular Networks: Use Cases, Challenges and Approaches”*, The University of Sydney, NSW 2006, Australia

<sup>45</sup> <https://www.halton.ca/For-Business/Invest-Halton/Sectors/Manufacturing>

<sup>46</sup> Socioeconomic benefits referred to as benefits in terms of GDP and employment including (a) Direct benefits representing 5G Wireless Networks Ecosystem, and (b) Spillover benefits represent new demand generation and productivity improvement because of 5G-enabled technologies in Canadian impacted economic sectors

<sup>47</sup> Hurdle rate refers to rate of return assumed/applied to calculate present values (PV) of cash flows. This rate can vary according to the nature of project, rate of return required by the investors/stakeholders. It may range from 3%-8%, depending on actual financing structure of the project. Hurdle rate of 3% is typically used by Treasury for PV calculations.





# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: September 12, 2022

Report No: CORS-063-22

Subject: Operating Variance Statements - July 2022

Recommendation: **THAT report CORS-063-22 covering the operating financial statements as at July 31, 2022, be received for information.**

## EXECUTIVE SUMMARY

Operating financial statements as at July 31, 2022 are attached for informational purposes.

## REPORT

### Background

In accordance with the approved Budget Management Policy (policy no. 113), the attached financial statements are being submitted for informational purposes to report on the operating budget as at July 31, 2022.

### Discussion

The attached financial statements are provided for information purposes.

The most recent detailed review of the Operating fund was based on the May year to date balances and reported to Council through staff report CORS-056-22 which suggested the operating fund would be in line with budget for year end. The report noted that pressures in areas like winter control, fuel prices, insurance premiums and tax writeoffs could be mitigated via savings in areas like hydro consumption and staff vacancy management as well as additional revenues in planning and from grants.

Since the time of that report the net balance of the operating fund increased by \$2.3 million which is largely driven by a continuation of strong building permit revenues that will be transferred to reserve in accordance with budget and policy. Building permit revenues generated to the end of July are \$8.5 million which represents an 85% increase from the prior year and 84% of the annual total budget.





# The Corporation of the Town of Milton

Report #:  
CORS-063-22  
Page 2 of 2

## Discussion

While it is still expected that the operating fund will be in line with budget for year end, staff will be undertaking another comprehensive review of the 2022 budget in October. The resulting staff report will be presented to Council in December 2022.

## Financial Impact

These statements reflect entries booked to the end of July 2022. The statements are presented on a cash basis and therefore exclude accruals.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact:     Deanne Peter, B. Comm. MBA     905-878-7252  
x2316

## Attachments

Appendix A Operating Financial Statements as at July 31, 2022

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

**TOWN OF MILTON - SUMMARY  
OPERATING FINANCIAL STATEMENT  
July 2022**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
MAYOR AND COUNCIL	433,910	360,814	625,712	(325)	625,387	(264,573)	58%
EXECUTIVE SERVICES	7,102,492	7,892,664	14,570,670	(49,244)	14,521,426	(6,628,762)	54%
CORPORATE SERVICES	5,400,274	4,571,192	11,018,602	(252,442)	10,766,160	(6,194,968)	42%
GENERAL GOVERNMENT	(54,503,905)	(60,030,489)	(60,256,113)	665,584	(59,590,529)	(439,960)	101%
COMMUNITY SERVICES	17,049,930	17,093,468	29,991,062	153,086	30,144,148	(13,050,680)	57%
DEVELOPMENT SERVICES	(122,230)	(1,177,496)	4,050,068	(517,407)	3,532,661	(4,710,157)	(33%)
LIBRARY	(2,253,612)	(2,175,975)				(2,175,975)	
HOSPITAL EXPANSION	(562,281)	(538,541)				(538,541)	
BIA	(154,115)	(221,253)				(221,253)	
<b>Total TOWN OF MILTON</b>	<b>(27,609,537)</b>	<b>(34,225,616)</b>		<b>(748)</b>	<b>(748)</b>	<b>(34,224,868)</b>	

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**July 2022**

**MAYOR AND COUNCIL**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
MAYOR AND COUNCIL							
MAYOR AND COUNCIL							
EXPENDITURES							
Salaries and Benefits	394,640	310,666	552,889		552,889	242,223	56%
Administrative	35,884	46,789	54,667		54,667	7,878	86%
Financial			5,000		5,000	5,000	
Purchased Goods	454	724	701		701	(23)	103%
Purchased Services	8,674	9,003	30,426	(325)	30,101	21,098	30%
<b>Total EXPENDITURES</b>	<b>439,652</b>	<b>367,182</b>	<b>643,683</b>	<b>(325)</b>	<b>643,358</b>	<b>276,176</b>	<b>57%</b>
REVENUE							
Financing Revenue			(5,000)		(5,000)	(5,000)	
Recoveries and Donations	(5,743)	(6,366)	(12,972)		(12,972)	(6,606)	49%
<b>Total REVENUE</b>	<b>(5,743)</b>	<b>(6,366)</b>	<b>(17,972)</b>		<b>(17,972)</b>	<b>(11,606)</b>	<b>35%</b>
<b>Total MAYOR AND COUNCIL</b>	<b>433,909</b>	<b>360,816</b>	<b>625,711</b>	<b>(325)</b>	<b>625,386</b>	<b>264,570</b>	<b>58%</b>
<b>Total MAYOR AND COUNCIL</b>	<b>433,909</b>	<b>360,816</b>	<b>625,711</b>	<b>(325)</b>	<b>625,386</b>	<b>264,570</b>	<b>58%</b>
<b>Total MAYOR AND COUNCIL</b>	<b>433,909</b>	<b>360,816</b>	<b>625,711</b>	<b>(325)</b>	<b>625,386</b>	<b>264,570</b>	<b>58%</b>

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**July 2022**

**EXECUTIVE SERVICES**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
EXECUTIVE SERVICES							
OFFICE OF THE CAO							
EXPENDITURES							
Salaries and Benefits	290,251	292,153	568,018		568,018	275,865	51%
Administrative	6,683	7,448	19,195		19,195	11,747	39%
Purchased Goods	5,565	7,256	5,507		5,507	(1,749)	132%
Purchased Services	4,953	7,169	47,351	353	47,704	40,535	15%
<b>Total EXPENDITURES</b>	<b>307,452</b>	<b>314,026</b>	<b>640,071</b>	<b>353</b>	<b>640,424</b>	<b>326,398</b>	<b>49%</b>
REVENUE							
Financing Revenue	(16,144)	(16,159)	(16,159)		(16,159)		100%
User Fees and Service Charges	(331)	(664)	(3,000)		(3,000)	(2,336)	22%
<b>Total REVENUE</b>	<b>(16,475)</b>	<b>(16,823)</b>	<b>(19,159)</b>		<b>(19,159)</b>	<b>(2,336)</b>	<b>88%</b>
<b>Total OFFICE OF THE CAO</b>	<b>290,977</b>	<b>297,203</b>	<b>620,912</b>	<b>353</b>	<b>621,265</b>	<b>324,062</b>	<b>48%</b>
STRATEGIC INITIATIVES AND ECONOMIC DEVELOPMENT							
EXPENDITURES							
Salaries and Benefits	353,364	425,778	774,126	29,267	803,393	377,615	53%
Administrative	5,358	4,074	22,423		22,423	18,349	18%
Financial	48		1,858		1,858	1,858	
Transfers to Own Funds	8,827	2,110	26,867		26,867	24,757	8%
Purchased Goods	138	1,908	14,233	(4,344)	9,889	7,981	19%
Purchased Services	29,634	32,119	222,529	(26,705)	195,824	163,705	16%
Reallocated Expenses	795		2,414		2,414	2,414	
<b>Total EXPENDITURES</b>	<b>398,164</b>	<b>465,989</b>	<b>1,064,450</b>	<b>(1,782)</b>	<b>1,062,668</b>	<b>596,679</b>	<b>44%</b>
REVENUE							
Financing Revenue	(8,916)	(10,197)	(35,097)	(12,000)	(47,097)	(36,900)	22%
Grants		(38,442)		(48,356)	(48,356)	(9,914)	79%
Recoveries and Donations	(25,000)	(25,000)	(25,000)		(25,000)		100%
User Fees and Service Charges	(21,074)	(9,319)	(116,309)		(116,309)	(106,990)	8%
<b>Total REVENUE</b>	<b>(54,990)</b>	<b>(82,958)</b>	<b>(176,406)</b>	<b>(60,356)</b>	<b>(236,762)</b>	<b>(153,804)</b>	<b>35%</b>
<b>STRATEGIC INITIATIVES AND ECONOMIC DEVELOPMENT</b>	<b>343,174</b>	<b>383,031</b>	<b>888,044</b>	<b>(62,138)</b>	<b>825,906</b>	<b>442,875</b>	<b>46%</b>
FIRE							
EXPENDITURES							
Salaries and Benefits	5,347,800	5,980,481	11,667,507		11,667,507	5,687,026	51%
Administrative	29,295	49,791	114,721		114,721	64,930	43%
Financial	1,985	2,554	2,200		2,200	(354)	116%
Transfers to Own Funds	1,004,606	1,048,572	1,048,572		1,048,572		100%
Purchased Goods	30,054	62,127	119,688		119,688	57,561	52%
Purchased Services	116,593	159,389	275,059	14,939	289,998	130,609	55%
Fleet Expenses	92,797	111,400	148,762		148,762	37,362	75%
Reallocated Expenses			453		453	453	
<b>Total EXPENDITURES</b>	<b>6,623,130</b>	<b>7,414,314</b>	<b>13,376,962</b>	<b>14,939</b>	<b>13,391,901</b>	<b>5,977,587</b>	<b>55%</b>
REVENUE							
Financing Revenue	(11,962)	(10,199)	(10,199)		(10,199)		100%
Grants	(31,977)	(4,900)	(2,500)	(2,400)	(4,900)		100%
Recoveries and Donations	(47,027)	(97,002)	(142,000)		(142,000)	(44,998)	68%
User Fees and Service Charges	(63,816)	(89,785)	(160,550)		(160,550)	(70,765)	56%
<b>Total REVENUE</b>	<b>(154,782)</b>	<b>(201,886)</b>	<b>(315,249)</b>	<b>(2,400)</b>	<b>(317,649)</b>	<b>(115,763)</b>	<b>64%</b>

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**July                      2022**

**EXECUTIVE SERVICES**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
<b>Total FIRE</b>	6,468,348	7,212,428	13,061,713	12,539	13,074,252	5,861,824	55%
<b>Total EXECUTIVE SERVICES</b>	7,102,499	7,892,662	14,570,669	(49,246)	14,521,423	6,628,761	54%
<b>Total EXECUTIVE SERVICES</b>	7,102,499	7,892,662	14,570,669	(49,246)	14,521,423	6,628,761	54%

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
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**CORPORATE SERVICES**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
<b>CORPORATE SERVICES</b>							
<b>FINANCE</b>							
<b>EXPENDITURES</b>							
Salaries and Benefits	2,629,820	2,658,881	5,167,736	(68,426)	5,099,310	2,440,429	52%
Administrative	17,578	26,609	62,244	(2,500)	59,744	33,135	45%
Financial	3,771	3,999	4,258		4,258	259	94%
Purchased Goods	18,955	27,799	45,343		45,343	17,544	61%
Purchased Services	129,642	213,332	301,604	7,666	309,270	95,938	69%
<b>Total EXPENDITURES</b>	<b>2,799,766</b>	<b>2,930,620</b>	<b>5,581,185</b>	<b>(63,260)</b>	<b>5,517,925</b>	<b>2,587,305</b>	<b>53%</b>
<b>REVENUE</b>							
Financing Revenue	(2,271,490)	(2,405,610)	(2,844,099)		(2,844,099)	(438,489)	85%
User Fees and Service Charges	(339,172)	(544,378)	(1,007,977)	(65,000)	(1,072,977)	(528,599)	51%
Reallocated Revenue	(69,866)	(88,893)	(213,344)		(213,344)	(124,451)	42%
<b>Total REVENUE</b>	<b>(2,680,528)</b>	<b>(3,038,881)</b>	<b>(4,065,420)</b>	<b>(65,000)</b>	<b>(4,130,420)</b>	<b>(1,091,539)</b>	<b>74%</b>
<b>Total FINANCE</b>	<b>119,238</b>	<b>(108,261)</b>	<b>1,515,765</b>	<b>(128,260)</b>	<b>1,387,505</b>	<b>1,495,766</b>	<b>(8%)</b>
<b>INFORMATION TECHNOLOGY</b>							
<b>EXPENDITURES</b>							
Salaries and Benefits	1,304,740	1,517,635	3,131,512	(91,441)	3,040,071	1,522,436	50%
Administrative	4,787	5,511	24,585		24,585	19,074	22%
Purchased Goods	1,345,567	1,241,129	1,795,484		1,795,484	554,355	69%
Purchased Services	691,451	838,696	1,213,788	2,702	1,216,490	377,794	69%
<b>Total EXPENDITURES</b>	<b>3,346,545</b>	<b>3,602,971</b>	<b>6,165,369</b>	<b>(88,739)</b>	<b>6,076,630</b>	<b>2,473,659</b>	<b>59%</b>
<b>REVENUE</b>							
Financing Revenue	(60,961)	(276,425)	(573,294)		(573,294)	(296,869)	48%
Recoveries and Donations		58				(58)	
User Fees and Service Charges			(100)		(100)	(100)	
Reallocated Revenue		(15,127)	(120,937)		(120,937)	(105,810)	13%
<b>Total REVENUE</b>	<b>(60,961)</b>	<b>(291,494)</b>	<b>(694,331)</b>		<b>(694,331)</b>	<b>(402,837)</b>	<b>42%</b>
<b>Total INFORMATION TECHNOLOGY</b>	<b>3,285,584</b>	<b>3,311,477</b>	<b>5,471,038</b>	<b>(88,739)</b>	<b>5,382,299</b>	<b>2,070,822</b>	<b>62%</b>
<b>HUMAN RESOURCES</b>							
<b>EXPENDITURES</b>							
Salaries and Benefits	766,962	603,840	1,367,838		1,367,838	763,998	44%
Administrative	70,432	62,449	262,101	(35,000)	227,101	164,652	27%
Purchased Goods	17,240	10,770	56,857		56,857	46,087	19%
Purchased Services	11,234	63,542	170,545	1,001	171,546	108,004	37%
<b>Total EXPENDITURES</b>	<b>865,868</b>	<b>740,601</b>	<b>1,857,341</b>	<b>(33,999)</b>	<b>1,823,342</b>	<b>1,082,741</b>	<b>41%</b>
<b>REVENUE</b>							
Financing Revenue	(150,939)	(153,594)	(348,272)		(348,272)	(194,678)	44%
Reallocated Revenue	(71,176)	(83,793)	(147,368)		(147,368)	(63,575)	57%
<b>Total REVENUE</b>	<b>(222,115)</b>	<b>(237,387)</b>	<b>(495,640)</b>		<b>(495,640)</b>	<b>(258,253)</b>	<b>48%</b>
<b>Total HUMAN RESOURCES</b>	<b>643,753</b>	<b>503,214</b>	<b>1,361,701</b>	<b>(33,999)</b>	<b>1,327,702</b>	<b>824,488</b>	<b>38%</b>
<b>LEGISLATIVE &amp; LEGAL SERVICES</b>							
<b>EXPENDITURES</b>							
Salaries and Benefits	1,307,304	1,603,087	3,405,461	152,972	3,558,433	1,955,346	45%
Administrative	17,562	19,705	61,909		61,909	42,204	32%
Financial	21,576	17,111	28,834		28,834	11,723	59%
Purchased Goods	3,112	7,754	28,055		28,055	20,301	28%

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**CORPORATE SERVICES**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
Purchased Services	549,355	369,986	1,280,969	5,074	1,286,043	916,057	29%
Reallocated Expenses	60,139	61,395	105,248		105,248	43,853	58%
<b>Total EXPENDITURES</b>	<b>1,959,048</b>	<b>2,079,038</b>	<b>4,910,476</b>	<b>158,046</b>	<b>5,068,522</b>	<b>2,989,484</b>	<b>41%</b>
REVENUE							
Financing Revenue	(63,420)	(796,372)	(662,608)	(160,431)	(823,039)	(26,667)	97%
Recoveries and Donations	(63,712)	(74,625)	(94,788)		(94,788)	(20,163)	79%
User Fees and Service Charges	(767,703)	(681,413)	(2,354,520)		(2,354,520)	(1,673,107)	29%
<b>Total REVENUE</b>	<b>(894,835)</b>	<b>(1,552,410)</b>	<b>(3,111,916)</b>	<b>(160,431)</b>	<b>(3,272,347)</b>	<b>(1,719,937)</b>	<b>47%</b>
<b>Total LEGISLATIVE &amp; LEGAL SERVICES</b>	<b>1,064,213</b>	<b>526,628</b>	<b>1,798,560</b>	<b>(2,385)</b>	<b>1,796,175</b>	<b>1,269,547</b>	<b>29%</b>
STRATEGIC COMMUNICATIONS							
EXPENDITURES							
Salaries and Benefits	450,737	502,775	965,230		965,230	462,455	52%
Administrative	14,614	7,649	17,937		17,937	10,288	43%
Purchased Goods	872	1,254	8,300		8,300	7,046	15%
Purchased Services	13,236	23,533	77,155	942	78,097	54,564	30%
<b>Total EXPENDITURES</b>	<b>479,459</b>	<b>535,211</b>	<b>1,068,622</b>	<b>942</b>	<b>1,069,564</b>	<b>534,353</b>	<b>50%</b>
REVENUE							
Financing Revenue	(191,972)	(197,083)	(197,083)		(197,083)		100%
<b>Total REVENUE</b>	<b>(191,972)</b>	<b>(197,083)</b>	<b>(197,083)</b>		<b>(197,083)</b>		<b>100%</b>
<b>Total STRATEGIC COMMUNICATIONS</b>	<b>287,487</b>	<b>338,128</b>	<b>871,539</b>	<b>942</b>	<b>872,481</b>	<b>534,353</b>	<b>39%</b>
<b>Total CORPORATE SERVICES</b>	<b>5,400,275</b>	<b>4,571,186</b>	<b>11,018,603</b>	<b>(252,441)</b>	<b>10,766,162</b>	<b>6,194,976</b>	<b>42%</b>
<b>Total CORPORATE SERVICES</b>	<b>5,400,275</b>	<b>4,571,186</b>	<b>11,018,603</b>	<b>(252,441)</b>	<b>10,766,162</b>	<b>6,194,976</b>	<b>42%</b>

**TOWN OF MILTON**  
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**GENERAL GOVERNMENT**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
GENERAL GOVERNMENT							
GENERAL GOVERNMENT							
EXPENDITURES							
Salaries and Benefits	3,698	23,565		21,013	21,013	(2,552)	112%
Administrative	22,190	32,336	120,000		120,000	87,664	27%
Financial	3,403,843	4,047,454	4,442,545	26,400	4,468,945	421,491	91%
Transfers to Own Funds	22,812,277	29,192,600	38,177,006	3,594,704	41,771,710	12,579,110	70%
Purchased Services	110,015	44,667	87,467	(280)	87,187	42,520	51%
Reallocated Expenses		8,381				(8,381)	
<b>Total EXPENDITURES</b>	<b>26,352,023</b>	<b>33,349,003</b>	<b>42,827,018</b>	<b>3,641,837</b>	<b>46,468,855</b>	<b>13,119,852</b>	<b>72%</b>
REVENUE							
External Revenue Transferred to Reserves &	(2,584,850)	(7,184,670)	(13,157,152)	(71,665)	(13,228,817)	(6,044,147)	54%
Financing Revenue	(2,033,585)	(5,779,585)	(5,507,482)	(2,883,575)	(8,391,057)	(2,611,472)	69%
Taxation	(71,235,016)	(76,987,630)	(77,420,407)		(77,420,407)	(432,777)	99%
Payments In Lieu	(995,739)	(1,020,098)	(1,004,695)		(1,004,695)	15,403	102%
Grants	(1,744,267)						
Recoveries and Donations		(34,489)		(21,013)	(21,013)	13,476	164%
User Fees and Service Charges	(1,395,907)	(1,525,661)	(3,809,871)		(3,809,871)	(2,284,210)	40%
Reallocated Revenue	(866,565)	(847,362)	(2,183,524)		(2,183,524)	(1,336,162)	39%
<b>Total REVENUE</b>	<b>(80,855,929)</b>	<b>(93,379,495)</b>	<b>(103,083,131)</b>	<b>(2,976,253)</b>	<b>(106,059,384)</b>	<b>(12,679,889)</b>	<b>88%</b>
<b>Total GENERAL GOVERNMENT</b>	<b>(54,503,906)</b>	<b>(60,030,492)</b>	<b>(60,256,113)</b>	<b>665,584</b>	<b>(59,590,529)</b>	<b>439,963</b>	<b>101%</b>
<b>Total GENERAL GOVERNMENT</b>	<b>(54,503,906)</b>	<b>(60,030,492)</b>	<b>(60,256,113)</b>	<b>665,584</b>	<b>(59,590,529)</b>	<b>439,963</b>	<b>101%</b>
<b>Total GENERAL GOVERNMENT</b>	<b>(54,503,906)</b>	<b>(60,030,492)</b>	<b>(60,256,113)</b>	<b>665,584</b>	<b>(59,590,529)</b>	<b>439,963</b>	<b>101%</b>



**TOWN OF MILTON**  
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**COMMUNITY SERVICES**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
COMMUNITY SERVICES							
RECREATION AND CULTURE FACILITIES							
EXPENDITURES							
Salaries and Benefits	1,914,918	2,788,172	5,910,247	(169,548)	5,740,699	2,952,527	49%
Administrative	7,678	8,089	38,146		38,146	30,057	21%
Financial	126,195	49,105	163,441		163,441	114,336	30%
Transfers to Own Funds	1,891,892	1,731,905	1,817,420		1,817,420	85,515	95%
Purchased Goods	63,047	190,503	852,247	(105,901)	746,346	555,843	26%
Purchased Services	1,679,151	2,160,926	6,211,529	(269,534)	5,941,995	3,781,069	36%
Reallocated Expenses	74,728	84,300	175,074		175,074	90,774	48%
<b>Total EXPENDITURES</b>	<b>5,757,609</b>	<b>7,013,000</b>	<b>15,168,104</b>	<b>(544,983)</b>	<b>14,623,121</b>	<b>7,610,121</b>	<b>48%</b>
REVENUE							
Financing Revenue	(451,345)	(210,108)	(402,745)		(402,745)	(192,637)	52%
Grants	(585,046)	(559,492)	(910,117)	(100,139)	(1,010,256)	(450,764)	55%
Recoveries and Donations	(5,798)	(52,274)	(69,395)		(69,395)	(17,121)	75%
User Fees and Service Charges	(486,196)	(2,868,163)	(7,387,965)	288,338	(7,099,627)	(4,231,464)	40%
Reallocated Revenue		(179,422)	(408,265)		(408,265)	(228,843)	44%
<b>Total REVENUE</b>	<b>(1,528,385)</b>	<b>(3,869,459)</b>	<b>(9,178,487)</b>	<b>188,199</b>	<b>(8,990,288)</b>	<b>(5,120,829)</b>	<b>43%</b>
<b>Total RECREATION AND CULTURE FACILITIES</b>	<b>4,229,224</b>	<b>3,143,541</b>	<b>5,989,617</b>	<b>(356,784)</b>	<b>5,632,833</b>	<b>2,489,292</b>	<b>56%</b>
ADMINISTRATION AND CIVIC FACILITIES							
EXPENDITURES							
Salaries and Benefits	1,731,357	1,642,508	3,487,011	185,255	3,672,266	2,029,758	45%
Administrative	15,711	29,419	42,674		42,674	13,255	69%
Financial	24,476	50,182	59,893		59,893	9,711	84%
Transfers to Own Funds	191,789	265,752	423,212		423,212	157,460	63%
Purchased Goods	29,752	33,328	84,413		84,413	51,085	39%
Purchased Services	684,599	907,237	1,529,524	43,772	1,573,296	666,059	58%
Reallocated Expenses	43,594	54,978	87,678		87,678	32,700	63%
<b>Total EXPENDITURES</b>	<b>2,721,278</b>	<b>2,983,404</b>	<b>5,714,405</b>	<b>229,027</b>	<b>5,943,432</b>	<b>2,960,028</b>	<b>50%</b>
REVENUE							
Financing Revenue	(797,925)	(914,475)	(1,634,000)		(1,634,000)	(719,525)	56%
Recoveries and Donations	(20,310)	(10,832)	(16,249)		(16,249)	(5,417)	67%
User Fees and Service Charges	(144,610)	(149,376)	(328,314)		(328,314)	(178,938)	45%
<b>Total REVENUE</b>	<b>(962,845)</b>	<b>(1,074,683)</b>	<b>(1,978,563)</b>		<b>(1,978,563)</b>	<b>(903,880)</b>	<b>54%</b>
<b>Total ADMINISTRATION AND CIVIC FACILITIES</b>	<b>1,758,433</b>	<b>1,908,721</b>	<b>3,735,842</b>	<b>229,027</b>	<b>3,964,869</b>	<b>2,056,148</b>	<b>48%</b>
PROGRAMS							
EXPENDITURES							
Salaries and Benefits	1,057,469	1,828,668	5,595,682	(931,269)	4,664,413	2,835,745	39%
Administrative	2,413	6,560	59,587	(621)	58,966	52,406	11%
Financial	19,129	72,849	329,855		329,855	257,006	22%
Transfers to Own Funds			3,350	20,000	23,350	23,350	
Purchased Goods	32,338	77,860	278,539	(20,631)	257,908	180,048	30%
Purchased Services	76,586	138,309	956,794	(144,540)	812,254	673,945	17%
Reallocated Expenses		9,715	30,750	12,750	43,500	33,785	22%
<b>Total EXPENDITURES</b>	<b>1,187,935</b>	<b>2,133,961</b>	<b>7,254,557</b>	<b>(1,064,311)</b>	<b>6,190,246</b>	<b>4,056,285</b>	<b>34%</b>
REVENUE							
Financing Revenue	(21,622)	(22,195)	(321,385)	(20,000)	(341,385)	(319,190)	7%

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**COMMUNITY SERVICES**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
Grants	(81,019)	(43,200)	(68,421)		(68,421)	(25,221)	63%
Recoveries and Donations	(870)	(27,013)	(404,395)	(3,000)	(407,395)	(380,382)	7%
User Fees and Service Charges	(199,977)	(1,607,695)	(6,205,725)	1,074,961	(5,130,764)	(3,523,069)	31%
Reallocated Revenue		(1,234)				1,234	
<b>Total REVENUE</b>	<b>(303,488)</b>	<b>(1,701,337)</b>	<b>(6,999,926)</b>	<b>1,051,961</b>	<b>(5,947,965)</b>	<b>(4,246,628)</b>	<b>29%</b>
<b>Total PROGRAMS</b>	<b>884,447</b>	<b>432,624</b>	<b>254,631</b>	<b>(12,350)</b>	<b>242,281</b>	<b>(190,343)</b>	<b>179%</b>
OPERATIONS							
EXPENDITURES							
Salaries and Benefits	3,620,183	3,980,236	7,090,792	(174,288)	6,916,504	2,936,268	58%
Administrative	3,347	9,152	43,349		43,349	34,197	21%
Transfers to Own Funds	1,658,785	1,809,887	1,809,887		1,809,887		100%
Purchased Goods	892,519	1,036,104	1,828,847	111,812	1,940,659	904,555	53%
Purchased Services	2,572,572	4,022,492	7,760,239	157,577	7,917,816	3,895,324	51%
Fleet Expenses	496,954	763,271	1,086,514	70,857	1,157,371	394,100	66%
Reallocated Expenses	2,116,811	2,493,416	3,692,966		3,692,966	1,199,550	68%
<b>Total EXPENDITURES</b>	<b>11,361,171</b>	<b>14,114,558</b>	<b>23,312,594</b>	<b>165,958</b>	<b>23,478,552</b>	<b>9,363,994</b>	<b>60%</b>
REVENUE							
Financing Revenue	(9,153)	(133,168)	(292,501)		(292,501)	(159,333)	46%
Recoveries and Donations	(1,558,141)	(1,839,790)	(3,666,421)	166,696	(3,499,725)	(1,659,935)	53%
User Fees and Service Charges	(107,968)	(388,945)	(1,160,195)	(95,240)	(1,255,435)	(866,490)	31%
Reallocated Revenue	(2,358,005)	(2,806,238)	(4,123,239)	(40,095)	(4,163,334)	(1,357,096)	67%
<b>Total REVENUE</b>	<b>(4,033,267)</b>	<b>(5,168,141)</b>	<b>(9,242,356)</b>	<b>31,361</b>	<b>(9,210,995)</b>	<b>(4,042,854)</b>	<b>56%</b>
<b>Total OPERATIONS</b>	<b>7,327,904</b>	<b>8,946,417</b>	<b>14,070,238</b>	<b>197,319</b>	<b>14,267,557</b>	<b>5,321,140</b>	<b>63%</b>
TRANSIT							
EXPENDITURES							
Salaries and Benefits	126,733	177,700	318,089	69,661	387,750	210,050	46%
Administrative	6,670	9,547	10,230		10,230	683	93%
Financial			300		300	300	
Transfers to Own Funds	1,376,578	1,468,853	1,468,853		1,468,853		100%
Purchased Goods	3,557	3,934	13,778		13,778	9,844	29%
Purchased Services	2,098,818	1,900,873	4,915,325	457	4,915,782	3,014,909	39%
Fleet Expenses	476,701	590,791	1,462,428	101,222	1,563,650	972,859	38%
Reallocated Expenses	54,204	87,841	66,826	40,095	106,921	19,080	82%
<b>Total EXPENDITURES</b>	<b>4,143,261</b>	<b>4,239,539</b>	<b>8,255,829</b>	<b>211,435</b>	<b>8,467,264</b>	<b>4,227,725</b>	<b>50%</b>
REVENUE							
Financing Revenue	(976,772)	(977,940)	(1,177,940)		(1,177,940)	(200,000)	83%
Grants		(115,557)		(115,557)	(115,557)		100%
Recoveries and Donations	(18,924)	(19,817)	(349,999)	(2,093)	(352,092)	(332,275)	6%
User Fees and Service Charges	(297,639)	(464,058)	(787,149)	2,093	(785,056)	(320,998)	59%
<b>Total REVENUE</b>	<b>(1,293,335)</b>	<b>(1,577,372)</b>	<b>(2,315,088)</b>	<b>(115,557)</b>	<b>(2,430,645)</b>	<b>(853,273)</b>	<b>65%</b>
<b>Total TRANSIT</b>	<b>2,849,926</b>	<b>2,662,167</b>	<b>5,940,741</b>	<b>95,878</b>	<b>6,036,619</b>	<b>3,374,452</b>	<b>44%</b>
<b>Total COMMUNITY SERVICES</b>	<b>17,049,934</b>	<b>17,093,470</b>	<b>29,991,069</b>	<b>153,090</b>	<b>30,144,159</b>	<b>13,050,689</b>	<b>57%</b>
<b>Total COMMUNITY SERVICES</b>	<b>17,049,934</b>	<b>17,093,470</b>	<b>29,991,069</b>	<b>153,090</b>	<b>30,144,159</b>	<b>13,050,689</b>	<b>57%</b>

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
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**DEVELOPMENT SERVICES**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
DEVELOPMENT SERVICES							
PLANNING SERVICES							
EXPENDITURES							
Salaries and Benefits	1,191,326	1,053,291	2,296,018	(155,042)	2,140,976	1,087,685	49%
Administrative	7,388	13,384	47,001		47,001	33,617	28%
Purchased Services	39,974	60,285	52,890	25,245	78,135	17,850	77%
<b>Total EXPENDITURES</b>	1,238,688	1,126,960	2,395,909	(129,797)	2,266,112	1,139,152	50%
REVENUE							
Financing Revenue	(327,043)	(230,471)	(629,086)	55,892	(573,194)	(342,723)	40%
Recoveries and Donations	(20,075)	(10,333)	(48,041)	(23,461)	(71,502)	(61,169)	14%
User Fees and Service Charges	(1,600,456)	(1,230,662)	(1,601,053)	(237,491)	(1,838,544)	(607,882)	67%
<b>Total REVENUE</b>	(1,947,574)	(1,471,466)	(2,278,180)	(205,060)	(2,483,240)	(1,011,774)	59%
<b>Total PLANNING SERVICES</b>	(708,886)	(344,506)	117,729	(334,857)	(217,128)	127,378	159%
BUILDING SERVICES							
EXPENDITURES							
Salaries and Benefits	1,744,263	1,852,108	4,995,626	(886,036)	4,109,590	2,257,482	45%
Administrative	39,474	40,809	144,892		144,892	104,083	28%
Financial	10	(1)				1	
Transfers to Own Funds	1,713,339	3,496,175	381,530	3,378,119	3,759,649	263,474	93%
Purchased Goods	830	1,177	16,301		16,301	15,124	7%
Purchased Services	17,516	26,210	45,080	7,141	52,221	26,011	50%
Reallocated Expenses	913,408	818,471	2,485,742		2,485,742	1,667,271	33%
<b>Total EXPENDITURES</b>	4,428,840	6,234,949	8,069,171	2,499,224	10,568,395	4,333,446	59%
REVENUE							
Financing Revenue	(8,916)	(18,789)	(9,072)		(9,072)	9,717	207%
User Fees and Service Charges	(4,820,058)	(8,894,948)	(8,060,098)	(2,499,224)	(10,559,322)	(1,664,374)	84%
<b>Total REVENUE</b>	(4,828,974)	(8,913,737)	(8,069,170)	(2,499,224)	(10,568,394)	(1,654,657)	84%
<b>Total BUILDING SERVICES</b>	(400,134)	(2,678,788)	1		1	2,678,789	
INFRASTRUCTURE MANAGEMENT							
EXPENDITURES							
Salaries and Benefits	939,353	1,146,543	2,292,456	(77,151)	2,215,305	1,068,762	52%
Administrative	13,316	14,965	31,896		31,896	16,931	47%
Financial		227,951	246,398		246,398	18,447	93%
Transfers to Own Funds		29,257	29,257		29,257		100%
Purchased Goods	9,818	11,793	35,879		35,879	24,086	33%
Purchased Services	623,239	729,553	1,987,558	(47,178)	1,940,380	1,210,827	38%
Reallocated Expenses	2,532	1,212	7,926		7,926	6,714	15%
<b>Total EXPENDITURES</b>	1,588,258	2,161,274	4,631,370	(124,329)	4,507,041	2,345,767	48%
REVENUE							
Financing Revenue	(686,681)	(677,349)	(1,072,210)	(18,340)	(1,090,550)	(413,201)	62%
Recoveries and Donations	(9,123)	(7,644)	(13,036)		(13,036)	(5,392)	59%
User Fees and Service Charges	(74,382)	(82,538)	(305,566)	(76,590)	(382,156)	(299,618)	22%
<b>Total REVENUE</b>	(770,186)	(767,531)	(1,390,812)	(94,930)	(1,485,742)	(718,211)	52%
<b>Total INFRASTRUCTURE MANAGEMENT</b>	818,072	1,393,743	3,240,558	(219,259)	3,021,299	1,627,556	46%
DEVELOPMENT ENGINEERING							
EXPENDITURES							
Salaries and Benefits	786,246	1,025,370	2,051,631	(10,433)	2,041,198	1,015,828	50%

**TOWN OF MILTON**  
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**DEVELOPMENT SERVICES**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
Administrative	8,072	15,631	32,439		32,439	16,808	48%
Purchased Goods			200		200	200	
Purchased Services	84,344	133,273	220,608	64,047	284,655	151,382	47%
<b>Total EXPENDITURES</b>	<b>878,662</b>	<b>1,174,274</b>	<b>2,304,878</b>	<b>53,614</b>	<b>2,358,492</b>	<b>1,184,218</b>	<b>50%</b>
REVENUE							
Financing Revenue	(24,665)	(62,691)	(96,613)		(96,613)	(33,922)	65%
Recoveries and Donations	158	(14,842)	(97,843)		(97,843)	(83,001)	15%
User Fees and Service Charges	(822,176)	(863,402)	(1,786,016)	(4,218)	(1,790,234)	(926,832)	48%
Reallocated Revenue	(118,331)	(34,888)	(262,823)		(262,823)	(227,935)	13%
<b>Total REVENUE</b>	<b>(965,014)</b>	<b>(975,823)</b>	<b>(2,243,295)</b>	<b>(4,218)</b>	<b>(2,247,513)</b>	<b>(1,271,690)</b>	<b>43%</b>
<b>Total DEVELOPMENT ENGINEERING</b>	<b>(86,352)</b>	<b>198,451</b>	<b>61,583</b>	<b>49,396</b>	<b>110,979</b>	<b>(87,472)</b>	<b>179%</b>
ADMINISTRATION							
EXPENDITURES							
Salaries and Benefits	247,694	220,552	461,411	(30,152)	431,259	210,707	51%
Administrative	3,679	9,098	12,740		12,740	3,642	71%
Purchased Goods	10,055	6,080	47,950		47,950	41,870	13%
Purchased Services	132,426	95,018	227,609	21,966	249,575	154,557	38%
<b>Total EXPENDITURES</b>	<b>393,854</b>	<b>330,748</b>	<b>749,710</b>	<b>(8,186)</b>	<b>741,524</b>	<b>410,776</b>	<b>45%</b>
REVENUE							
Financing Revenue	(100,106)	(75,177)	(119,512)		(119,512)	(44,335)	63%
Recoveries and Donations	(18,141)	(1,965)		(4,501)	(4,501)	(2,536)	44%
User Fees and Service Charges	(20,542)						
<b>Total REVENUE</b>	<b>(138,789)</b>	<b>(77,142)</b>	<b>(119,512)</b>	<b>(4,501)</b>	<b>(124,013)</b>	<b>(46,871)</b>	<b>62%</b>
<b>Total ADMINISTRATION</b>	<b>255,065</b>	<b>253,606</b>	<b>630,198</b>	<b>(12,687)</b>	<b>617,511</b>	<b>363,905</b>	<b>41%</b>
<b>Total DEVELOPMENT SERVICES</b>	<b>(122,235)</b>	<b>(1,177,494)</b>	<b>4,050,069</b>	<b>(517,407)</b>	<b>3,532,662</b>	<b>4,710,156</b>	<b>(33%)</b>
<b>Total DEVELOPMENT SERVICES</b>	<b>(122,235)</b>	<b>(1,177,494)</b>	<b>4,050,069</b>	<b>(517,407)</b>	<b>3,532,662</b>	<b>4,710,156</b>	<b>(33%)</b>

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**July 2022**

**LIBRARY**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
LIBRARY							
LIBRARY							
EXPENDITURES							
Salaries and Benefits	1,893,633	1,964,737	3,896,277	2,150	3,898,427	1,933,690	50%
Administrative	27,363	29,677	43,426		43,426	13,749	68%
Financial	2,847	3,347	5,821		5,821	2,474	57%
Transfers to Own Funds	604,003	634,686	634,686		634,686		100%
Purchased Goods	198,950	200,942	322,983	53,667	376,650	175,708	53%
Purchased Services	256,171	262,411	470,980	6	470,986	208,575	56%
Reallocated Expenses	1,208	181,255	376,416		376,416	195,161	48%
<b>Total EXPENDITURES</b>	2,984,175	3,277,055	5,750,589	55,823	5,806,412	2,529,357	56%
REVENUE							
Financing Revenue	(167,903)	(18,919)	(168,919)	994	(167,925)	(149,006)	11%
Taxation	(5,039,861)	(5,308,486)	(5,308,486)		(5,308,486)		100%
Grants		(53,667)	(57,554)	(55,817)	(113,371)	(59,704)	47%
Recoveries and Donations	(12,493)	(12,596)	(14,596)	(1,000)	(15,596)	(3,000)	81%
User Fees and Service Charges	(17,531)	(59,361)	(201,037)		(201,037)	(141,676)	30%
<b>Total REVENUE</b>	(5,237,788)	(5,453,029)	(5,750,592)	(55,823)	(5,806,415)	(353,386)	94%
<b>Total LIBRARY</b>	(2,253,613)	(2,175,974)	(3)		(3)	2,175,971	72,532,467%
<b>Total LIBRARY</b>	(2,253,613)	(2,175,974)	(3)		(3)	2,175,971	72,532,467%
<b>Total LIBRARY</b>	(2,253,613)	(2,175,974)	(3)		(3)	2,175,971	72,532,467%

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**July                      2022**

**HOSPITAL EXPANSION**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
HOSPITAL EXPANSION							
HOSPITAL EXPANSION							
EXPENDITURES							
Financial	1,940,810	1,963,026	2,501,566		2,501,566	538,540	78%
<b>Total EXPENDITURES</b>	1,940,810	1,963,026	2,501,566		2,501,566	538,540	78%
REVENUE							
Financing Revenue	(2,503,090)	(2,501,566)	(2,501,566)		(2,501,566)		100%
<b>Total REVENUE</b>	(2,503,090)	(2,501,566)	(2,501,566)		(2,501,566)		100%
<b>Total HOSPITAL EXPANSION</b>	(562,280)	(538,540)				538,540	
<b>Total HOSPITAL EXPANSION</b>	(562,280)	(538,540)				538,540	
<b>Total HOSPITAL EXPANSION</b>	(562,280)	(538,540)				538,540	

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**July 2022**

**BIA**

	2021 YTD ACTUAL	2022 YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
BIA							
BIA							
EXPENDITURES							
Salaries and Benefits	78,659	84,431	153,555	5,000	158,555	74,124	53%
Administrative	45						
Financial	2,083	2,128	4,000		4,000	1,872	53%
Purchased Goods	701	3,377	9,700	10,000	19,700	16,323	17%
Purchased Services	47,022	79,910	168,395	72,250	240,645	160,735	33%
Reallocated Expenses	3,000	3,385	6,000		6,000	2,615	56%
<b>Total EXPENDITURES</b>	131,510	173,231	341,650	87,250	428,900	255,669	40%
REVENUE							
Financing Revenue	(39,132)	(36,604)	(36,604)		(36,604)		100%
Taxation	(235,110)	(244,707)	(245,796)		(245,796)	(1,089)	100%
Grants	(6,088)	(51,489)	(4,000)	(50,000)	(54,000)	(2,511)	95%
Recoveries and Donations	(4,568)	(47,128)	(15,500)	(24,500)	(40,000)	7,128	118%
User Fees and Service Charges	(725)	(14,556)	(22,500)		(22,500)	(7,944)	65%
Reallocated Revenue			(17,250)	(12,750)	(30,000)	(30,000)	
<b>Total REVENUE</b>	(285,623)	(394,484)	(341,650)	(87,250)	(428,900)	(34,416)	92%
<b>Total BIA</b>	(154,113)	(221,253)				221,253	
<b>Total BIA</b>	(154,113)	(221,253)				221,253	
<b>Total BIA</b>	(154,113)	(221,253)				221,253	



# The Corporation of the Town of Milton

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Report To: Council

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From: Jill Hogan, Commissioner, Development Services

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Date: September 12, 2022

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Report No: DS-107-22

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Subject: Update to Site Alteration By-law 033-2004

**Recommendation:** THAT Report DS-107-22 outlining the required update to By-law 033-2004 be received for information;

AND THAT Site Alteration By-law 033-2004, be repealed and replaced with the new Site Alteration By-law attached in Appendix I to report DS-107-22;

AND FURTHER THAT the appropriate By-laws be presented to and approved by Council.

## EXECUTIVE SUMMARY

The purpose of this report is to present an updated Site Alteration By-law to Council for approval. The current By-law (033-2004) has not been updated since 2004, and this update is required to:

- ensure current provincial legislation is addressed;
- ensure enforcement of the By-law is feasible;
- introduce new exemptions; and,
- address challenges in both rural and urban Milton with respect to By-law violations.

## REPORT

### Background

The Town of Milton Site Alteration By-law was last amended in 2004. This update is required to ensure the Town's By-law reflects new and updated provincial legislation, including to both the Municipal Act and On-Site and Excess Soil Management O. Reg.



## Background

406/19; to address the major enforcement challenges facing the Town and similar municipalities today, to create new exceptions for routine minor site alterations that do not exist in the current By-law, and to address the needs of development. This update will also help to improve efficiencies in permit related processes and clearly identify when permits are required. Finally, the updated By-law will also ensure the Town has the ability to recover costs associated with any peer review or remediation works the Town has to complete in order to ensure compliance with the By-law and/or restoration of a site that has been illegally altered. To inform the proposed amendments, Town staff and legal counsel completed a comprehensive review of several Site Alteration By-laws in other municipalities, engaged a Professional Agrologist to assist with engaging the agricultural community, and have reached out to stakeholders in the development community, local conservation authorities, and the Region of Halton for input. If passed, the amendments to the By-law will come into effect January 1, 2023.

## Discussion

### Challenges with Current By-law and Overview of New By-law

The Town's Site Alteration By-law has not been updated since 2004. An update is well overdue to provide the Town the tools it needs to address the challenges faced by today's municipalities as well as to provide a more flexible approach than the existing By-law.

One major challenge is illegal dumping. Due to the unprecedented level of construction in the GTA, nearby municipalities with significant rural areas are facing a rise in illegal dumping of fill. This can take different forms. Some landowners have used their properties as unlicensed black market dump sites for which they have charged tipping fees (a load-based disposal fee) to contractors. In other circumstances, contractors have offered "free topsoil" to unsuspecting farmers from source sites that may have been contaminated or had lower soil quality than the receiving site.

Town enforcement staff have direct experience with this issue, and have also had discussions with other municipalities facing the same challenge. Illegal dumping has also been well covered in the media, with some examples of this attached in Appendix II, for Council's benefit. The Province has adopted a new regulation under the *Environmental Protection Act*, R.S.O. 1990, c. E.19, O. Reg 406/19 On-Site Excess Soil Management in part to deal with this issue, which compliments municipal authority to regulate site alteration; however, municipalities remain the front line in protecting the public from illegal dumping.

Beyond illegal dumping and contaminated fill, there are other enforcement challenges. Major, unpermitted site alterations are often the first sign of a new illegal land use, such as the establishment of illegal truck depots - another growing problem GTA municipalities with large rural areas face. There are also challenges associated with changes to drainage

## Discussion

patterns, or the filling in of drainage features such as swales or catch basins that can cause issues for neighbouring properties, watercourses and municipal infrastructure.

The new By-law provides a more modern suite of enforcement tools, harmonises with the new O.Reg 406/19 requirements and provides a number of new exceptions to allow residents and the agricultural community to undertake routine work such as landscaping, gardening, repaving of driveways, etc. and the bringing in of small loads of soil for agricultural purposes, without the need for a permit, as long as there are no significant grade changes and existing drainage features are respected. It should be noted that the current By-law has no exceptions for these activities, meaning that if applied to the letter, permits would be required.

In addition, the current By-law does not allow for the Town to recover the costs of any peer review services that may be required in reviewing a permit application or resolving enforcement matters (i.e. Environmental specialists, Geotechnical consultants, Agrologist, Legal surveyor, etc.) and does not provide sufficient flexibility in dealing with site alterations proposed by developers in advance of development approval.

Finally, the new By-law includes delegated authority to the Directors of Development Engineering and Infrastructure to amend and update the schedules of the By-law, which set out technical details such as the information required in control plans, to establish application forms and requirements, to issue permits and set permit conditions, determine securities, as well as to issue orders (a power shared by other staff, including Municipal Law Enforcement Officers). There is also a process whereby an applicant can request a decision of the Director to be reviewed by the Commissioner of Development Services.

Many of these powers were already present in the existing By-law and they are generally consistent with similar By-laws elsewhere as well as other municipal By-laws. To the extent that any of them are of a legislative or quasi-judicial in nature, they are of a minor nature having regard to the powers in question, their largely administrative nature, the number of people, the size of geographic area and the time period affected by an exercise of the power, and the examples set out in s.23.2(5) of the *Municipal Act*, S.O., c.25.

Staff are also working through standard permitting and enforcement practices to ensure consistent service delivery.

## Document Review

In order to inform the proposed updates to the By-law, Town staff and our legal counsel have reviewed several Site Alteration By-laws of various other local municipalities, including the following:

## Discussion

- The City of Burlington (2014)
- The Town of New Tecumseth (2020)
- The City of Hamilton (2019)
- The Township of King (2021)

These By-laws were selected for review mainly based on their last date of update vs. the Town of Milton's By-law (to see how recent provincial legislation updates have been reflected in those By-laws), the similar nature of their geographical layout to that of Milton's (i.e. comprise both rural and urban areas), and in the case of the City of Burlington, that this is also a local municipality within Halton Region.

While certain updates have been incorporated from each of the By-laws noted above, the updated Town of Milton By-law has been mostly based on the City of Burlington's current Site Alteration By-law.

## Stakeholder Engagement

Historically, violations to the Site Alteration By-law have regularly occurred within Milton's rural area - including the operation of illegal landfills or illegal filling of properties or the introduction of material (dirt, construction debris, etc.) onto a property without a permit in place. In some instances, staff have been told "this is part of a normal farming practice". In updating this By-law, Town staff wanted to ensure that legitimate farm and agricultural practices are allowed (as outlined in the proposed By-law update, with some criteria that need to be met) and that legitimate farmers are not being hindered by the Site Alteration By-law. We also want to ensure that false claims of "normal agricultural or farming practice" can be identified by staff.

In order to inform the updates to the By-law, staff engaged a Professional Agrologist (a specialist in the field of agrology; essentially an agricultural soil expert), Dave Hodgson, P.Ag. of DBH Soils Services Inc., to help prepare a survey for the agricultural community in Halton, to gain some understanding and clarity around what might constitute "normal farm/agricultural practices" in Milton. This survey was distributed digitally to the following organizations, for distribution to their members:

- Halton Agricultural Advisory Committee
- Halton Region Federation of Agriculture
- Ontario Soil and Crop Improvement Association
- Halton Agricultural Society
- Ontario Ministry of Agricultural, Food and Rural Affairs

A total of 25 responses were provided to the Town. A copy of the survey as well as a summary report are included as part of Appendix III to this report. Using the survey results,

## Discussion

as well as drawing on his own knowledge, expert literature, and a review of several existing Site Alteration By-laws in Ontario, Mr. Hodgson has prepared a report with recommendations as to regulatory requirements (included as Appendix III), that has been used to help inform related updates to the By-law. At the core of his recommendations, is that a Site Alteration By-law should include requirements designed to prevent soil contamination, reduction in soil quality, silt, erosion and drainage issues or adverse effects to the environment.

In addition to the rural agricultural community, emails were also sent to the Conservation Authorities (Conservation Halton and Grand River Conservation Authority), the Region of Halton, and the development community in Milton. The intent of the emails was to provide information to these groups, identifying that the Town was undertaking a review and update of our Site Alteration By-law, and to solicit any hi-level feedback from these groups on our current By-law and their experience with same.

The critical piece of feedback from the Conservation Authorities was a request to have the Town update our By-law to ensure the Site Alteration By-law is also applicable to areas that are regulated by the Conservation Authorities (a change that is in line with updates to the Municipal Act, since the 2004 version of the Town's Site Alteration By-law). This request has been reflected in the proposed update to the Town's By-law.

With respect to the development community, Development Engineering staff held a meeting with several developers who had provided some written feedback. Overall, the development community is satisfied with the site alteration process and permitting requirements under the current By-law; the following summarizes the requested changes from the development community:

- Incorporate flexibility to allow an increase in permit validity period from 12 months to 18 months to facilitate construction time on large-scale earthmoving operations.
- Incorporate flexibility in the permitting process to allow for importing of soil from multiple fill sources.
- Clearer definition of normal farming practices.
- Allow flexibility with regards to sites undergoing environmental remediation.

These requests have been considered by staff, and where feasible, associated changes have been made to the By-law.

Although they were contacted, no response was received from the Region of Halton.

## Discussion

### Required Updates to the By-law

As previously noted, the intent of the update to the Site Alteration By-law is to ensure consistency with provincial regulations, to address the major enforcement challenges faced by the Town and similarly situated municipalities, to provide new exemptions for minor, routine site alterations, to ensure cost recovery from applicants when external peer review is required is feasible, and to provide greater flexibility to address the needs of the development community.

A copy of the complete proposed By-law update can be found in Appendix I.

### Communication and Public Education Strategy

In addition to the stakeholder engagement outlined above, Town staff are also keenly aware that public education regarding the Site Alteration By-law is imperative to mitigating violations and ensuring the public is aware that permits may be required for the work they are contemplating on their property. In order to ensure the public is aware that not only does a Site Alteration By-law exist, but that they may require approval from the Town prior to completing work on their property, Development Services staff have engaged the help of Strategic Communications to prepare a communications and public education strategy.

The following outlines the hi-lights of the communication and public education strategy for the Site Alteration By-law Update, as well as a planned, ongoing public awareness campaign that focuses on:

- Advising residents of the update, and highlighting changes to the By-law and what that may mean for residents.
- Clear communication around when a Site Alteration Permit is required (for both urban and rural properties) - with real-world examples included (i.e. I want to build a garden in my back yard - do I require a Site Alteration Permit?) and information specific to the new urban areas in Milton regarding the importance of maintaining backyard drainage patterns and how to ensure work won't impact neighbouring properties.
- Reminding residents that certain work requires a permit, where additional information can be found, and the importance of abiding by the Site Alteration By-law.
- Communication outreach to industry stakeholders (construction industry, engineering consulting firms, development community) to provide a copy of the updated By-law and overview of responsibilities of haulers that may be engaged by these stakeholders in carrying out site alteration activities.

## Discussion

### Fees and Cost of Service

Fees associated with Site Alteration Permits are charged in accordance with the Town's User Fee By-law. During regular comprehensive reviews of the Town's user fees, with the most recent undertaken in 2022 and also included on tonight's agenda, the cost of providing the service is evaluated and fees are set with the intention of full cost recovery. On an annual basis fees are indexed to maintain the cost recovery ratio.

The amendments being proposed to the Site Alteration By-law result in additional services for which new fees will need to be established. These are as follows:

1. Site Alteration Permit review fee (if the applicant wants to request a review of the decision of the Director on a permit application, by the Commissioner)
2. Site Alteration Permit amendment fee (if amendment to an approved permit is required)
3. Site Alteration Permit application re-opening fee (if a permit application has been closed because all requirements have not been addressed in time, and a request to re-open is made by the applicant/owner)
4. Site Alteration Permit Renewal fee - if work is not completed in the time specified on a permit approval and the applicant wishes to renew the permit approval (within 6 months of expiry of original approval)
5. Site Alteration Permit Re-opening fee (Where an application has been deemed abandoned, it may be re-opened within a period of 3 months from the date of expiry upon the submission of a written request to the Director, by the applicant)
6. Site Alteration Permit Revocation fee (if a permit needs to be revoked, for any reason as identified in the By-law; for example, a permit may need to be revoked if the applicant fails to complete the works in line with the terms of permit approval)

Timing did not allow for these new fees to be added to the User Fee By-law in 2022, however staff will work to have these added to the By-law in 2023, as part of the annual update to the user fee By-law. When deriving the fees, staff will follow the same cost recovery methodologies as followed during the comprehensive user fee By-law update.

Language has been added to the User Fee By-law to ensure the Town is able to recover costs of any peer review services that may be required to facilitate the approval of a permit and/or the restoration of a property that has been altered in violation of the By-law.



# The Corporation of the Town of Milton

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## Financial Impact

The proposed changes to the Site Alteration By-law will require additional staff time to facilitate the new services outlined, which is expected to be managed within the existing staff complement. It is intended that new fees will be added to the User Fee By-law in 2023 to recover the costs of providing these services on an ongoing basis. Peer review services will be fully recovered as incurred.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact: Diana Jiona, Manager  
Infrastructure & Right of Way

Phone: Ext. 2513

## Attachments

Appendix I - Updated Site Alteration By-law  
Appendix II - Relevant Media Coverage  
Appendix III - Agrologist Report and Survey Results

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

## Town of Milton Site Alteration By-Law

A by-law to prohibit and regulate the placing, depositing, cutting or removal of fill or the altering of grades or drainage on any lands.

### Preamble

Whereas Council determines it necessary to enact a by-law for prohibiting or regulating the placing, depositing, cutting or removal of fill or the altering of grades or drainage on any lands within the Corporation of the Town of Milton to limit erosion, the use of improper fill, the degradation of agricultural lands, interference and damage to watercourses, drainage systems and water supplies, and to limit impacts on neighbouring and surrounding properties, the environment and municipal infrastructure;

Whereas section 11(2) of the *Municipal Act, 2001*, S.O., c.25, as amended, provides that the Council of a local municipality may pass by-laws respecting the environmental well-being of the municipality, including respecting climate change, and the protection of property;

Whereas section 11(3) of the *Municipal Act, 2001*, S.O., c.25, as amended, provides that the Council of a local municipality may pass by-laws respecting drainage and flood control;

Whereas section 142 of the *Municipal Act, 2001*, S.O., c.25, as amended, provides that the Council of a local municipality may pass by-laws prohibiting or regulating the placing or depositing of fill, removal of topsoil or alteration of the grades of the land in any defined area or on any class of; and

Whereas to the extent any legislative powers or quasi-judicial powers are delegated in this by-law, said powers have been determined by Council to be minor in nature, having regard to the factors set out in section 23.2 of the *Municipal Act, 2001*, S.O., c.25,;

Now therefore the Council of the Corporation of the Town of Milton hereby enacts as follows:



## **Index**

### **Introduction**

The following is an index of the contents of this by-law.

1. Definitions
  2. General Prohibitions and Provisions
  3. Exemptions
  4. Site Alteration Application Process
  5. Permit Review and Issuance
  6. Permit Compliance and Changes
  7. Permit Terms and Conditions
  8. Fees and Securities
  9. Request for Review
  10. Expiry, Renewal Revocation and Transfer of Permits
  11. Inspection
  12. Orders and Notices
  13. Offences and Penalties
  14. Severability
  15. Effective Dates and Repeal of Predecessor By-laws
- Schedule “A”- Control Plan
- Schedule “B”- Designated Inspectors
- Schedule “C”- Additional Site Design Guidelines
- Schedule “D”- Lot Grading Design and Drawing Requirements

## 1. Definitions

In this by-law the following italicized words are defined as follows:

- 1.1. “*adjacent lands*” means any *lot* owned by a *person*, other than the *applicant*, that shares a *lot* boundary with the *applicant*;
- 1.2. “*agricultural operation*” means an agricultural, aquacultural, horticultural or silvicultural operation that is carried on in the expectation of gain or reward and is registered under *Farm Registration and Farm Organizations Funding Act*, 1993, S.O. 1993, c.21;
- 1.3. “*applicant*” means the *owner* of the *lot* for which a *permit* is being applied for and includes a *person* authorized in writing to act on behalf of the *owner* to apply for a *permit*;
- 1.4. “*body of water*” includes any bodies of flowing or standing water, whether naturally or artificially created;
- 1.5. “*Building Permit*” means a permit issued under section 8 of the *Building Code Act*, 1992, S.O. 1112, c.23.
- 1.6. “*catch basin*” means a buried receptacle designed to prevent obstructive material from entering and blocking the sewer and diverts overland water flows into a sewer system. For clarity, a *catch basin* may be located on public *property* or on private *property* including within the rear or side yard of a *lot*;
- 1.7. “*calculated site alteration volume*” means the sum of both the *fill* operation and the *cut* operation being *undertaken* on the *site alteration lot*;
- 1.8. “*Commissioner*” means the Commissioner of Development Services and shall include any successor positions thereto as well as any *person* authorized by said Commissioner to carry out any of the Commissioner’s powers or duties pursuant to this by-law;
- 1.9. “*Conservation Authority*” means a body established pursuant to the provisions of the *Conservation Authorities Act*, R.S.O. 1990, c.27, as amended and includes the Halton Region Conservation Authority and the Grand River Conservation Authority;
- 1.10. “*contaminants of concern*” means:
  - (1) one or more contaminants found on, in or under a *property* at a concentration that exceeds the applicable *site* condition standards for the *property* set under Part IX (*site* Condition Standards and Risk Assessment)

of O.Reg. 153/04 made under part XV.1 of the *EPA*; or

- (2) one or more contaminants found on, in or under a *property* for which no applicable *site* condition standard is prescribed under Part IX (*site* Condition Standards and Risk Assessment) of O.Reg. 153/04 made under part XV.1 of the *EPA* and which are associated with potentially contaminating activity;

- 1.11. “*control plan*” is a drawing or drawings, written summary and other documents, provided in accordance with Schedule A;
- 1.12. “*corporation*” includes a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society, organization or any other legal entity that is not an *individual*;
- 1.13. “*Council*” means the Council of the Corporation of the *Town* of Milton;
- 1.14. “*cut*” and “*cutting*” means to remove by digging, scraping or scooping;
- 1.15. “*development*” means the construction of buildings or structures, paved areas, above or underground services such as roads, parking lots, driveways, watermains, storm and sanitary sewers, utilities, general grading works and similar facilities on any lands in the *Town*;
- 1.16. “*deposit*” or “*depositing*” means the movement, placement or dumping of *fill*;
- 1.17. “*Director*” includes the Director of Development Engineering and the Director of Infrastructure for the *Town* and shall include any successor positions thereto as well as any *person* authorized by said Directors to carry out any of their powers or duties pursuant to this by-law;
- 1.18. “*drainage system*” includes areas of land surface that contribute water flow to a particular point or area and all works appurtenant thereto;
- 1.19. “*electronic tracking technology*” means an electronic device similar to a geographic positioning system (GPS) that is attached to a vehicle, allowing their whereabouts to be monitored and downloaded;
- 1.20. “*Environmental Protection Act*” or “*EPA*” means the *Environmental Protection Act*, R.S.O. 1990, c. E.19 and Regulations, as amended;
- 1.21. “*excess soil*” means *soil*, or *soil* mixed with rock, that has been excavated and removed from the *source site*;
- 1.22. “*fill*” means any type of material capable of being removed from or deposited on lands, including *excess soil*, *soil*, *topsoil*, stone, sod, turf, clay, sand, gravel, debris, construction debris, asphalt, brick, or *waste*;

- 1.23. “*grade*” means the elevation of the ground surface and shall be more particularly defined as follows:
- (1) “*approved grade*” means the elevation of ground surface of the lands as set out in a grading plan approved by the *Town* in respect of a *permit*, development approval issued under the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or the issuance of a *Building Permit*;
  - (2) “*existing grade*” means the elevation of the existing ground surface of the lands prior to *site alteration*;
  - (3) “*proposed grade*” means the proposed finished elevation of ground surface illustrated on the control plan, in accordance with this by-law; and
  - (4) “*finished grade*” means the elevation of ground surface of the lands after a *site alteration*;
- 1.24. “*haul route*” means the route along public roads designated or approved by the *Town* for the purposes of ingress or egress to a *site*;
- 1.25. “*individual*” means a natural person;
- 1.26. “*Inspector*” means any *person* designated pursuant to Schedule “B” of this by-law, subject to any limitations set out therein;
- 1.27. “*key features*” are those natural heritage and hydrological features identified as key features in the Town’s Official Plan. For clarity, *key features* include mapped and unmapped significant habitat of endangered and threatened species, *provincially significant wetlands*, significant coastal wetlands, significant woodlands, significant valleylands, significant wildlife habitat, significant areas of natural and scientific interest, and fish habitat as those terms are defined in the Official Plan;
- 1.28. “*local board*” means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;
- 1.29. “*lot*” means a parcel of land, described in a deed or other document legally capable of being conveyed under the *Planning Act*, R.S.O. 1990, c. P.13, including a lot or block on a registered plan of subdivision;
- 1.30. “*Ministry of the Environment*” means the Ontario Ministry of the Environment,

Conservation and Parks and any successor ministry;

- 1.31. “*Ministry of Natural Resources*” means the Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry and any successor ministry;
- 1.32. “*Natural Heritage System*” or “*NHS*” means the interconnected system of natural heritage features and areas in the *Town Official Plan*, consisting of the Regional Natural Heritage System and the Greenbelt Natural Heritage System as defined in the Official Plan;
- 1.33. “*NEC*” means the Niagara Escarpment Commission and any successor agency;
- 1.34. “*normal farm practice*” means a practice carried out as part of an *agricultural operation* that,
- (1) is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar *agricultural operations* under similar circumstances, or
  - (2) makes use of innovative technology in a manner consistent with proper advanced farm management practices; and
  - (3) is not a practice that is inconsistent with a regulation made under the *Nutrient Management Act, 2002*, or its regulations;
- 1.35. “*order*” means an *order* issued under this by-law and includes both a *work order* and *stop work order*;
- 1.36. “*owner*” means any *person* who is the registered or beneficial *owner* of a *lot* or who leases, rents, occupies, manages, receives rent from or otherwise controls a *lot*;
- 1.37. “*property*” shall have the same meaning as *lot*;
- 1.38. “*permit*” means a *site alteration permit* issued pursuant to this by-law;
- 1.39. “*person*” includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;
- 1.40. “*provincially significant wetland*” means a *wetland* area identified as provincially significant by the *Ministry of Natural Resources* using evaluation procedures established by the Province, as amended from time to time;
- 1.41. “*Qualified Person*” means a licensed professional as set out in sections 5 or 6 of O. Reg. 153/04 made under the *EPA* and subject to the requirements in sections 6.1 and 7 of the regulation;

- 1.42. “*receiving site*” means the *lot* where *fill* is transported to;
- 1.43. “*security*” or “*securities*” means a financial *security* in a form and amount to be determined by the *Town*, to secure performance of the *owner’s* obligations under this by-law and any *permit* issued hereunder;
- 1.44. “*site*” means the lands which are the subject of an application for a *site alteration permit* pursuant to this by-law;
- 1.45. “*site control measures*” means erosion and siltation control measures imposed by the *Director* pursuant to this by-law;
- 1.46. “*site alteration*” means:
- (1) the *depositing of fill*, the *cutting* or removal of *fill*, the leveling or compaction of *fill*, or any combination of these activities; or
  - (2) changes in the elevation of the ground surface of 25mm resulting from the *depositing of fill*, the *cutting* or removal of *fill*, compaction or levelling of *fill*, or any combination of these activities;
- 1.47. “*soil*” means material commonly known as earth, *topsoil*, loam, subsoil and includes unconsolidated naturally occurring mineral particles and other naturally occurring materials resulting from the natural breakdown of rock or organic matter by physical, chemical or biological processes that are smaller than two (2) millimetres in size or that pass the US #10 sieve;
- 1.48. “*Soil, Ground Water and Sediment Standards*” means the Soil, Ground Water and Sediment Standards for use under Part XV.1 of the *EPA*;
- 1.49. “*source site*” means the *lot* where the *fill* is derived from;
- 1.50. “*stockpiling*,” “*stockpiled*” or “*stockpile*” means the temporary above ground storage of materials for the purposes of transporting off-site for commercial use or sale. For clarity, *stockpiling* shall not include any material that is graded, leveled, buried or material that is *dumped* on the *site* or *lot* in a manner suggesting the material is not intended for temporary storage for off-site use;
- 1.51. “*swale*” means a shallow depression in the ground sloping to a place of disposal of surface water for the purpose of providing a method of conveying drainage;
- 1.52. “*topsoil*” means the upper, outermost layer of *soil*, usually the top 5 - 20 cm, containing organic material and includes deposits of partially decomposed organic matter such as peat;

- 1.53. “*Town*” means the Corporation of the *Town* of Milton;
- 1.54. “*Town development agreement*” means a *site* plan agreement, subdivision agreement, servicing, pre-servicing Agreement or other *development* agreement entered into with the *Town* pursuant to sections 41, 51, 53 or 70.2 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended;
- 1.55. “*undertake*,” “*undertaken*” or “*undertaking*” when used in relation to a *site alteration* means to cause, permit, allow, order, direct, manage, conduct, work on, *dump fill* for or otherwise take part in a *site alteration* in any way;
- 1.56. “*User Fee By-Law*” means the *Town* by-law or by-laws setting out fees for use of *Town* services and other matters, as amended;
- 1.57. “*watercourse*” means an identifiable depression in the ground in which the flow of water regularly or continuously occurs;
- 1.58. “*waste*” includes ashes, garbage, refuse, domestic waste, industrial waste, or municipal refuse and such other materials as are designated in the regulations to the *EPA* as *waste*;
- 1.59. “*waste disposal site*” means,
- (1) any land upon, into, in or through which, or building or structure in which, waste is deposited, disposed of, handled, stored, transferred, treated or processed, and
  - (2) any operation carried out or machinery or equipment used in connection with the depositing, disposal, handling, storage, transfer, treatment or processing referred to in subsection 1.58(1);
- 1.60. “*wetlands*” means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case, the presence of abundant water has caused the formation of hydric *soils* and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of *wetlands* are swamps, marshes, bogs and fens. Periodically soaked or *wetlands* being used for agricultural purposes, which no longer exhibit wetland characteristics, are not considered to be *wetlands* for the purposes of this definition.

## **2. General Prohibitions and Provisions**

- 2.1. This by-law applies to the entire *Town* including those areas which are subject to regulations made under section 28(1) of the *Conservation Authorities Act*, R.S.O. 1990, c.27, as amended.



- 2.2. This by-law shall be administered and enforced by the *Director* and by those persons designated as *Inspectors* under Schedule “C” of this by-law. The *Director* is hereby delegated authority by Council to add or amend the schedules to this by-law from time to time and set application requirements and forms for the purposes of fulfilling the objectives of this by-law.
- 2.3. No *person* shall *undertake*, a *site alteration* in the *Town*, including any lands which are submerged under any *watercourse* or other *body of water*, without a *permit* issued by the *Director*, unless this by-law states that such a *permit* is not required.
- 2.4. No *person* shall fail to comply with an *order* issued under this by-law.
- 2.5. No *person* shall alter, remove or obstruct a *catch basin*, *swale*, ditch, *drainage system* or *watercourse* that is subject to an easement, depicted as an *approved grade* in a plan of subdivision or site plan, including where depicted as an *approved grade*, under the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or is depicted on plans submitted in relation to an approved *Building Permit* application.
- 2.6. No *person*, in the performance of a *site alteration*, shall injure or destroy a municipal tree or any other tree which is subject to tree protection measures except to the extent that such injury or destruction is specifically and expressly authorized in a *permit* or *Town development agreement* and all applicable laws and municipal by-laws for the protection of trees are complied with.
- 2.7. No *person* shall *undertake* the transportation, hauling or *depositing* of *fill* in a manner contrary the requirements of O. Reg. 406/19: *ON-SITE AND EXCESS SOIL MANAGEMENT* or applicable *Ministry of the Environment* rules, standards, policies and guidelines.
- 2.8. No *person* shall *deposit waste* or *undertake* the *depositing* of waste except at a *waste disposal site* authorized under the EPA.
- 2.9. No *person* shall remove *topsoil* for sale or exchange without first having obtained a *permit*.
- 2.10. No *person* shall *undertake* a *site alteration*:
- (1) during any period in which a wind warning for the area has been issued by Environment Canada;
  - (2) during any period in which a smog advisory for the area has been issued by the *Ministry of the Environment*, as confirmed in writing and provided to the *permit* holder by the *Director*;
  - (3) within 24 hours of receiving 15 mm or more of precipitation within a 24 hour period;



- (4) for any purpose not permitted by the applicable *Town* zoning by-law; or
- (5) in a manner that violates an applicable by-law of the *Town*, including a *Town* noise by-law.

2.11. No *person* shall construct a new or expand an existing parking area or private road without a *permit*.

2.12. No *person* shall construct a new or expand an existing driveway beyond what is permitted in the applicable *Town* Zoning by-law.

2.13. Every *person* who transports or hauls *fill* to or from a *lot* within the *Town* shall maintain at all times within their vehicle a record that includes the following information:

- (1) the location at which the *fill* was loaded for transportation;
- (2) the date and time the *fill* was loaded for transportation;
- (3) the quantity of the *fill* in the load;
- (4) the name of an individual who may be contacted to respond to inquiries regarding the load, including inquiries regarding the *soil* quality;
- (5) the name of the corporation, partnership or firm transporting the *fill* and the name of the driver of the vehicle;
- (6) the location at which the *fill* is to be *dumped*; and
- (7) where the location of the *fill* to be *dumped* is within the *Town*:
  - (a) written authorization of the *owner* or agent of the *owner* of each *receiving site* to deposit the *fill*;
  - (b) written confirmation from *owner* or agent of the *owner* of each *receiving site* that said *person* is aware of the source of the *fill*, complete with the address of the *source site*;
  - (c) written confirmation from each source or *receiving site* that the *owner* has a *permit* under this by-law for the *site alteration* associated with the *fill*, or the *site alteration* falls under one of the exemptions to this by-law. In the case of an exemption, the document shall list the section and subsection number of the applicable exemption.

- 2.14. Every *owner* of a *lot* within the *Town* that receives *fill* shall maintain at all times a record that sets out the information required by section 2.13.
- 2.15. Every *person who transports* or hauls *fill* to or from a *lot* within the *Town* and every *owner* who received *fill*, shall forthwith provide the documents required by sections 2.13 and 2.14 upon the request of the *Director* or an *Inspector*.
- 2.16. No *person* may charge or receive a fee for allowing the placement or *depositing* of *fill* on a *property* unless the *property* is zoned under a *Town Zoning* by-law to permit a commercial landfill or *waste disposal site* and is being operated pursuant to a valid approval issued under the *EPA* for that *property*.
- 2.17. No *person* shall hinder or obstruct, or attempt to hinder or obstruct, the *Director* or an *Inspector* from carrying out inspections of land to ensure compliance with this by-law.
- 2.18. No *person* shall provide false or misleading information to the *Director* or an *Inspector* in respect of any matter subject to this by-law.

### 3. Exemptions

#### ***By-law Exemptions***

- 3.1. The provisions of this by-law do not apply to:
  - (1) a *site alteration undertaken* by a Crown agency as defined in the *Crown Agency Act*, R.S.O. 1990, c.C.48, as amended, a municipality or a *local board* of a municipality on lands owned or under the control of the Crown agency, municipality or *local board*;
  - (2) a *site alteration* imposed after December 31, 2002 as a condition to the approval of a site plan, a plan of subdivision or consent or a *development* permit under sections 41, 51, 53 or 70.2, respectively, of the *Planning Act*, R.S.O. 1990, c. P.13, as amended or as a requirement of a *Town development agreement* entered into under those sections;
  - (3) emergency measures *undertaken* by a *Conservation Authority* or any other Federal, Provincial or Regional agency, to prevent or control flooding, erosion, slipping of *soil* or damage to trees;
  - (4) a *site alteration undertaken* by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act*, S.O. 1998, c.15, for the purpose of constructing and maintaining a transmission system or a distribution system as those terms are defined in that section;
  - (5) a *site alteration undertaken* as an incidental part of drain construction under

the *Drainage Act*, R.S.O. 1990, c.D.17, as amended or the *Tile Drainage Act*, R.S.O. 1991, c.T.8, as amended;

- (6) the removal of *topsoil* as an incidental part of a *normal farm practice* taking place as part of an *agricultural operation*, provided that the removal is not for sale, exchange or disposal of the *topsoil*;
- (7) a *site alteration undertaken* on lands in order to lawfully establish, operate, rehabilitate or enlarge any lawful pit or quarry where:
  - (a) for lands designated under the *Aggregate Resources Act*, R.S.O. 1990, c.A.8, as amended or a predecessor of that Act, the lands are described in a licence for a pit or quarry or a *permit* for a wayside pit or wayside quarry; or
  - (b) for lands not designated under the *Aggregate Resources Act*, R.S.O. 1990, c.A.8, as amended or a predecessor of that Act, the operation of the pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended; or
- (8) a *site alteration* that is an authorized part of construction or operations as identified by:
  - (a) the *Ontario Energy Board Act*, S.O. 1998, c.15, Schedule B, as amended or any successor legislation thereto; or
  - (b) a waste management system or waste disposal *site* authorized or approved under Part V of *EPA* or its regulations, as amended.

### **Permit Exemptions**

3.2. Notwithstanding section 2.3, a *permit* is not required for:

- (1) a *site alteration* by a *Conservation Authority* on lands within its jurisdiction to prevent or control flooding, erosion or slipping of *soil*;
- (2) for the *depositing* of *fill* in an excavation, following the demolition or removal of a building or structure for which a *Building Permit* has been issued, provided the *filling* is limited to three (3) metres outside the previously existing building perimeter and the *finished grade* is the same as the previously *existing grade* at that building perimeter;
- (3) a *site alteration* that is an incidental part of any construction of any form of underground utilities or other public services where the *fill* is removed and held for subsequent backfill replacement;

- (4) a *site alteration* authorized under a *development* permit issued by a *Conservation Authority* under section 28 of the Conservation Authorities Act in an area of the *Town* provided the conditions in section 3.3 are met; or
- (5) a *site alteration* authorized under a *development* permit issued by the NEC in an area of the *Town* provided the conditions in section 3.3 are met.

3.3. An exemption under section 3.2(4) or 3.2(5) applies only if the following conditions are met:

- (1) the *development* permit issued by the *Conservation Authority* or NEC as the case may be is fully complied with including all conditions; and
- (2) no *site alteration* shall occur outside the area permitted under the development permit without a *permit* under this by-law,

#### ***Land Use Based Exemptions***

3.4. A *permit* is not required on any *lot* within the Rural Area of the *Town*, for the following *site alterations*, provided the requirements below are met:

- (1) the *depositing, cutting* or removal of *topsoil* on lands for the purpose of lawn maintenance, landscaping or adding to flower beds or vegetable gardens, provided that the *approved grade* (or *existing grade*, where there is no *approved grade*) of the lands is not increased by more than 0.15m; there is no significant change in the direction or rate of drainage to or from neighbouring properties; the *site alteration* does not take place within 0.6m of any *lot* line, and the cumulative total of the *topsoil* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive four (4) month period the lesser of 20 m<sup>3</sup> or 2 triaxle truck loads;
- (2) the construction of walkways along sideyards, adjacent to a dwelling or garage, provided that there is no altering of *grades*, drainage patterns or drainage within 0.6m of the *lot* line; or
- (3) maintenance of driveways, roads or parking areas with imported asphalt or granular material (including native granular, recycled aggregate, recycled asphalt or recycled concrete), provided the previously *existing grades* are being reinstated, the size of driveway, road or parking area is not increased; the dimensions remain unaltered, and the cumulative total of the *fill* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive 12 month period the lesser of 20 m<sup>3</sup> or 2 triaxle truck loads.

3.5. A *permit* is not required on any *lot* zoned for agricultural use within the Rural Area of the *Town*, for the following *site alterations* provided the requirements below are met:

- (1) the *depositing, cutting* or removal of *topsoil* on lands for the purpose of an *agricultural operation* provided that the *approved grade* (or *existing grade*, where there is no *approved grade*) of the lands is not increased by more than 0.15m; there is no significant change in the direction or rate of drainage to or from neighbouring properties; the *site alteration* does not take place within 0.6m of any *lot* line, and the cumulative total of the *topsoil* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive four (4) month period the lesser of 20 m<sup>3</sup> or 2 triaxle truck loads; and
- (2) the dredging of existing ponds on properties within the Rural Area, provided the surface area of the pond is not increased and the pond depth is not increased beyond its original depth and no piles or berms of dredged material is created adjacent to the pond. Where possible, the dredged material should be worked into adjacent fields without changing drainage patterns.

3.6. A *permit* is not required on any *lot* zoned for residential use within the Urban Area of the *Town*, for the following *site alterations*:

- (1) the *depositing, cutting* or removal of *topsoil* on lands for the purpose of lawn maintenance, landscaping or adding to flower beds or vegetable gardens, provided that the *approved grade* (or *existing grade*, where there is no *approved grade*) of the lands is not increased by more than 0.15m; there is no significant change in the direction or rate of drainage to or from neighbouring properties, the *site alteration* does not take place within 0.6m of any *lot* line; and the cumulative total of the *topsoil* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive four (4) month period the lesser of 5 m<sup>3</sup> or ½ of a triaxle truck load;
- (2) the construction of walkways along sideyards, adjacent to a dwelling or garage, provided that there is no altering of *grades*, drainage patterns or drainage within 0.6m of *lot* line; or
- (3) maintenance of driveways, roads or parking areas with imported asphalt or granular material (including native granular, recycled aggregate, recycled asphalt or recycled concrete), provided the previously *existing grades* are being reinstated, the size of driveway, road or parking area is not increased; the dimensions remain unaltered, and the cumulative total of the *fill* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive 12 month period the lesser of 5 m<sup>3</sup> or ½ of a triaxle truck load.

3.7. A *permit* is not required on any *lot* zoned for industrial, commercial, employment or institutional use for the following *site alterations*:

- (1) the *depositing, cutting* or removal of *topsoil* on lands for the purpose of lawn maintenance, landscaping or adding to flower beds, provided that the *approved grade* (or *existing grade*, where there is no *approved grade*) of the lands is not increased by more than 0.15m there is no significant change in the direction or rate of drainage to or from neighbouring properties; the *site alteration* does not take place within 0.6m of any *lot* line, and the cumulative total of the *topsoil* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive four (4) month period the lesser of 5 m<sup>3</sup> or ½ of a triaxle truck load;
- (2) the *stockpiling* of *soil*, compost, and related landscaping materials for commercial landscaping purposes, provided said *lot* is permitted to store landscaping materials for sale to the public by the applicable zoning and land use by-laws of the *Town* as well as Conservation Authority and NEC policies where applicable;
- (3) the *stockpiling* of recycled aggregate, asphalt or concrete as part of a contractor's yard, provided said land use is permitted by the applicable zoning and land use by-laws of the *Town*, as well as Conservation Authority regulations and NEC policies where applicable;
- (4) the construction of walkways adjacent to a building, provided that there is no altering of *grades*, drainage patterns or drainage within 0.6m of *lot* line; or
- (5) maintenance of driveways, roads or parking areas with imported asphalt or granular material (including native granular, recycled aggregate, recycled asphalt or recycled concrete), provided the previously *existing grades* are being reinstated, the size of driveway, road or parking area is not increased; the dimensions remain unaltered; and the cumulative total of the *fill* placed or *dumped* does not exceed in any consecutive 12 month period the lesser of 20 m<sup>3</sup> or 2 triaxle truck loads.

3.8. In addition to the limitations set out under subsections 3.4 to 3.7, no *site alteration undertaken* pursuant to those sections shall:

- (1) alter or obstruct a *watercourse*, ditch, *swale*, *drainage system*, *Town* easement or *catch basin*;
- (2) alter or obstruct sheet flow or drainage across *lot* lines;



- (3) cause water normally contained on the *lot* to drain off *site*;
- (4) involve the *dumping* or *stockpiling*, as the case may be, of *fill* that is composed of materials other than those authorized under the applicable subsection, and without limiting the generality of the forgoing, such material shall be clean and free of any glass, plastics, rubber, metals, construction debris, demolition debris, liquid other than water, broken concrete, asphalt, waste, garbage or *contaminants of concern* unless such materials are expressly authorised by the applicable subsection.

### ***Proof of Exemption Application, Required***

3.9. In order to qualify for the *permit* exemptions set out under subsections 3.2, 3.3, 3.4, 3.5 or 3.7, of this by-law, any *person* that carries out a *site alteration* without a *permit* pursuant to an exemption shall:

- (1) maintain sufficient documents or other information, including other permits or authorisations, photographs, measurements, invoices, test results, etc, as to provide proof of the applicability of the exemption and compliance with any conditions or limitations on the exemption;
- (2) maintain a record of the source, composition and volume of any *fill dumped* or hauled to the *lot* that claims the exemption; and
- (3) provide the documents or other information to the *Director* or an *Inspector* upon request within the timeframe stipulated by the *Director* or *Inspector*.

3.10. Notwithstanding any other provision of this by-law, any *person* that fails to comply with section 3.9 shall be in violation of section 2.3 of this by-law.

## **4. Site Alteration Application Process**

### ***Pre-consultation***

4.1. An *applicant* or *owner* applying for a *permit* shall arrange for a pre-consultation meeting with the *Director* and any other persons or agencies that the *Director* or *Inspector* determines necessary to review a proposed *site alteration* to assess if a *permit* is required, or if a *permit* could be issued pursuant to this by-law and *permit* requirements. The requirement to hold a pre-consultation may be waived by the *Director*.

### ***Site Alteration Application Requirements***

4.2. An *owner* or *applicant* applying for a *permit* shall submit the following to the *Director*.

- (1) a completed application in a form approved by the *Director*;
- (2) the municipal address of the *lot* where the *site alteration* is to occur and the *lot* size;
- (3) the name, address and contact information of the *owner* of the *lot* where the *site alteration* is to occur;
- (4) the name, address and contact information of the consultant engineers authorized by the *owner* of the land upon which the *fill* is to be placed, *dumped*, *cut* or removed or other *site alteration* is to occur;
- (5) the name, address and contact information of the *Qualified Person* authorized by the *owner* of the land upon which the *fill* is to be placed, *dumped*, *cut* or removed or other *site alteration* is to occur;
- (6) where the *applicant* is not the *owner*, a signed authorization by the *owner* of the land, on which the work is to be performed, certifying the *applicant* is authorized to act as an agent on the *owner's* behalf in the application process and in the performance of the *site alteration* work;
- (7) the name, address and contact information of the contractor authorized by the *owner* of the *lot* to *undertake* the *site alteration*;
- (8) a work schedule for the proposed *site alteration*;
- (9) a *control plan*, in accordance with Schedules A and D;
- (10) a brief description of the *site alteration*, including identification of its purpose;
- (11) proof that the purpose of the *site alteration* is for a land use permitted on the subject lands under *Town* zoning by-laws or under an NEC *development* permit as the case may be;
- (12) all source location(s) of the *fill* being *dumped* including environmental *soil* tests and *soil* permeability tests if required by the *Director*;
- (13) an indemnity, in a form approved by the *Town*, which releases and indemnifies the *Town* with respect to any and all liability which may arise in the event that any *fill* contains *contaminants of concern* within the meaning of the *EPA* or the *site alteration* causes damage to nearby properties;
- (14) a copy of the NEC *development* permit, if any *site alteration* is proposed to occur within regulated lands of the NEC;



- (15) a copy of the *Conservation Authority development* permit, if any *site alteration* is proposed to occur within *Conservation Authority* regulated lands;
  - (16) where the *site alteration* is proposed as part of a *normal farm practice*, proof that the subject land is part of an *agricultural operation*, including documents such as tax returns and Ontario farm business registration providing proof of farm income and such additional documents, information or reports necessary to provide proof that the proposed *site alteration* is part of a *normal farm practice*;
  - (17) the prescribed fees for the *permit* in accordance with the *Town's User Fee By-Law*; and
  - (18) such other documents, reports or information as the *Director* deems appropriate in order to evaluate the application.
- 4.3. Where application requirements, including any additional reports or information required by the *Director*, have not been fulfilled with one year of the date the application was first submitted in whole or in part, the *Director* may deem the application abandoned upon 30 days notice to the *applicant*.
- 4.4. Where an application has been deemed abandoned, it may be re-opened within a period of 3 months from the date of expiry upon the submission of a written request to the *Director* accompanied by a payment of any additional fees required by the *Town User Fees By-law*.
- 4.5. Notwithstanding any other provisions of this by-law, the *Director* may at his or her sole discretion, waive certain *permit* requirements, after taking into consideration the proposed works, the anticipated impacts to the *site*, adjacent properties, the surrounding environment, Town infrastructure and *normal farm practices*.

#### ***Supporting Documentation Requirements***

- 4.6. If required by the *Director*, a *person* applying for a *permit* shall submit the following in a form acceptable to the *Director*:
- (1) any other study, report, plan, drawing or material related to the application, as deemed necessary by the *Director*;
  - (2) Phase I, Phase II and other Environmental Site Assessment reports;
  - (3) detailed plans including but not limited to a Soil Management Plan, Fill Management Plan, and an environmental *soil* testing plan, all prepared and

certified by a *Qualified Person*, in accordance with *Ministry of the Environment* rules, standards, policies and guidelines;

- (4) Traffic and Transportation Management Plan prepared and certified by a professional engineer;
- (5) a signed authorization of a grantee(s) of any easements within the *lot* accepting the placing or *depositing* of *fill* or other *site alteration* on or abutting any easements;
- (6) a report by an archaeologist licensed by the Ontario Ministry of Tourism and Culture or its successor of any significant archaeological features on the *site*, in the areas affected by the *site alteration*; and
- (7) such other reports, plans or documents as the *Director* deems necessary to evaluate the *permit* application.

## 5. Permit Review and Issuance

5.1. In reviewing any application, the *Director* may:

- (1) seek comments from and approvals of other applications by the NEC, Conservation Authorities, the *Ministry of Natural Resources*, *Ministry of the Environment*, Department of Fisheries and Oceans, Halton Region, adjacent municipalities and any other agencies deemed appropriate. Such comments and approvals shall form part of the application review; and
- (2) require all or part of an application, including without limitation, cost estimates provided for the purpose of assessing securities, to be reviewed by a qualified third party consultant or consultants. In the event the *Director* deems it necessary to engage consultants to assist with the review, the *applicant* shall be responsible for the review costs, including administration fees, and the *Director* may require pre-payment or a deposit for said costs and fees as a condition of processing the application.

5.2. The *Director* shall render a decision on a complete *application* in writing. A *permit* may be issued, or issued subject to conditions, where the *Director* is satisfied that:

- (1) the *applicant* has complied with or will comply with all of the requirements of this by-law and provided *securities* in accordance with this by-law;
- (2) the *applicant* has provided a road damage deposit in an amount and upon such terms as determined by the *Director* in accordance with the Town *User Fee By-Law* for any damage or fouling of municipal roads;
- (3) the concerns of the NEC, Conservation Authorities, *Ministry of Natural Resources*, *Ministry of the Environment*, Department of Fisheries and

Oceans, Halton Region, adjacent municipalities and any other relevant agencies have been addressed;

- (4) the work proposed under the *permit* and the purpose of the *site alteration* will not involve contravention of federal, provincial or municipal legislation, regulations, by-laws including zoning by-laws, guidelines or policies;
- (5) where other federal, provincial or municipal approvals are required, such other approvals have been obtained and proof has been submitted prior to the issuance of the *permit*; and
- (6) the *site alteration* is not likely to result in negative effects to nearby properties, surface water, ground water, drainage, erosion, the natural environment, agricultural production, *soil* quality or public and municipal infrastructure.

## 6. Permit Compliance and Changes

- 6.1. The *applicant* and *owner* shall maintain a copy of the approved *permit* posted on *site* in a location visible to all those conducting work on the *site*, including those transporting *fill* to or from the *site*, and shall provide copies upon request to all persons carrying out the *site alteration* or transporting *fill*.
- 6.2. No *site alteration* may proceed where section 6.1 has not been complied with.
- 6.3. Where a *permit* has been issued under this by-law authorizing *site alteration* on lands, no *person* shall *undertake* the *site alteration* except in accordance with:
  - (1) the plans, documents and any other information required for the issuing of the *permit*;
  - (2) the terms and conditions of the *permit*; and
  - (3) all other provisions of this by-law.
- 6.4. Notwithstanding the issuance of a *permit* pursuant to this by-law, an *applicant* and *owner* shall comply with all other applicable legislation, regulations and *Town* or Halton Region by-laws.
- 6.5. Where an *applicant* proposes a change to a plan, document, specifications, *haul route* locations, *source site*, dates or times, or any other information following the issuance of a *permit*, no work may commence until such time as:
  - (1) *the applicant* has submitted such revised drawings, reports and other documents or information as the *Director* deems appropriate;

- (2) *the applicant* has paid any additional fees required by the *Town User Fee By-Law*; and
- (3) the *Director* has approved the change and issued an amended *permit*.

## **7. Permit Terms and Conditions**

- 7.1. In addition to any other terms and conditions or design guidelines that may be imposed by the *Director*, *permits* are subject to the terms and conditions set out in sections 7.2 of this by-law, unless expressly exempted in writing by the *Director*.

### ***Standard Terms and Conditions***

- 7.2. In addition to any other terms and conditions or design guidelines that may be imposed by the *Director*, *permits* are subject to the following terms and conditions, unless expressly exempted in writing by the *Director*.
- (1) environmental *soil* testing of *fill* by a *Qualified Person*, is *undertaken* prior to its *deposit* upon, or removal from the *site*, according to *Ministry of the Environment* rules, standards, policies and guidelines;
  - (2) the testing of *fill* shall be performed by a certified environmental laboratory. The *applicant* will be responsible for all costs associated with the testing;
  - (3) compliance with the Additional Site Design Requirements in Schedule C;
  - (4) ensure that the work which is the subject of the *permit* does not foul any municipal roads and, in the event that this occurs, ensure that the road or roads effected are cleaned to the satisfaction of the *Director* within 24 hours of any request by the *Director* or *Inspector* for such cleaning;
  - (5) the *site* shall be rehabilitated including replanting, to a condition which is substantially similar to or improved from the condition of the *site* prior to the *undertaking* of the work which is the subject of the *permit*, immediately upon completion of *site alteration*;
  - (6) following the completion of the *site alteration*:
    - (a) it is the responsibility of the professional engineer or Ontario land surveyor, who completed the certificate on the *control plan*, to visit the *site* and record the required elevations to verify that the grading has been completed in accordance with the *control plan* submitted and that the finished project does not detrimentally affect drainage on adjacent properties. This shall be provided in the form of an “As Constructed” *control plan* provided to the

*Director*, and

- (b) it is the responsibility of the *Qualified Person* retained by the *owner* or *applicant* to certify compliance with O. Reg. 406/19: *ON-SITE AND EXCESS SOIL MANAGEMENT* and applicable *Ministry of the Environment* rules, standards, policies and guidelines; and
- (7) the daily record of deliveries shall be maintained in a format acceptable to the *Director* and provided to the *Director*., including:
  - (a) the date of each delivery of *fill*;
  - (b) the point of origin of each delivery of *fill*;
  - (c) the placement location of each delivery of *fill*;
  - (d) the hauling routes;
  - (e) the volume of each delivery of *fill*;
  - (f) the content of material of each delivery of *fill*, including *fill* placement location; and
  - (g) any other information required by the *Director*.

***Additional Terms and Conditions***

- 7.3. The *Director* may impose additional terms and conditions or design guidelines upon the issuance of a *permit* as the *Director* deems appropriate to achieve the purposes of this by-law.
- 7.4. Without limitation to the *Director's* authority to issue a *permit*, subject to any condition the *Director* deems appropriate to achieve the purposes of this by-law, the *Director* may require the *applicant* or *owner* to comply with one or more of the following, either prior to or after *permit* issuance as the case may be:
  - (1) notify the *Director* in writing within 48 hours of commencing any work;
  - (2) require that the *site alteration* be completed by a specific date as noted in the *permit*;
  - (3) arrange for inspections with the *Director* or *Inspector* at the commencement and completion of the work or at stipulated intervals in between;
  - (4) construct retaining walls, safety fences or any other structures as may be

required to ensure the safety and stability of the *site alteration*, and obtain any other permit as may be required prior to commencing work;

- (5) ensure that the *finished grade* surface is protected by sod, seeding for grass, vegetation, asphalt, concrete or other similar means, or combination thereof and where grass seed is used, prior written approval of the seed mix is required from the *Director* prior to seeding;
- (6) ensure that no trench in which piping is laid forming part of the *drainage system* shall be covered and backfilled until the work has been inspected and approved by the *Director* or *Inspector*;
- (7) install all tree protection measures required by the approved *site alteration* plan prior to commencing any work and maintain these tree protection measures throughout the entire duration of the work;
- (8) install and maintain *site control measures* as identified in the approved *site alteration* plan and the latest guidelines for erosion measures of the applicable Conservation Authority;
- (9) ensure if the *site* is designated agriculture or rural that the *site alteration* does not result in a reduction of the *soil* quality of the *site*;
- (10) provide testing of the permeability of any *fill* to be used as part of a *site alteration*, to ensure the permeability of the imported *fill* does not adversely affect the existing underlying native *soil*;
- (11) restrict the daily volume of truck loads to ensure traffic safety or avoid nuisance impacts;
- (12) require use of *electronic tracking technology* by those hauling or transporting *fill*; or
- (13) restrict the hours of operation.

## **8. Fees and Securities**

- 8.1. All fees applicable to the processing, administration, extension, renewal and inspection for a *permit* shall be in accordance with the *Town User Fee By-Law*.
- 8.2. Prior to issuing a permit, a financial security, in accordance with the applicable *Town* policy requirements shall be required by the *Director* to cover 100% of the estimated cost to supply, install and maintain *site control measures*, stabilize the *site* and *undertake* other works as identified by the *Director*.
- 8.3. The *applicant* shall provide a cost estimate by a properly qualified professional to

the satisfaction of the *Director* of the amount of *securities* required to meet the requirements of subsection 8.2.

- 8.4. Having regard to the cost estimate, applicable *Town* policies and such other information as the *Director* deems appropriate the *Director* shall determine the amount of *securities* payable by the *applicant*.
- 8.5. The *Director* may request an updated cost estimate from time to time and having regard to the cost estimate, applicable *Town* policies and such other information as the *Director* deems appropriate may increase the amount of *securities* required from time to time.
- 8.6. Notwithstanding subsections 8.3, 8.4 and 8.5, for *site alterations* involving 50 m<sup>3</sup> of *fill* or less, the *Director* may waive the requirements related to cost estimates, and determine the amount of *securities*.
- 8.7. The *securities* must remain in effect for the full duration of the *permit* and until such time as an inspection has been carried out and the approval of the *Director* has been received in accordance with subsections 8.8 and 8.9.
- 8.8. It is the responsibility of the *permit* holder to obtain the approval of the *Director* that the *site* has been adequately reinstated and stabilized in accordance with this by-law, the plans accompanying the *permit*, the terms and conditions and design guidelines of the *permit*, and to request that the *Town* carry out a final inspection of the *site* and obtain the written approval of the *Director* that this by-law and terms and conditions of the *permit* have been complied with by the *permit* holder.
- 8.9. When the *Director* has issued a written approval in accordance with subsection 8.8, the *permit* holder's *security* shall be released in accordance with the applicable *Town* policy governing release of *securities*.
- 8.10. Where an *applicant* fails to comply with any of the provisions of this by-law or the terms and conditions of any *permit*, the *Town* may draw on the *securities* to satisfy the costs, administrative costs and interest of any removal, repair, alteration, corrective action or work *undertaken* pursuant to section 12 of this by-law and any such costs in excess of the amount of *securities* shall constitute a charge under the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, and may be added to the tax roll of *lot* held by the *owner* in the manner provided for therein.

## **9. Request for Review**

- 9.1. An *applicant* for a *permit* under this by-law may seek a review by the *Commissioner* of:



- (1) a refusal by the *Director* to issue a *permit*; or
- (2) any conditions included by the *Director* in a *permit*.

9.2. An *applicant* seeking a review of a decision of the *Director* under subsection 9.1, must within fifteen (15) days after the *applicant* received notice of the *Director's* decision under subsection 5.2:

- (1) send a request for a review to the *Commissioner* in writing in accordance with subsection 9.4; and
- (2) pay the required review fee pursuant to the *Town User Fee By-Law*.

9.3. Where a review is not requested in accordance with requirements and timelines set out in subsections 9.2 and 9.4, the decision of the *Director* shall be final and binding.

9.4. The request for a review shall be in writing and contain the following information:

- (1) the name of the *applicant*;
- (2) the decision of the *Director*;
- (3) the detailed grounds for the review; and
- (4) any documents that the *applicant* seeks to rely on.

9.5. On a review under subsection 9.1, the *Commissioner* shall have all of the powers of the *Director*, pursuant to this by-law.

9.6. The *Commissioner* may seek and obtain any information from the appellant or the *Director* that the *Commissioner* considers potentially necessary or relevant to the review.

9.7. Upon reviewing the decision of the *Director* and the information provided by the *applicant* and the *Director*, the *Commissioner* shall render a decision in writing.

9.8. The decision of *Commissioner* shall be final and binding on the *applicant*.

9.9. Where a review has been requested in accordance with subsections 9.2 and 9.4, no work or *site alteration* may be conducted and no *fill* may be transported or hauled to or from the *lot* that is the subject of the *application* until such time as the *Commissioner's* decision is rendered.

## **10. Expiry, Renewal, Revocation and Transfer of *Permits***



### ***Expiry, Extension and Renewal***

- 10.1. Any *permit* issued pursuant to this by-law, shall be valid for a period of one (1) year from the date of issuance unless noted otherwise by the *Director*.
- 10.2. A *permit* which has expired may be renewed by the *Director* within a period of six (6) months from the date of expiry upon the submission of a written request to the *Director* accompanied by a payment of any additional fees required by the *Town User Fee By-Law*. A *permit* which has been renewed in accordance with this section shall thereafter be treated as a new *permit* except that it shall not again be renewed.

### ***Revocation***

- 10.3. The *Director* may revoke or amend the *permit* for any of the following reasons:
- (1) it was obtained on mistaken, false or incorrect information;
  - (2) it was issued in error or the *Director* otherwise learns of new information that if known prior to issuance would have impacted the issuance of the *permit*;
  - (3) the *owner* or *permit* holder requests in writing that it be revoked;
  - (4) the terms of a *permit* under this by-law have not been complied with;
  - (5) work authorized under the *permit* has not been commenced prior to its expiry date; or
  - (6) the *owner* has failed to comply with the provisions of this by-law.
- 10.4. Where a *permit* has been revoked or expired under this section or for any other reason pursuant to this by-law, the *permit* holder shall forthwith cease all work under the revoked *permit* and restore the *site* to conditions acceptable to the *Director*.

### ***Transfer***

- 10.5. A *permit* shall expire upon the transfer of ownership of the *site* unless prior to transfer, the new *owner* provides written commitment to comply with all conditions under which the *permit* was issued to the satisfaction of the *Director*, and provide *security* in a form and amount acceptable to the *Director*, at which time any *security* previously provided by the original *permit* holder pursuant to this by-law shall be released.
- 10.6. A *permit* is not transferable to another *site*.

## 11. Inspection

11.1. For the purpose of ensuring compliance with this by-law, the *Director* or an *Inspector* may, at all reasonable times, enter upon and inspect any land, including without limitation privately owned land, to determine whether or not the following are being complied with:

- (1) this by-law;
- (2) a *permit* or *order* issued under this by-law; or
- (3) a prohibition order made under s. 431 of the *Municipal Act*, S.O. 2001, c.25, as amended;

11.2. The *Director*, or an *Inspector* may, for the purposes of the inspection under subsection 11.1:

- (1) require the production for inspection of documents or things relevant to the inspection;
- (2) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (3) require information in writing or otherwise concerning a matter related to the inspection; or
- (4) alone or in conjunction with a *person* possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

11.3. Any cost incurred by the *Town* in exercising its authority to inspect, including but not limited to the cost of any examination, test, sample or photograph necessary for the purposes of the inspection, shall be paid by the *owner* of the *property* where the inspection takes place and may be added to the tax roll in accordance with section 12.10(2).

11.4. The *Director* or an *Inspector* may *undertake* an inspection pursuant to an *order* issued by a provincial judge or justice of the peace under section 438 of the *Municipal Act*, S.O. 2001, c.25, as amended where he or she has been prevented or is likely to be prevented from carrying out an inspection under subsection 11.1 of this by-law.

## 12. Orders and Notices

12.1. The *Director* and an *Inspector* shall have all powers necessary to carry out the enforcement of this by-law, including without limitation, issuing *orders*. For clarity,

where this by-law provides that the *Town* may take any action or do anything:

- (1) the action or thing may be taken or done at the direction of either the *Director* or an *Inspector*, unless this by-law or its schedules specifies otherwise;
- (2) the *Director* or an *Inspector* may, unless this by-law or its schedules specifies otherwise, enlist such forces as deemed appropriate to *undertake* that action or thing, including third party contractors, agents or suppliers of goods and services.

12.2. Where the *Town* has reason to believe that any *person* is or will be in contravention of this by-law, or any term or condition of a *permit*, the *Town* may issue a *stop work order* directing the activities cease immediately upon service of the *order* on the *person* or *persons* listed in the *order*.

12.3. Where the *Town* has reason to believe that any *person* is in contravention of this by-law, or any term or condition of a *permit*, the *Town*, may issue a *work order* directing the person or persons to take such actions as are necessary to comply with this by-law or the *permit* as the case may be, within such time as is set out in the *order*, including without restriction, removal of *fill*, filling in of excavations or ponds or restoring the land to its prior state.

12.4. Where the *Town* has reason to believe that a contravention of this by-law or any term or condition of a *permit*, which may result in the issuing of a *work order*, poses a risk to public health or safety, the *work order* may provide that the actions set out therein be taken immediately.

12.5. An *order* shall contain:

- (1) the municipal address and legal description of the land;
- (2) reasonable particulars of the contravention(s);
- (3) the period within which there must be compliance; and
- (4) the time frame in which the work or actions contained in the *order* must be carried out.

12.6. Any *person* to whom an *order* is issued pursuant to this by-law shall comply with the terms of such order.

12.7. Any *person* to whom an *order* is issued shall provide notice of the order to any and all persons who participated in the *site alteration*, including *fill* haulers, workers and trades.

12.8. No *person* who has notice or is aware of an *order* shall assist in any way in the

violation of the terms of an order, regardless of whether the person is named in the *order*.

12.9. Where the *person* or *persons* to whom a *work order* is issued fails to perform the work required by the *order* within the time stipulated in the *order*, the *Town*, in addition to all other remedies it may have, may without further notice perform such work as it deems appropriate.

12.10. Where the *Town undertakes* any removal, repair, alteration, corrective action or work pursuant to an *order*:

- (1) anything removed may be destroyed or disposed of without notice or compensation to any *person*; and
- (2) the *owner(s)* of the land shall be responsible for all costs of the *Town* incurred in the exercise of the powers thereunder, including administrative costs and interest. Such costs, as determined by the *Director*, shall constitute a charge under the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, and may be added to the tax roll of the *property* held by the *owner* in the manner provided for therein.

12.11. An *order*, or any notice or document under this by-law may be served by the *Town* by any of the following means:

- (1) delivered personally;
- (2) posted on the subject lands;
- (3) emailed to the last known email address of the *person* to whom the order is directed;
- (4) deposited in the mailbox or mail slot of the *person* to whom the order is directed;
- (5) sent by prepaid regular mail to the last known address of the *person* to whom the order is directed; or
- (6) sent by registered mail to the last known address of the *person* to whom the order is directed.

12.12. Where service is effected by:

- (1) regular mail, it shall be deemed to be made on the fifth (5th) day after the date of mailing;
- (2) registered mail, it shall be deemed to be made on the second (2nd) day after

the date of mailing;

- (3) any other means, it shall be deemed effective on the day the document served was delivered, posted, emailed or *deposited*; or
- (4) service by multiple means, it shall be deemed effective on earliest applicable date set out in this section.

12.13. Where an *order* is posted on the subject lands, no *person* may remove the *order* without the written authorization of the *Director*.

### **13. Offences and Penalties**

#### ***Offences***

13.1. Every *person* who contravenes any provision of this by-law or an *order* issued pursuant to this by-law is guilty of an offence as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended and the *Municipal Act*, 2001, S.O. 2001, c. 25. Where a contravention of a provision of this by-law or an order is committed on or continues for more than one day, the *person* who commits the contravention is liable to be convicted for a separate offence for each day on which it is committed or continued. For clarity, in the case of an order, where a failure to comply continues, every day or part of a day past the compliance date set out in the order is a separate offence.

#### ***Penalties***

13.2. A *person* convicted under Part I of the of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine in accordance with the Act of not less \$500 and no more than \$1,000.

13.3. Every *individual* convicted under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine of not less than \$500 and not more than \$25,000 in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25.

13.4. Every *corporation* convicted under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine of not less than \$500 and not more than \$100,000 in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25.

13.5. Despite sections 13.3 and 13.4, an individual or corporation convicted of a continuing offence is liable to a fine, in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25., of no less than \$500 and no more than \$10,000 for each day or part of a day on which the offence occurs or continues, but the total of all daily fines is not subject to a limit.

13.6. Where a conviction is entered for contravention of the by-law, in addition to any

other remedy or any penalty provided by law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order:

- (1) prohibiting the continuation or repetition of the offence by the *person* convicted; and
- (2) requiring the *person* convicted to correct the contravention in the manner and within the period that the court considers appropriate, including without restriction:
  - (a) rehabilitate the land;
  - (b) remove *fill*;
  - (c) restore the *grade* of the land to its original condition; and
  - (d) replace damaged trees, shrubs, etc., including any silvicultural treatment necessary to re-establish the trees.

#### **14. Interpretation and Severability**

- 14.1. This by-law shall be interpreted as being remedial and shall be given such fair, large and liberal interpretation as best ensures the attainment of its objects. In the event of an ambiguity, the ambiguity shall be resolved in favour of the interpretation that best accords with the objects of this by-law as set out in the Preamble hereto.
- 14.2. In the event that any provision or part of a provision in this by-law is found to be invalid or unenforceable for any reason whatsoever, then:
  - (1) if the provision or part of a provision in this by-law is capable of being read down so as to be rendered valid or enforceable, it shall be read down accordingly; or
  - (2) in the event the provision or part of a provision in this by-law is not capable of being read down, the particular provision or part of a provision in this by-law or part thereof shall not be deemed to be severed from the remainder of the by-law and all other provisions or parts thereof shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

#### **15. Effective Dates and Repeal of Predecessor by-laws**

- 15.1. By-law 33-2004 is hereby repealed.

- 15.2. This by-law shall come into full effect and force on January 1<sup>st</sup>, 2023.
- 15.3. A *permit* issued under by-law 33-2004 shall be deemed a *permit* under this by-law, until such time as it is expired and all the provisions of the By-law shall apply to said *permit*. The *Director* shall not *permit* any extensions or renewals of *permits* issued under this predecessor by-law.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

## Schedule A Control Plan Requirements

A *control plan*, to be submitted as part of the *permit* application, shall include the following:

1. a key plan showing the location of the *site* and a minimum of 30 meters beyond the *site*;
2. the scale of the drawing;
3. *lot* lines of the lands where the proposed *site alterations* are to be *undertaken*, including dimensions and the number of hectares of the *site*;
4. the location, dimensions, elevations and use of buildings and other structures existing or proposed to be erected on the *site*;
5. the current and proposed use of the *site* as well as the location, dimensions and use of buildings and other structures adjacent to the *site*;
6. detailed locations, including dimensions, identifying the proposed locations for the placement of *fill* on the lands;
7. a scale drawing of any proposed retaining wall including a description, dimensions and materials to be used in the construction of such retaining wall, that may be required by the *Director* if:
  - (1) erosion on *adjacent lands* may occur as a result of the work which is the subject of the *permit*; or
  - (2) the *finished grade* of the *site* is of a higher elevation at a *lot* line than that of the existing *grade* at the same *lot* line of *adjacent lands*.
8. a topographic survey producing a 0.5 m contour interval, certified by a licensed professional engineer or Ontario land surveyor, defining all material and man-made features, including top and bottom of slopes, drainage patterns, tree lines, buildings, and *stockpiles* on the lands and 30 m beyond the *lot* lines to clearly show the detailed existing topography of the *property* and the *adjacent lands*;
9. the location of any lakes, streams, channels, *watercourses* or *wetlands* within 15 m of the *lot* lines for *sites* less than 0.2 ha, and 30 m of the *lot* lines for *sites* greater than 0.2 ha;
10. the location of any *NHS* designated lands or *key features* within 120 m of the *lot*;



11. the location, dimensions and invert elevations of any source water protection areas, existing and proposed storm water *drainage systems*, swales, ditches, *Town* easements, sewers, drainage pipes, culverts, inlet chambers, drainage tiles, septic beds and natural drainage patterns within 15 m of the *lot* lines for *sites* less than 0.2 ha, and 30 m of the *lot* lines for *sites* greater than 0.2 ha;
12. the location and dimensions of utilities, roads and highways within 30m of a *site*;
13. the location, diameter, species and drip line of all trees with a caliper measuring 100 mm or greater measured at height of 1.37m above ground, all other vegetation and field crops are to be identified in masses showing the outline of the canopy or vegetation limit created by the massing;
14. all existing vegetation 3 m beyond the *lot* lines including *Town* trees, individually locating all trees with a caliper measuring 100 mm or greater at breast height. All other vegetation to be identified in masses showing outline of canopy or vegetation limit created by the massing;
15. the location and description of the predominant *soil*/types;
16. the location and dimensions, of all proposed temporary *soil* or *fill* storage locations;
17. the location, dimensions, height and slopes of any proposed berms;
18. the proposed final elevations of the *site alteration* works;
19. the location and dimensions of all proposed land disturbances;
20. the location of all floodplains, shoreline, top of bank features and approximate *Conservation Authority* regulation limits, if applicable;
21. the regulatory limits of the NEC, if applicable;
22. the location, dimensions, design, details, design calculations and estimated costs for the supply, installation and maintenance of all *site control measures* necessary to meet the requirements of this by-law;
23. a schedule of the anticipated start and completion dates for each land disturbance, including the installation of *site control measures* needed to meet the requirements of this by-law;
24. details regarding the provisions for regular maintenance of the *site control measures* during *site alteration* activities;

25. all tree protection measures for the *site alterations*;
26. all proposed ground covering to be used for *site* restoration, including seed mix if grass, upon completion of the *site alterations*;
27. specific details regarding trucking to and from the *site*, including the routes to be used, volume and types of trucks to be used and the times these routes will be used;
28. all other *site* design requirements as detailed in “Schedule C” – Additional Site Design Guidelines; and
29. a stamped, signed certificate as detailed in Schedule “D” – Lot Grading Design & Requirements.

**Schedule B**  
**Designated Inspectors**

The following *Town* employees are hereby designated as an *Inspector* for the purposes of this by-law and are authorized to carry out all the duties of an *Inspector*, including the issuing of orders:

1. *Director*;
2. *Town* Infrastructure & Development Engineering Staff; and
3. *Town* of Milton Municipal Law Enforcement Officers;

The following are hereby designated as *Inspectors* for the purposes of this by-law and are authorized to carry out all the duties of an *Inspector*, except for the issuing of orders:

1. Halton Regional Police Service Officers;
2. other *Town* staff as authorized by the *Director* to act on behalf of the *Director*;  
and
3. non-*Town* staff retained by the *Director* to act on behalf of the *Director*.

## Schedule C

### Additional Site Design Requirements

The following guidelines shall be met on all *sites*, to the satisfaction of the *Director*, where a *site alteration permit* is required:

1. Site Dewatering: water pumped from the *site* shall be treated by temporary sedimentation basins, grit chambers, sand filters, upflow chambers, swirl concentrators or other appropriate controls.
2. Drain Inlet Protection: *catch basins*, rear lot storm drain inlets or any other inlets, shall be protected with filter fabric, or equivalent barriers.
3. Site Erosion Control: The following criteria apply to land disturbances that result in stormwater runoff leaving the *site* or draining onto the *site* from adjacent properties:
  - (1) runoff from adjacent areas passing through the *site* shall be diverted around disturbed areas, if practical. Otherwise, the channel shall be protected by filter fences being placed along the channel edges to reduce sediment reaching the channel;
  - (2) all activities on the *site* shall be conducted in a logical sequence to minimize the area of bare *soil* exposed at any one time;
  - (3) any *soil* or dirt storage piles containing more than 100 m<sup>3</sup> of material shall not be located within a downslope drainage length of less than 10 m to a roadway or drainage channel. If remaining for more than 30 days, said *soil* or dirt storage piles shall be stabilized by mulching, vegetative cover, tarps or other means. Erosion from *soil* or dirt storage piles which will be in existence for less than 30 days shall be controlled by filter fence barriers around the pile;
  - (4) runoff from the entire disturbed area on the *site* shall be controlled as follows:
    - (a) all disturbed ground left inactive shall be stabilized by seeding, sodding, mulching or covering, or other equivalent control measure. The period of time of inactivity shall be at the discretion of the *Director*, but shall not exceed 30 days or such longer period as deemed advisable at the discretion of the *Director*;
    - (b) notwithstanding paragraph 4.4(a), a *permit* holder or *applicant* for a *permit* who has applied for but not yet received a *B Building Permit* or any other necessary *permit*, may be granted an extension to the permitted period of inactivity, at the discretion of

the *Director*, provided that said *applicant* or *permit* holder provides satisfactory proof that he has made his best efforts to have said building or other necessary *permit* issued;

- (c) for *sites* located adjacent to existing residential areas, a sediment control fence may be required around the entire perimeter of the *site*;
  - (d) the sediment control guidelines prepared by the applicable Conservation Authority and the *Ministry of Natural Resources*, for the Province of Ontario, are to be followed closely; and
  - (e) for *sites* with extensive *fill* requirements, the *Director* may waive the requirements for stabilization of disturbed land within 30 days of inactivity provided that the sediment control measures are implemented and maintained to the satisfaction of the *Director*.
- (5) All other conditions or restrictions as required by the *Director*.

**Schedule “D”**  
**Lot Grading Design and Drawing Requirements**

1. The *control plan* shall be submitted in PDF format showing existing elevations of the *lot* and sufficient elevations of adjacent properties to indicate existing drainage patterns. All grading plans are to be metric with all information legible and clear.
2. On the *control plan*, the new proposed *site alteration* will be superimposed, indicating the proposed elevations along with any proposals that may be necessary to eliminate potential drainage problems to the subject *lot*, or any adjacent *lot*. The *control plan* must be in accordance with the requirements of Schedule A of this by-law.
3. All elevations shall be tied into existing *Town* benchmarks and be related to geodetic datum.
4. A certificate on the *control plan*, executed by a registered professional engineer or a registered Ontario Land Surveyor shall be in the following form:

“I have prepared and reviewed the *control plan* for the construction of [fill in blank] located at [fill in blank] and have prepared and reviewed this *control plan* to indicate the compatibility of the *proposed grades* with existing adjacent properties and municipal services. It is my belief that adherence to the *proposed grades*, as shown, will produce adequate surface drainage and proper facility of the municipal services without any detrimental effect to the existing drainage patterns or adjacent properties.



**TOWN OF MILTON  
REGION OF HALTON  
SITE ALTERATION BY-LAW  
AGRICULTURE EVALUATION  
FINAL**

Prepared for:

Ms. Diana Jiona, P.Eng.  
Manager, Infrastructure and Right-of-Way  
150 Mary Street  
Milton, ON  
L9T 6Z5

July 6, 2022

Prepared by:

**DBH Soil Services Inc.**

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## APPENDICIES

APPENDIX A	Agricultural Survey
APPENDIX B	Agricultural Survey Responses
APPENDIX C	OMAFRA Factsheet – Legislation and Farming Practices
APPENDIX D	OMAFRA Factsheet – Importation of Soil onto Agricultural Land



## I BACKGROUND

DBH Soil Services Inc was retained by the Town of Milton to assist in the ongoing review and update to its Site Alteration By-Law. The current by-law (By-Law No 33-2004 – A by-law to protect and conserve topsoil and for prohibiting or regulating the alteration of property within the Town of Milton and to repeal by-law No. 23-96) hasn't been updated from 2004. An update is required to align with applicable and current regulations including the Provincial regulations regarding excess soil management.

This part of the update addresses details related to potential exemptions from the by-law which may include activities related to regular or 'normal farm practices'.

A 'normal farm practice' is defined in the Farming and Food Production Protection Act (FFPPA) and Nuisance Complaints (1998) as:

- a. *"is conducted in a manner consistent with proper and acceptable customs and standards, as established and followed by similar agricultural operations under similar circumstances, or*
- b. *makes use of innovative technology in a manner consistent with proper advanced farm management practices".*

The Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) states in the Importation of Soil onto Agricultural Land Factsheet (Agdex # 510, October 2016) that:

*There is no definitive list of normal farm practices. A practice may be ruled as a normal farm practice at a particular location under a particular set of circumstances; the same practice could be ruled as not a normal farm practice at a different location under a different set of circumstances.*

As indicated above, OMAFRA has identified that there is no definitive list of normal farm practices, and that a practice may be considered as normal at a particular location and under particular circumstances. In an effort to understand normal farm practices within the Town of Milton a survey was undertaken of agricultural operators to determine what types of materials, volumes of materials, circumstances for the importation/exportation from rural and farmlands.

## 2 METHODOLOGY

This agricultural study involves a multiphase approach for assessing and documenting how a Site Alteration By-Law may affect agricultural operations.

The first phase of the study includes a literature review to determine the policies related to 'normal farm practices', and how other municipalities have addressed the terminology.

The second phase of the study includes the creation of a survey to be answered by the rural and agricultural communities.

A third phase includes the administration of the survey and the collection of the survey results.

A fourth phase of the study includes a review of the survey results, the creation of a report summarizing the survey results, and providing the Town of Milton with the findings and recommendations in an effort to update the by-law to facilitate 'normal farm practices.'

## 3 FINDINGS

Background data and present-day existing Site Alteration By-Laws were collected from a variety of data sources including municipal websites, Provincial policy, and online data.

### 3.1 LITERATURE REVIEW

A literature review was completed on numerous municipal site alteration by-laws, from a variety of geographical/geopolitical locations in Ontario, with particular emphasis on areas immediately adjacent to the Greater Toronto Area (GTA). It is in these areas adjacent to the GTA where there have been the greatest impacts of site alteration, particularly in regard to the placement of unregulated fill materials into the agricultural and rural areas, and the alteration of surficial drainage leading to flooding on lands adjacent to the areas of fill.

#### 3.1.1 PROVINCIAL POLICY, LAW, AND REGULATIONS

The *Farming and Food Production Protection Act (FFPPA, 1998)* provides two main themes for agriculture.

- Farmers are protected from nuisance complaints provided they are following normal farm practices.
- No municipal by-law applies to restrict a normal farm practice carried on as part of an agricultural operation.

The *Nutrient Management Act (NMA, 2002)* indicates that any practice that is consistent with a regulation made under the NMA is a normal farm practice.

The *Municipal Act (MA, 2001)* permits municipalities to pass by-laws to prohibit and regulate site alteration such as the dumping of fill, removal of topsoil, alteration of grade of the land, requirement for permits, and to impose the conditions of a permit to include plans related to grading, filling, removal of topsoil and site rehabilitation.

More recently, the Province of Ontario established *Ontario Regulation 406/19 – On-Site and Excess Soil Management (under the Environmental Act, R.S.O, 1990, C.E.19)*. Reg. 406/19 came into effect on January 1, 2022, and was suspended in part (decision posted on April 21, 2022) until January 1, 2023.

### **3.1.2 SITE ALTERATION BY-LAWS**

The review of site alteration by-laws included both upper tier and lower tier municipal documents.

Each relevant site alteration by-law was collected in digital or paper format for examination as part of this study.

Each by-law included a definition for ‘normal farm practices’ similar in form as to what was provided in the FFPPA, basically relating to a ‘routine or common procedure’.

Many of the newer by-laws incorporate the necessity of complying with the Ministry of Environment standards for clean Fill (as is described in the *Environmental Protection Act (EPA)*, R.S.O. 1990, c.E.19, as amended).

It was noted that many of the by-laws include a standard type of farm exemption relating to the removal of topsoil as an incidental part of a normal agricultural practice such as sod-farming, greenhouse operations, and nurseries for horticultural products. However, this type of exemption does not include the removal of topsoil for sale.

It was also noted that many of the by-laws do not provide any comment related to volumes of materials under any circumstance.

### **3.1.3 SURVEY**

The premise of this agricultural study was to assist in defining what a ‘normal farm practice’ is with respect to the agricultural activities in the Town of Milton.

The review of the various site alteration by-laws confirmed that the definition for ‘normal farm practice’ has been derived from the FFPPA, without exception.

In an effort to provide a more detailed or site specific/local definition for ‘normal farm practice’, it was determined that the logical approach would be to discuss the issue with the local agricultural and rural community. A survey was developed in an effort to narrow the definition of ‘normal farm practice’ for the Town of Milton.

The survey asks the basic questions related to the movement of materials into, out from, and within an agricultural or rural parcel. The questions were created to identify if materials have been moved, and if so, what materials, how much, reason for moving the materials, the source of the material, testing, and the potential change of onsite and offsite drainage patterns.

A copy of the basic questions is included as Appendix A.

The Town of Milton administered the survey through their internet website (<https://www.letstalkmilton.ca/site-alteration-by-law>).

### **3.1.4 SURVEY RESPONSES**

The Town of Milton provided a copy of the responses in raw format, and through a graphical/text document format. A copy of the graphical/text document has been provided in Appendix B.

#### **Importation**

A total of 25 responses were obtained through this process. Of the 25 respondents, 20 (80%) indicated that they have imported materials on their property. There were 17 respondents that indicated they imported gravel, 13 respondents imported topsoil, with lower numbers of respondents indicating the importation of subsoil, fill, manure, soil amendments, and other.

The volumes of materials imported varied from less than 10 m<sup>3</sup> (9.1 percent) to more than 1000 m<sup>3</sup> (27.3 percent). The reasons for importing materials varied from filling in low spots, adding soil amendments, creating/regrading laneways, construction, gardening, filling for trays for bedding plants, habitat restoration, manure spreading.

A review of the 21 responses for testing of materials prior to importing ranged from supplier tested, soil broker, local quarry, independent monitor, known sources, or took the word of the supplier.

The sources of the imported materials from 21 respondents included local farmer (9), developer (1), contractor (7), construction site (5), unknown (1) and other (15).

The 23 responses to a change in water infiltration in the area where the imported materials were placed included no (78.3 percent), yes (8.7 percent), and unsure (13.0 percent). These responses seem appropriate considering the reasons for importing fill

materials. With respect to contractor and construction site sources, these likely relate to the construction related activities cited by some as the purpose for importing fill.

The 23 responses to a change in drainage patterns on adjacent properties included no (95.7 percent) and yes (4.3 percent).

### **Exportation**

A total of 25 responses were obtained through this process. Of the 25 respondents, 20 (80%) indicated that they had not exported materials from their property. Only 5 responses to the question of the type of material exported were provided. Of the 5 responses, there was 1 response for topsoil, 1 response was for fill material, and 5 responses included manure. There were a few responses that included multiple material exportation.

The volumes of materials exported varied from less than 10 m<sup>3</sup> (50.0 percent), 50 to 200 m<sup>3</sup> (33.3 percent), and greater than 1000 m<sup>3</sup> (16.7 percent)

A review of the 6 responses for the reason for exporting materials indicated that 4 of the 6 responses relate to the removal of manure. There was 1 response for excess fill material, and 1 response for use in gardens.

### **Onsite Material Movement**

There were 25 responses to the question regarding the movement of materials within/on a property. A total of 16 responses (64.0 percent) indicated that materials have been moved within/on a property. The remaining 9 responses (36.0 percent) indicated that no materials had been moved within/on a property.

There were 17 responses to the types of materials that have been moved within or on a property. Topsoil (13 responses), and manure (12 responses) were the predominant reason for movement of materials within or on a property. These responses were followed by gravel (9 responses), subsoil (7 responses), fill (4 responses), compost, soil amendments, and other (each with 3 responses).

The volumes of materials moved within or on property ranged from less than 10 m<sup>3</sup> (11.8 percent), 10 to 50 m<sup>3</sup> (23.5 percent), 50 to 200 m<sup>3</sup> (35.3 percent), 200 to 1000 m<sup>3</sup> (11.8 percent), and greater than 1000 m<sup>3</sup> (17.6 percent).

A total of 17 responses were provided for the reasons for moving materials within or on a property included filling in low spots, construction, contour farming, digging a pond, spreading of manure, creating storage away from a barn, and grading.

A total of 25 responses were provided for the question regarding a change to water infiltration (caused by compaction, or different soil textures). A total of 16 responses

(76.2 percent indicated that there was no change, while 3 responses (14.3 percent) indicated that there was a change, and 2 responses (9.5 percent) indicating that they were unsure if there was a change in drainage.

### **3.1.5 CONCLUSIONS OF THE SURVEY**

One of the purposes of the survey was to assist in developing a more specific definition of 'normal farm practices' for the importation, exportation, and general movement of materials into, out of, and within an agricultural or rural property.

The survey was specific in trying to determine the reasons for material movement (import, export, within/on) for a property, the type of material, and the volume of material with respect to an agricultural operation. The survey also examined the idea of material testing or 'trust' of a supplier.

A number of reasons for material movement were provided, not all of which relate to normal farm practices (e.g., construction). There was also variation in the types of materials. The volumes of the material also varied.

The survey indicated that the importation of materials is a common occurrence. The exportation of materials is not as common, with an 80% response indicating that materials are not exported. The major exported material was manure. The survey indicated that the movement of materials within a property (in other words the movement of material that is not imported or exported) is fairly common with 64% of the responses indicating that materials are moved onsite.

The survey identified numerous materials that were imported including topsoil, subsoil, fill, gravel, manure, soil amendments and other, with the greatest responses to topsoil and gravel. The major export was manure. The survey identified that topsoil, gravel and manure were documented as a common occurrence.

The survey provided different purposes for material movement including the application of manure on the particular property, the application of manure on a different property, filling in low areas, construction projects, and soil amendments.

The survey also indicated that there was minimal change in drainage on adjacent properties due to importation of materials, and that generally there few changes to water infiltration on the property. It should be noted that in some instances, the purpose of importing materials was to change drainage patterns on a property.

## 4 RECOMMENDATIONS

Based on the literature review and responses to the survey, it is recommended to continue to use the 'normal farm practices' definition from the FFPPA within the updated Site Alteration By-Law, as the use of this term is not easily defined further.

It is recommended that the site alteration by-law incorporates compliance with the respective Federal and Provincial Statutes, regulations, and respective policies, regardless of whether the user is an urban dweller, or a farm operator.

It is recommended that terms such as 'bona fide farmer', or 'bona fide agricultural operation' be well defined, if these terms are to be used in the by-law.

It is recommended that the site alteration by-law include language that has an agricultural context such as the following components of the *Model Site-Alteration By-Law for Ontario Municipalities* (Ontario Soil Regulation Task Force, August 8, 2016):

- 1) *No person shall undertake a site alteration which may result in:*
  - *Adverse erosion and environmental impacts on and off-site*
  - *Blockage of a swale, ditch, or watercourse*
  - *Siltation in a watercourse, wetland, or storm sewer*
  - *Transportation of silt to adjacent, neighbouring, or downstream properties*
  - *Flooding or ponding on adjacent lands*
  - *Flooding or ponding caused by a watercourse overflowing its banks*
  - *Detrimental effect on the quality and quantity of water in a well*
  - *A detrimental effect to the growth and or harvest of fruit, vegetables or crops, landscaping, and gardens*
  - *Contamination of or the degradation of the environmental quality of land.*
- 2) *The existing Topsoil on lands subject to Site Alterations shall be preserved by removing and stockpiling it for use as final cover prior to the performance of any Site Alteration work, as applicable.*
- 3) *Any large-scale site alterations for farming for the purposes of improving lands currently used for agriculture should have field studies prepared by a Professional Agrologist to assess the existing Canada Land Inventory (CLI), and to provide comment on the potential for improvement of the lands. The determination of existing CLI will require an onsite soil survey and CLI evaluation, with mapping at an appropriate scale.*
- 4) *All imported Fill and Topsoil, regraded or distributed on a Receiving Site, shall not introduce any new contaminant, and shall not increase the concentration of an existing contaminant on the lands.*

- 5) *No person shall undertake any Site Alteration that may adversely affect the quality or quantity of water in a well, pond or watering hole intended for use as a source of water for agriculture or human consumption on a property with an adjoining property boundary, or any other property.*
- 6) *For site alteration on agricultural lands, a soil fertility report, signed by a professional engineer/soil scientist, confirming that the site alteration will not result in a reduction in the overall soil fertility.*

It is my opinion that these recommendations are not only consistent with best management practices but are also consistent with 'normal farm practices'.

It is recommended that the site alteration by-law include exceptions for agriculture that define when the removal of topsoil is considered as part of a normal farm practice. An example of such wording is found in the *Corporation of the Township of King By-Law Number 2021-039 – A By-law to prohibit and Regulate Site Alteration and Movement of Fill in the Township.*

*A by-law respecting the removal of topsoil does not apply to the removal of topsoil as an incidental part of a normal agricultural practice including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products.*

*The exception in respecting the removal of topsoil as an incidental part of a normal agricultural practice does not include the removal of topsoil for sale, exchange, or other disposition.*

This recommendation is consistent with 'normal farm practices' and this type of wording has been noted in other site alteration by-laws.

These suggestions, although general in nature, address many of the concerns expressed by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) when discussing site alterations, or the importation of soils, and impacts on adjacent lands. OMAFRA has provided comment on site alteration and soil importation in the above-mentioned factsheets, with the greatest concerns related to maintaining, improving, or enhancing soil quality, without causing the degradation of on-farm soil quality. OMAFRA indicated a best practice for importation of soils by the use of good planning including checking local by-laws, retaining the services of a professional with expertise in soil analysis, knowing the quality of the existing soils and proposed soil for importation, to comply with all regulatory requirements, and to follow best management practices for soil importation.

Further, OMAFRA refers to the Ministry of Environment and Climate Change (MOECC) document, *Management of Excess Soil – A Guide for Best Management Practices* as a



guidance document to handle excess soil generated from large scale projects. As stated previously, it is recommended that the site alteration by-law directs the user to have regard for and compliance with the respective Federal and Provincial Statutes, regulations, and respective policies, regardless of whether the user is an urban dweller, or a farm operator.

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## **APPENDIX A**

### AGRICULTURAL QUESTIONS

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## **Importing Materials**

- 1) Do you, or have you, imported materials on your property?  
(Yes/No)
- 2) What type of materials have you imported?  
(Topsoil, Subsoil, Fill, Gravel, Compost, Manure, Soil Amendments, Other)
- 3) What volume of materials have you imported?  
( $< 10 \text{ m}^3$ ,  $10 \text{ to } 50 \text{ m}^3$ ,  $50 \text{ to } 200 \text{ m}^3$ ,  $200 \text{ to } 1000 \text{ m}^3$ ,  $> 1000 \text{ m}^3$ )
- 4) What was the reason/purpose for importing the materials?  
(i.e.: Filling in low spots in fields, altering drainage by changing field topography, Raising field elevations, Contour farming, Construction of new buildings/additions/manure pits, Soil amendments, Tile drainage, Other)
- 5) What steps did you take to ensure that the materials were not contaminated?  
(materials were tested (By material supplier or you?), On the word of supplier? other)
- 6) What was the source of the imported material? (Local farmer, Developer, Contractor, Construction site, Unknown, Other)
- 7) Was there any change to water infiltration in the area where the imported material was placed? (Caused by compaction, or different soil textures when comparing existing soils to imported materials.) (Y/N)
- 8) Did the importation and placement of materials cause drainage issues on adjacent properties? (Y/N)

## **Exporting Materials**

- 9) Do you, or have you, exported materials from your property?  
Yes/No
- 10) What type of materials have you exported?  
Topsoil, Subsoil, Fill, Gravel, Compost, Manure, Soil Amendments, Other
- 11) What volume of materials have you exported?  
 $< 10 \text{ m}^3$ ,  $10 \text{ to } 50 \text{ m}^3$ ,  $50 \text{ to } 200 \text{ m}^3$ ,  $200 \text{ to } 1000 \text{ m}^3$ ,  $> 1000 \text{ m}^3$
- 12) What was the reason/purpose for exporting the materials?  
Excess materials, Sale of materials, Construction of new buildings/additions/manure pits, Soil amendments, moving manure from one farm to another, Tile drainage, Other

### **Movement of Materials Within a Parcel/Property**

I3) Do you, or have you, moved materials within/on your property?

Yes/No

I4) What type of materials have you moved?

Topsoil, Subsoil, Fill, Gravel, Compost, Manure, Soil Amendments, Other

I5) What volume of materials have you moved?

< 10 m<sup>3</sup>, 10 to 50 m<sup>3</sup>, 50 to 200 m<sup>3</sup>, 200 to 1000 m<sup>3</sup>, > 1000 m<sup>3</sup>

I6) What was the reason/purpose for moving the materials?

Filling in low spots in fields, altering drainage by changing field topography, Raising field elevations, Contour farming, Construction of new buildings/additions/manure pits, Soil amendments, Tile drainage, Other

I7) Was there any change to water infiltration in the area where the moved material was placed? (Caused by compaction, or different soil textures when comparing existing soils to imported materials.



## **APPENDIX B**

### AGRICULTURAL SURVEY RESPONSES

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# Site Alteration By-law Survey

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## SURVEY RESPONSE REPORT

01 April 2022 - 22 April 2022

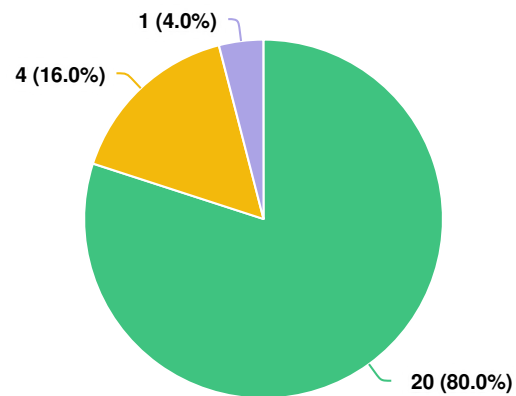
### PROJECT NAME:

Site Alteration By-law



# SURVEY QUESTIONS

**Q1** Do you, or have you, imported materials on your property?



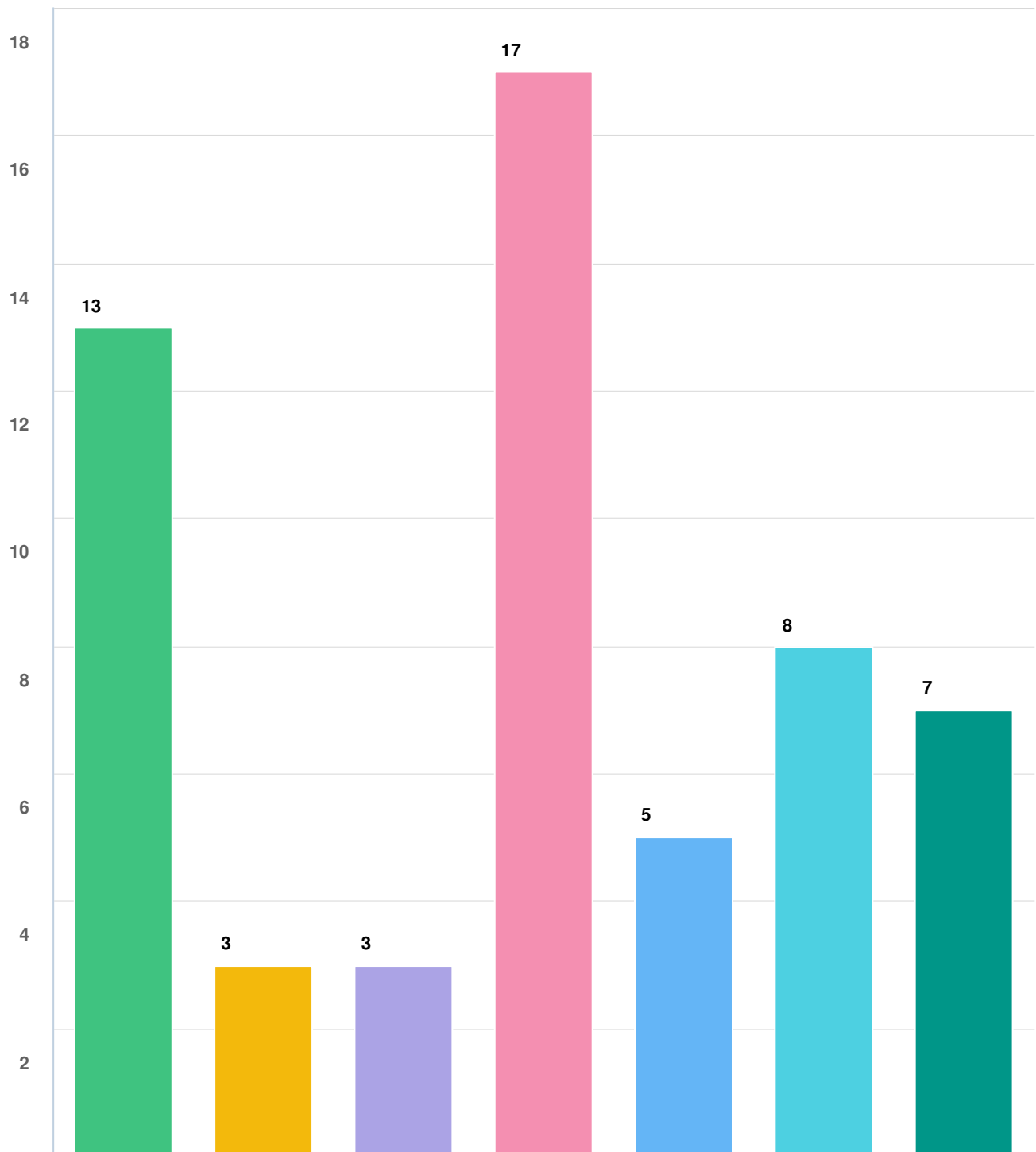
**Question options**

☒ Yes ☐ No ☐ Unsure

*Mandatory Question (25 response(s))*

*Question type: Radio Button Question*

**Q2 What type of materials have you imported? Choose all that apply.**



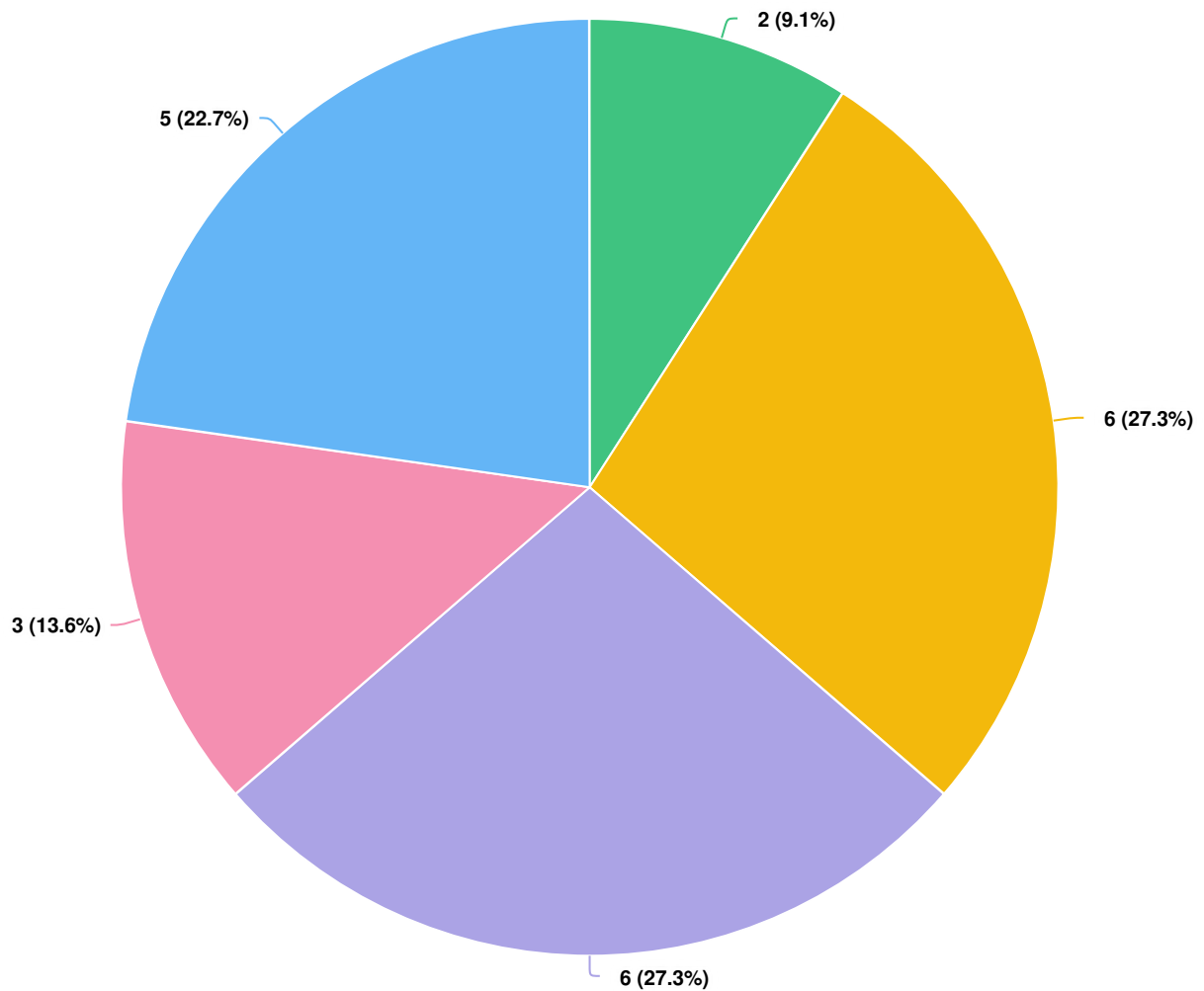
**Question options**

● Topsoil 
 ● Subsoil 
 ● Fill 
 ● Gravel 
 ● Manure 
 ● Soil amendments 
 ● Other (please specify)

*Optional question (22 response(s), 3 skipped)*

*Question type: Checkbox Question*

**Q3** What volume of materials have you imported?



**Question options**

● Less than 10m3    ● 10 to 50m3    ● 50 to 200m3    ● 200 to 1,000m3    ● Greater than 1,000m3

*Optional question (22 response(s), 3 skipped)  
Question type: Radio Button Question*

**Q4 What was the reason/purpose for importing materials? (for example, filling in low spots in fields, altering drainage by changing field topography, raising field elevations, contour farming, construction of new buildings/additions/manure pits, soil amendments, tile drainage, etc.)**

Anonymous

4/01/2022 01:16 PM

Filling in low spots Altering Drainage Construction/Demolition of buildings Filling in Riding Arena (Sand)

Anonymous

4/01/2022 06:53 PM

Lime to balance ph. Manure for organic amendments. Laneways for equipment traffic. Topsoil for landscaping to soften sudden changes in slopes that damage newer larger equipment platforms.

Anonymous

4/04/2022 12:46 PM

Construction of new buildings for 16,000 sq ft barn Construction of manure pads 17 inches thick so no contamination leaks into the soil

Anonymous

4/05/2022 07:26 PM

construction of building, driveways

Anonymous

4/06/2022 04:50 PM

Gravel Around Buildings

Anonymous

4/13/2022 01:41 PM

Building

Anonymous

4/18/2022 01:43 PM

various - fill for low areas, nutrients for the soil, tile drainage, driveway/entrance to field, etc

Anonymous

4/18/2022 07:15 PM

Lane and yard fill, barnyard fill before concrete poured, building construction, mixing cement for repairs, septic tank weeping beds

Anonymous

4/20/2022 11:38 AM

gravel for laneway compost for fields and garden

Anonymous

4/20/2022 11:44 AM

Gardening

Anonymous

4/20/2022 12:10 PM

For filling of trays for bedding plants

Anonymous

4/20/2022 12:13 PM

Compost for soil amendments , gravel for laneways

Anonymous

4/20/2022 12:17 PM

Construction Habitat restoration Grading Weed/moisture control

Anonymous

4/20/2022 01:44 PM

Farm laneways and parking areas Building construction drainage Soil amendments (manure), mulch

Anonymous

4/20/2022 02:05 PM

Gravel for laneway and parking, good soil for landscaping around buildings, and soil fertilizer on fields.

Anonymous

4/20/2022 03:34 PM

We are a farm and this is part of normal farm practices Managing manure, concrete pads all part of our nutrient management

Anonymous

4/20/2022 06:55 PM

when it comes to gravel or road chippings it was for road maintenance around the yard or feild gateways. As for manure it was for keeping the soil in better fertility.

Anonymous

4/20/2022 09:52 PM

Improving topsoil, bring in topsoil to improve depth of Ap horizon

Anonymous

4/21/2022 08:05 AM

new building, soil management

Anonymous

4/21/2022 08:32 AM

Construction, driveway maintenance, low spots, gardens, equestrian footing for riding rings and paddocks

Anonymous

4/21/2022 09:08 AM

Soil amendments increase the nutrient levels for growing off crops

Anonymous

4/21/2022 12:52 PM

construction of new building and filling in low spots, raising field elevation

**Optional question** (22 response(s), 3 skipped)

**Question type:** Essay Question



**Q5 | What steps did you take to ensure that the materials were not contaminated (materials were tested by material supplier or you, on the word of supplier, etc.)?**

Anonymous

4/01/2022 01:16 PM

Tested by supplier

Anonymous

4/01/2022 06:53 PM

All materials engineered or from a livestock operation or certified by the soil broker.

Anonymous

4/04/2022 12:46 PM

Used a local concrete and gravel company. If dufferin cement and Nelson quarry are shipping contaminated products then all of Halton construction including all new roads are in trouble. I think you MUST be checking out contamination with the big companies sending out goods and not looking at further restrictions of local farms. Or maybe you legally can not put those kinds of restrictions on commercial corporations? Well my farm is a corporation and I practice farming according to the rules and regulations of OMAFRA.

Anonymous

4/05/2022 07:26 PM

word of supplier, mostly brought in gravel from local pit

Anonymous

4/06/2022 04:50 PM

Clean Gravel--Depended on Supplier

Anonymous

4/13/2022 01:41 PM

Trucks were monitored by an independant company

Anonymous

4/18/2022 01:43 PM

knew where they were coming from, asked for documentation

Anonymous

4/18/2022 07:15 PM

None, take word of supplier

Anonymous

4/20/2022 11:44 AM

Took word of supplier

Anonymous

4/20/2022 12:10 PM

Reputable suppliers.

Anonymous

4/20/2022 12:13 PM

None. Compost came from region of peel, and gravel is gravel from licensed pit

Anonymous

4/20/2022 12:17 PM

Long term relationships with vendors

Anonymous

4/20/2022 01:44 PM

Supplier information

Anonymous

4/20/2022 02:05 PM

none

Anonymous

4/20/2022 03:34 PM

We are in big trouble if Nelson quarry and duferin cement are carrying poison in their payloads.

Anonymous

4/20/2022 06:55 PM

none because my understanding was it had been used in similar settings from what I had observed. As for manure it was applied at reasonable rates that would not effect ground water.

Anonymous

4/20/2022 09:52 PM

Site visit where the material was coming from

Anonymous

4/21/2022 08:05 AM

word of supplier

Anonymous

4/21/2022 08:32 AM

word of supplier - we deal with reputable commercial suppliers who have many years of experience

Anonymous

4/21/2022 09:08 AM

Material tested by supplier under guidance of Halton Region and the Prov of Ontario

Anonymous

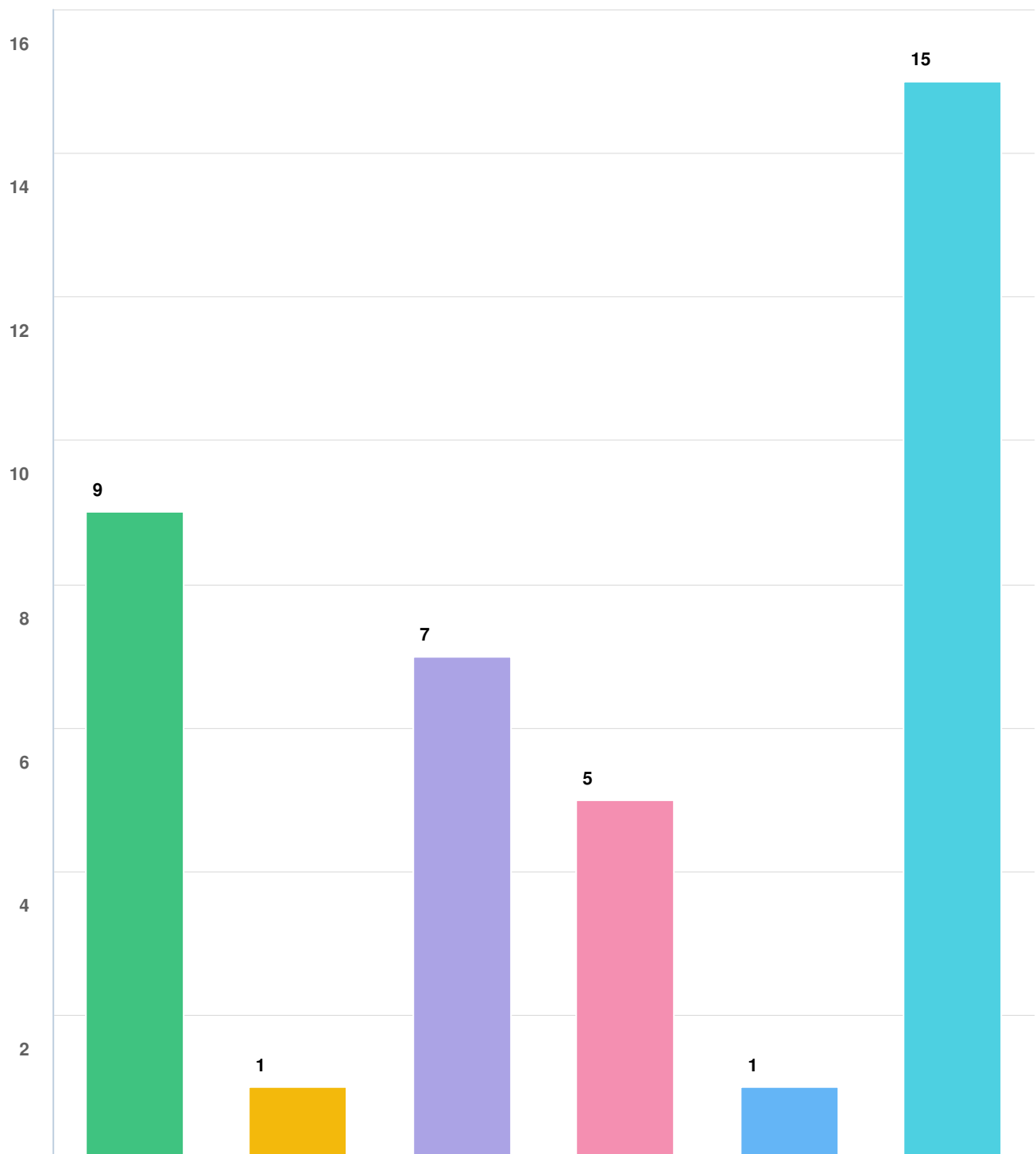
4/21/2022 12:52 PM

Addresses for source materials provided and validated.

**Optional question** (21 response(s), 4 skipped)

**Question type:** Essay Question

**Q6 What was the source of the imported material? Choose all that apply.**



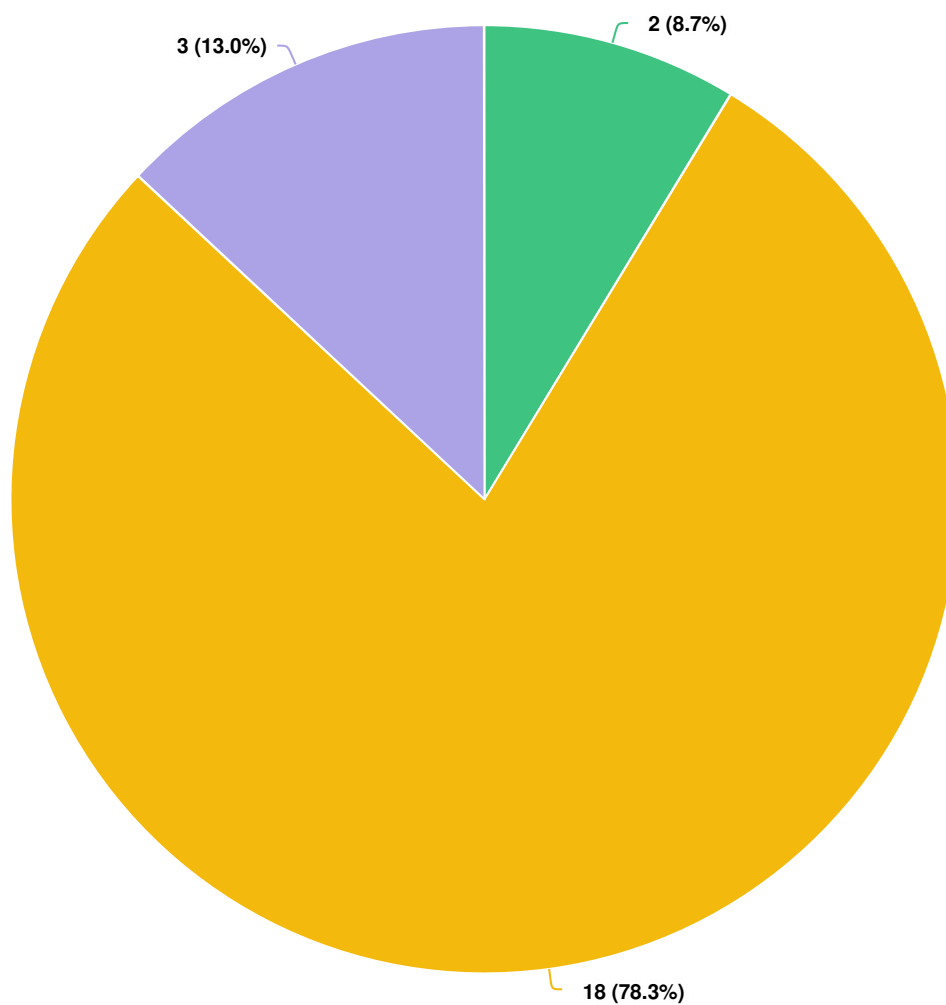
**Question options**

● Local farmer 
 ● Developer 
 ● Contractor 
 ● Construction site 
 ● Unknown 
 ● Other (please specify)

Optional question (21 response(s), 4 skipped)

Question type: Checkbox Question

**Q7** Was there any change to water infiltration in the area where the imported material was placed (caused by compaction, or different soil textures when comparing existing soils to imported materials)?



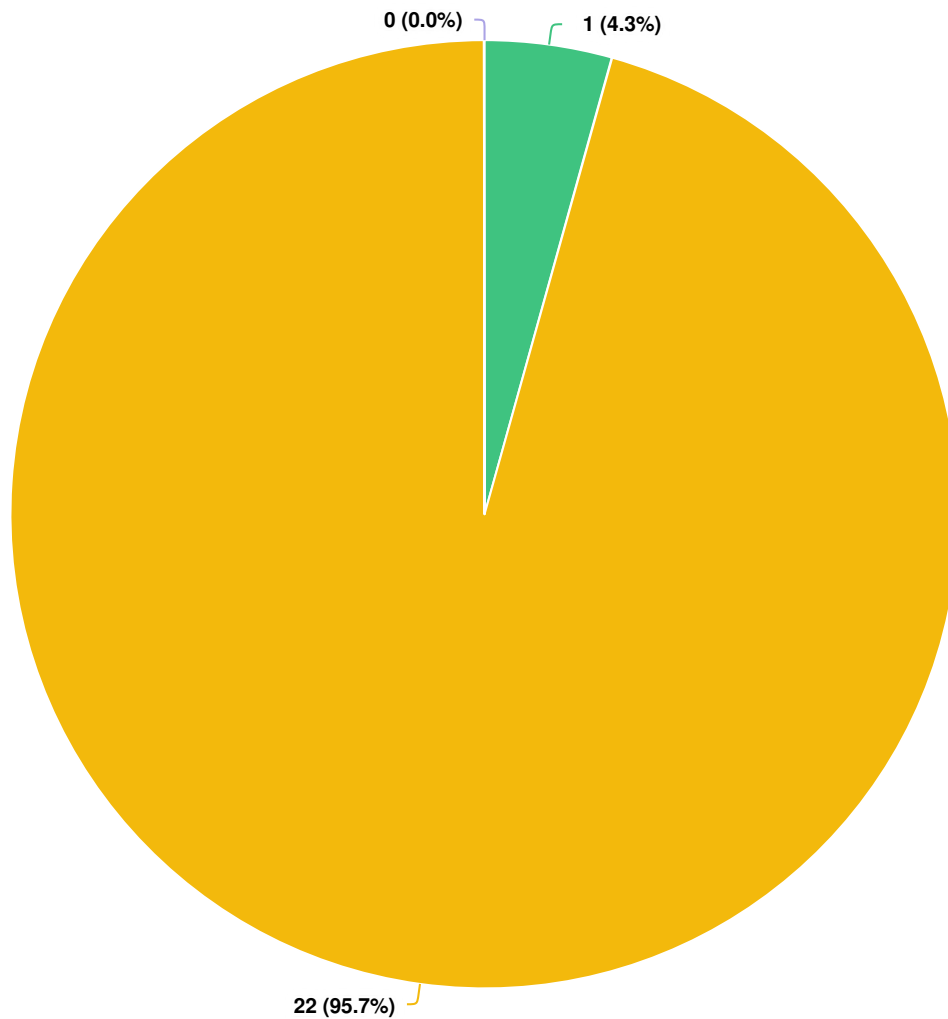
**Question options**

☒ Yes ☒ No ☒ Unsure

Optional question (23 response(s), 2 skipped)

Question type: Radio Button Question

**Q8 Did the importation and placement of materials cause drainage issues on adjacent properties?**



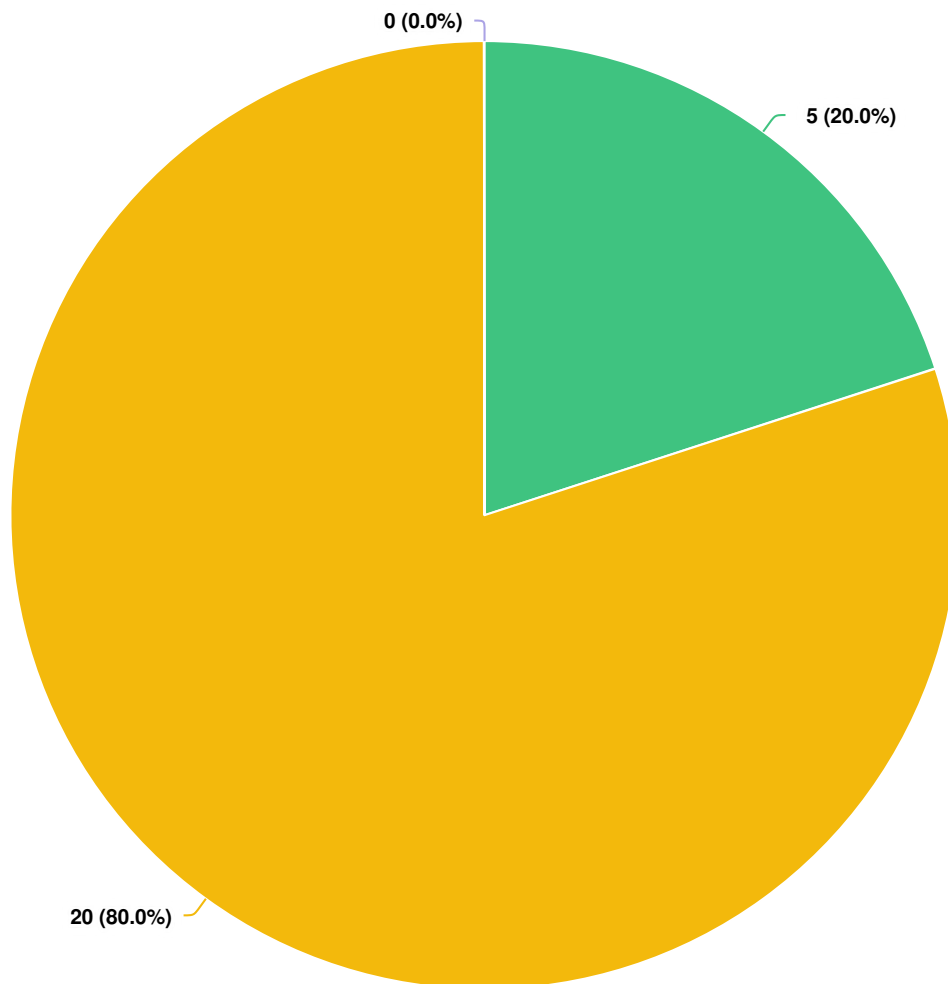
**Question options**

☒ Yes ☒ No ☐ Unsure

*Optional question (23 response(s), 2 skipped)*

*Question type: Radio Button Question*

**Q9** Do you, or have you, exported materials from your property?

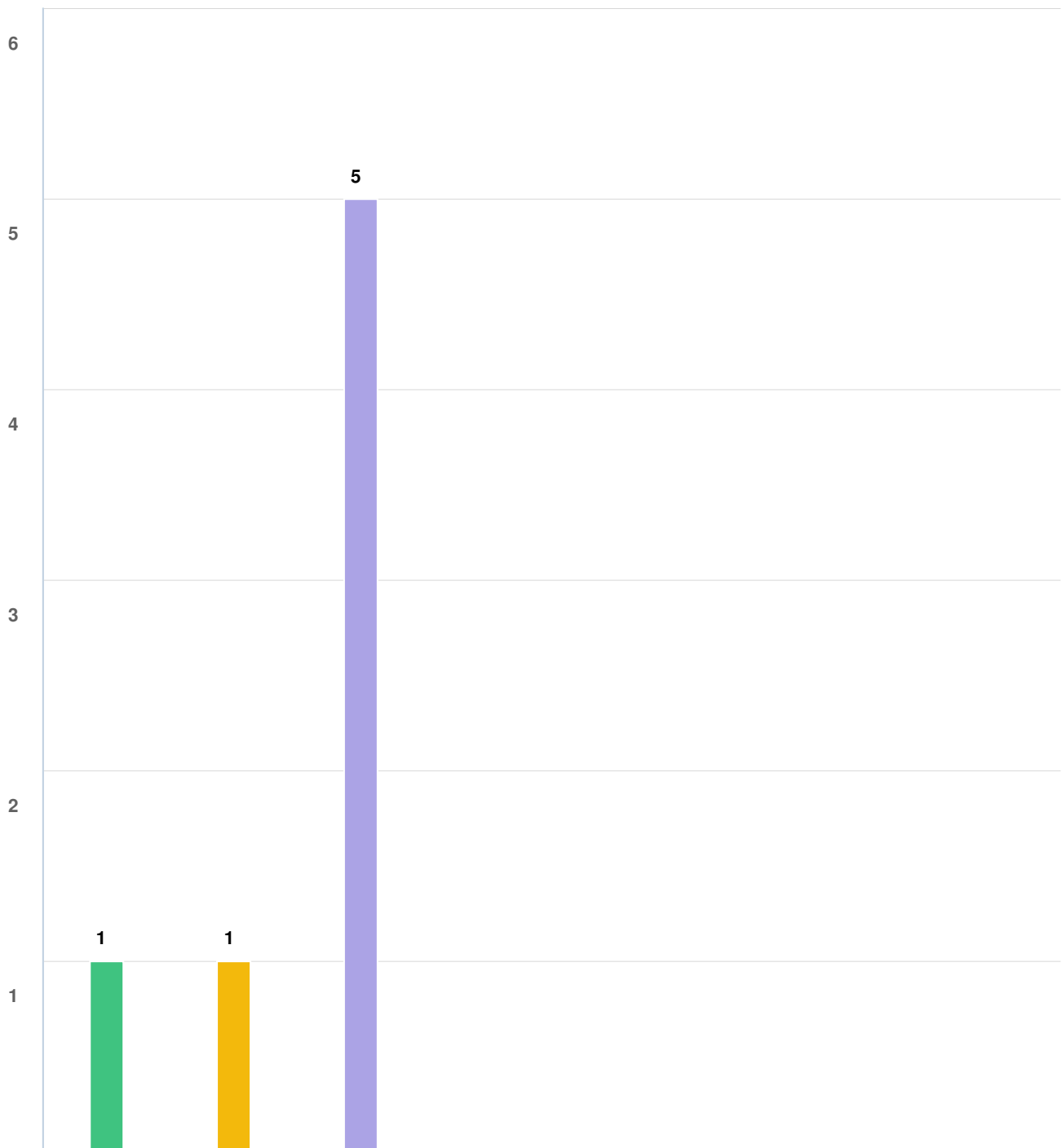


**Question options**

☒ Yes ☒ No ☐ Unsure

Mandatory Question (25 response(s))  
Question type: Radio Button Question

**Q10** What type of materials have you exported? Choose all that apply.



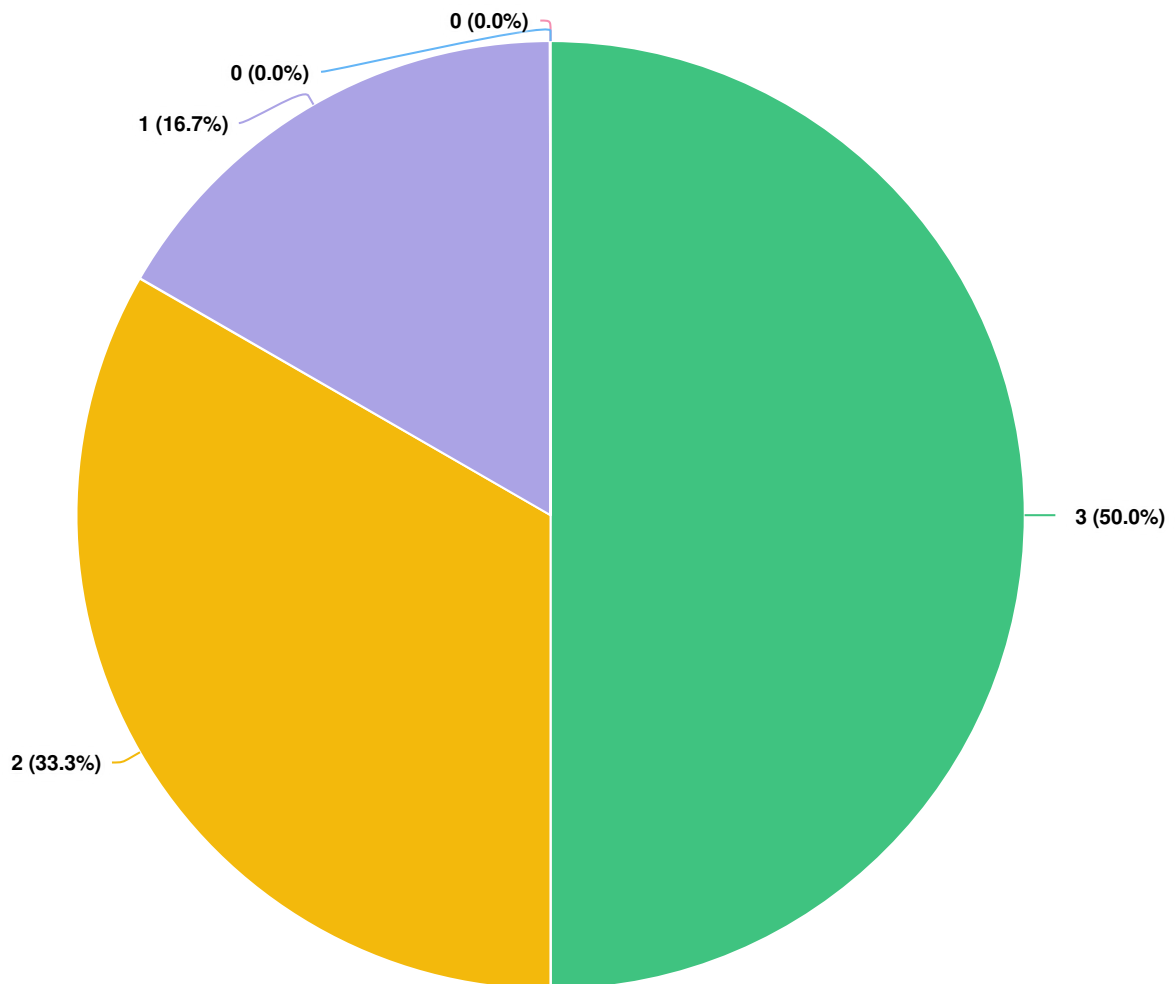
**Question options**

- Topsoil
- Fill
- Manure
- Subsoil
- Gravel
- Compost
- Soil amendments
- Other (please specify)

Optional question (5 response(s), 20 skipped)

Question type: Checkbox Question

**Q11** What volume of materials have you exported?



**Question options**

☒ Less than 10m3 ☐ 50 to 200m3 ☐ Greater than 1,000m3 ☐ 10 to 50m3 ☐ 200 to 1,000m3

Optional question (6 response(s), 19 skipped)  
Question type: Radio Button Question



**Q12** What was the reason/purpose for exporting the materials? For example, excess materials, sale of materials, construction of new buildings/additions/manure pits, soil amendments, moving manure from one farm to another, tile drainage, etc.

Anonymous

4/01/2022 01:16 PM

Moving manure out of Fairgrounds to local farms Removal of soil/fill for construction purposes

Anonymous

4/05/2022 07:26 PM

moving manure off farm for 20+ year

Anonymous

4/18/2022 07:15 PM

For use in gardens by neighbours

Anonymous

4/20/2022 11:44 AM

Excess material

Anonymous

4/20/2022 06:55 PM

We had 3 farms that we used the manure on in a rotating basis to keep the amount per acre within reason. and to be able to accomodate the cycle of the producing farmer.

Anonymous

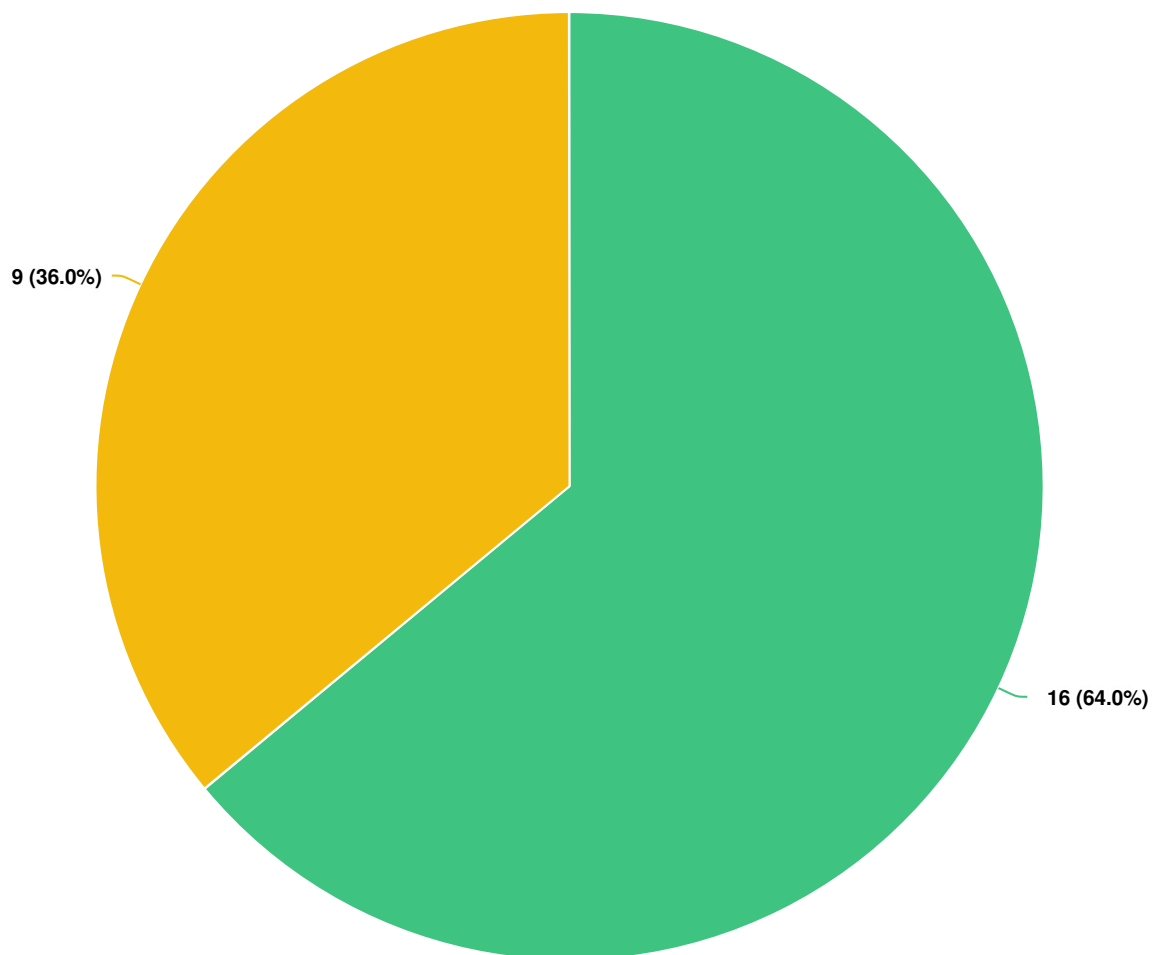
4/21/2022 08:32 AM

manure created by horses

**Optional question** (6 response(s), 19 skipped)

**Question type:** Essay Question

**Q13** Do you, or have you, moved materials within/on your property?

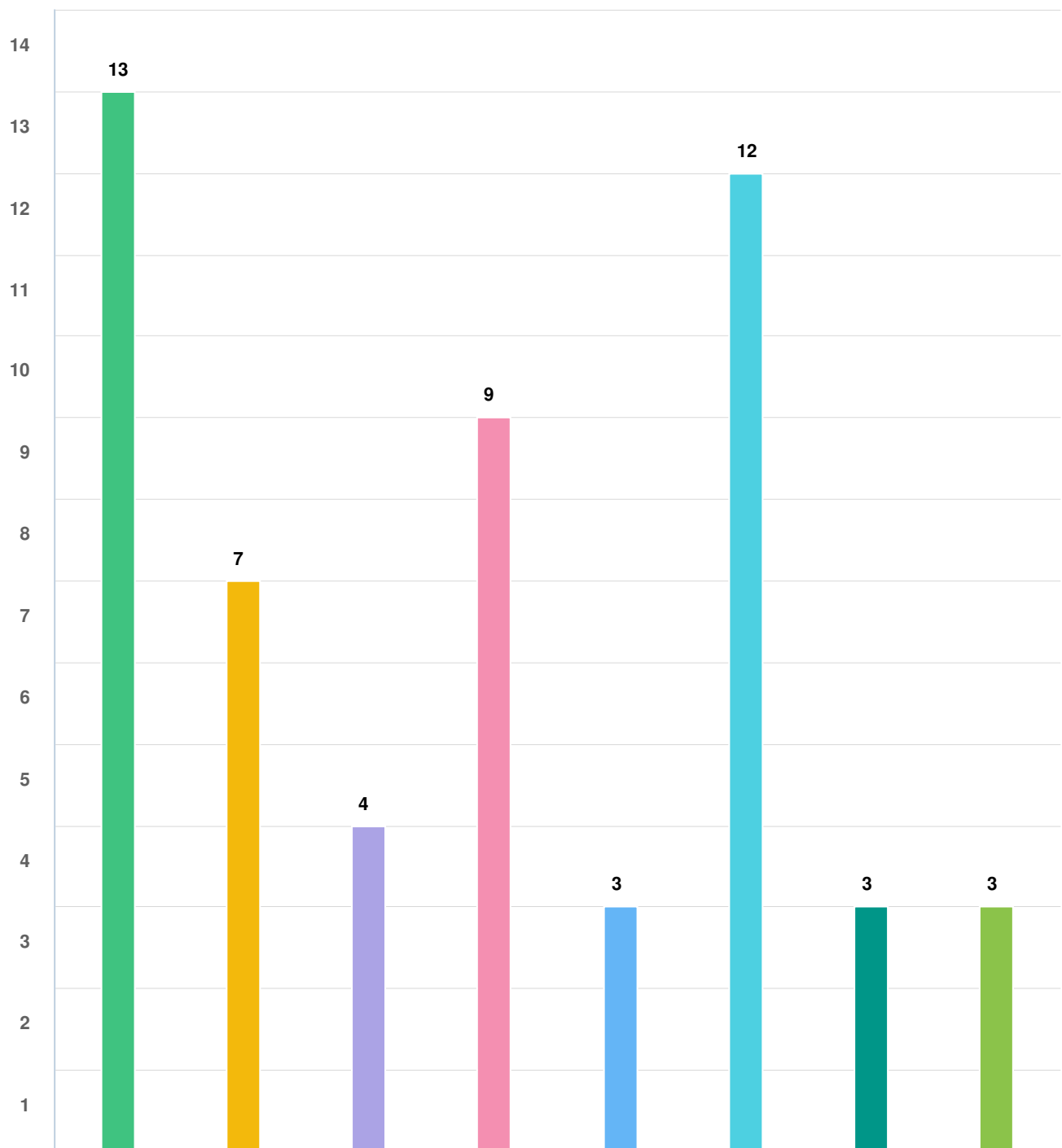


**Question options**

☒ Yes ☐ No

*Mandatory Question (25 response(s))  
Question type: Radio Button Question*

**Q14 What type of materials have you moved? Choose all that apply.**

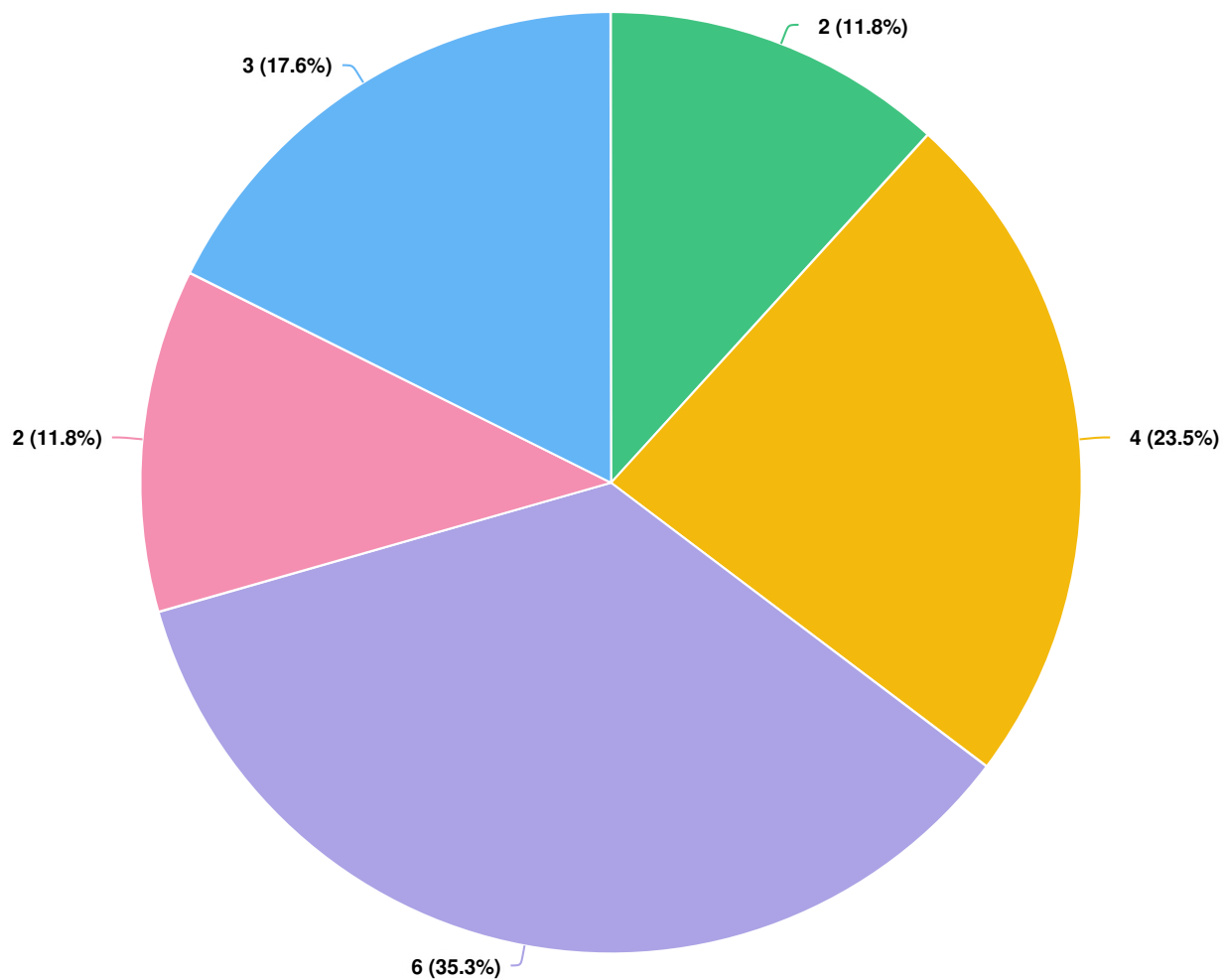


**Question options**

- Topsoil    ● Subsoil    ● Fill    ● Gravel    ● Compost    ● Manure    ● Soil amendments
- Other (please specify)

Optional question (17 response(s), 8 skipped)  
Question type: Checkbox Question

**Q15** What volume of materials have you moved?



**Question options**

● Less than 10m3    ● 10 to 50m3    ● 50 to 200m3    ● 200 to 1,000m3    ● Greater than 1,000m3

Optional question (17 response(s), 8 skipped)  
Question type: Radio Button Question

**Q16 | What was the reason/purpose for moving the materials? For example, filling in low spots in fields, altering drainage by changing field topography, raising field elevations, contour farming, construction of new buildings/additions/manure pits, soil amendments, tile drainage, etc.**

Anonymous

4/01/2022 01:16 PM

Fill in low spots Spreading Manure on fields Moving Sand pile into Arena

Anonymous

4/01/2022 06:53 PM

Construction.

Anonymous

4/04/2022 12:46 PM

Contour farming With all the diseased trees on the property that had to come down these last years we dug huge holes near the tree lines so we could bury the huge stumps. It is excellent environmental farm practice as everyone who knows how to protect the environment should bury the huge stumps so they do not decay which gives off more carbon into the atmosphere. If they are buried they rot naturally making the soil rich in nutrients. Seeing the bylaw you are proposing i think you need more guidance from experienced farming groups like HRFA or HAAC so that you can see how many of your local farmers are excellent stewards of the land. What exactly is the problem you are trying to solve ? Or are you just following other municipalities that are urban and applying this bylaw in the rural area?

Anonymous

4/06/2022 04:50 PM

Digging a Pond. Moved Sand to low spot improved infiltration

Anonymous

4/18/2022 01:43 PM

same as previous, also better location for storage of manure.

Anonymous

4/18/2022 07:15 PM

Annually spread our livestock manure on our fields, dug own gravel for fill over 2 culverts for livestock crossing , fence row removal, grading around buildings

Anonymous

4/20/2022 11:38 AM

fertilizer

Anonymous

4/20/2022 11:44 AM

Storage away from barn

Anonymous

Grading

4/20/2022 12:17 PM

Anonymous

spreading manure

4/20/2022 12:40 PM

Anonymous

Excavated pond material, softening out dangerous terrain

4/20/2022 01:44 PM

Anonymous

construction of buildings, landscaping buildings

4/20/2022 02:05 PM

Anonymous

All of the above except for tile drainage

4/20/2022 03:34 PM

Anonymous

construction of buildings and Bins for crop storage

4/20/2022 06:55 PM

Anonymous

Normal farm practices

4/20/2022 09:52 PM

Anonymous

We get loads of topsoil and gravel, stored in a pile and move it around as required. Manure is in a pit but taken away when full. I don't know if the volume question is to be answered indicating accumulated volume or one time. I answered on one time. we have been on the property over 30 years. Paddock sand is added to allow better drainage in the paddocks so they aren't mud puddles - so water infiltration is changed - but not dramatically

4/21/2022 08:32 AM

Anonymous

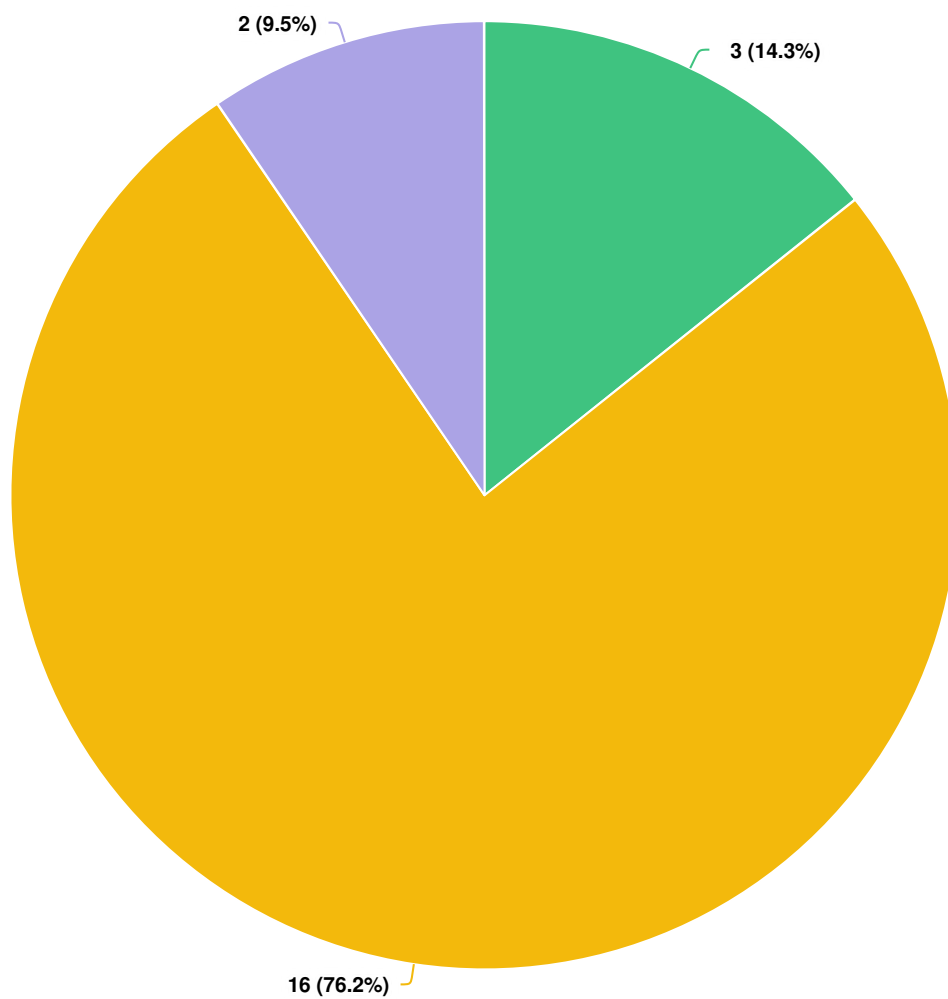
moving top soil to alter drainage applying manure to crop land

4/21/2022 09:08 AM

**Optional question** (17 response(s), 8 skipped)

**Question type:** Essay Question

**Q17** Was there any change to water infiltration in the area where the imported material was placed (caused by compaction, or different soil textures when comparing existing soils to imported materials)?



**Question options**

☒ Yes ☒ No ☒ Unsure

Optional question (21 response(s), 4 skipped)

Question type: Radio Button Question

## **APPENDIX C**

### OMAFRA FACTSHEET – LEGISLATION AND FARMING PRACTICES

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## Factsheet

ORDER NO. 12-027 AGDEX 700 APRIL 2012  
(replaces OMAFRA Factsheet *Legislation and Farming Practices*, Order No. 04-071)

Any farm practice involving the management of water, nutrients, land use, construction or other environmentally related activity raises certain legal obligations for the person undertaking that farm practice. This Factsheet gives an overview of the federal and provincial laws that could affect farming operations.

Legislation is listed alphabetically within each category listed below, for easy reference. Information on each Act includes: purpose, applicability to agriculture, administering agency, permits required and related legislation (if applicable). Local contacts for the administering agency can be found in the telephone directory blue pages or online. If there is any doubt if an Act applies to a project, contact the relevant government agencies before starting the project.

Ontario legislation is available at the Ontario e-laws site: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). Statutes and associated regulations for all Ontario Acts are available at the site. Protocols for various acts are available from the websites of the relevant administering agencies (e.g., protocols for the *Nutrient Management Act, 2002*, are available at [www.omafra.gov.on.ca/english/environment/laws.htm](http://www.omafra.gov.on.ca/english/environment/laws.htm)). Federal legislation is available at [www.laws.justice.gc.ca](http://www.laws.justice.gc.ca).

Legislation is presented in the following categories:

- general environmental issues
- water resources and conservation
- land use and provincial plans
- livestock and poultry issues
- crop production
- safety and employment
- wildlife protection and conservation
- general

### GENERAL ENVIRONMENTAL ISSUES

#### ***Aggregate Resources Act, R.S.O. 1990, c. A. 8, as amended***

**Purpose:** Provide for the management of aggregate resources, control and regulate aggregate operations; require the rehabilitation of land from which aggregate is excavated; and minimize environmental impacts of such operations.

**Applicability to Agriculture:** Quarries, pits and excavations on private land are regulated by this Act.

**Administering Agency:** Ministry of Natural Resources

**Permits Required:** Licences are required to remove material from a pit or quarry on private land and rehabilitation is required as a condition of licensing.

#### ***Conservation Land Act, R.S.O. 1990, c. C. 28, as amended***

**Purpose:** Create programs that provide grants to encourage protection or stewardship of specific natural heritage features. Enable creation of conservation easements that are registered on title and provide for protection, maintenance, restoration or enhancement of the land for conservation purposes, including preservation or protection of the land for agriculture.

**Applicability to Agriculture:** Terms and conditions of conservation easements carry with the sale of a property. Conditions associated with protection of natural heritage features may restrict agricultural activities. Conservation easements can also be used to ensure farm properties are protected from alternative uses in the future.

**Administering Agency:** Ministry of Natural Resources

**Permits Required:** None.

**Assessment Act, R.S.O. 1990,  
c. A. 31, as amended**

**Purpose:** Provide for property tax incentive programs, such as the Managed Forest Tax Incentive Program (MFTIP) — promotes enhanced stewardship of forested land, and the Conservation Land Tax Incentive Program (CLTIP) — encourages private landowners to protect provincially important natural heritage features.

**Applicability to Agriculture:** Provides tax relief for the stewardship and conservation of certain types of lands, such as forested lands greater than 4 ha in size (MFTIP) or provincially significant wetlands, areas of natural and scientific interest (ANSI), endangered species habitats, designated Niagara Escarpment natural area or certain lands owned by conservation authorities or charitable conservation organizations (CLTIP). The Farm Property Class Tax Rate Program (the Program), under the *Assessment Act*, gives owners of property, classified as falling under the farm property class, a significant tax reduction (i.e., pay 25% of the assessed rate). The Program is created under sections 8 and 8.1 of Ontario Regulation 282/98. To be eligible, a person must have a valid Farm Business Registration Number and the property must be owned by certain entities (as set out in section 8(2)3 of Ontario Regulation 282/98.

**Administering Agency:** Ministry of Finance

**Permits Required:** None.

**Environmental Assessment Act, R.S.O. 1990,  
c. E. 18, as amended**

**Purpose:** Provide for the protection, conservation and wise management of the environment; establish a process for evaluating the impact of public sector and some large private sector undertakings on the environment (e.g., landfills, roads); and define public consultation requirements for environmental assessments.

**Applicability to Agriculture:** Generally does not apply to day-to-day farm operations, but provides for the agricultural sector's input into public projects.

**Administering Agency:** Ministry of the Environment

**Permits Required:** None.

**Environmental Bill of Rights, 1993, S.O.  
1993, c. 28, as amended**

**Purpose:** Protect Ontarians' rights to a healthy and sustainable environment by providing them with the right to become involved in decisions that affect the environment, and by bringing accountability and transparency to ministry decision-making.

**Applicability to Agriculture:** Indirectly affects the agricultural sector, but is not a regulatory Act for the industry. Requirements are set for public comment on prescribed government policy, legislation and regulations. Environmental registry provides opportunities for public comment.

**Administering Agency:** Ministry of the Environment, Environmental Commissioner's Office and prescribed Ministries

**Permits Required:** None.

**Environmental Protection Act, R.S.O. 1990,  
c. E. 19, as amended**

**Purpose:** Provide for protection and conservation of the natural environment in the province of Ontario — defined as air, land, water or any combination of these. The Act prohibits the discharge of contaminants that are likely to cause an adverse affect.

**Applicability to Agriculture:**

**1. Spills:** A discharge into the natural environment from or out of a structure, vehicle or other container, that is abnormal in quantity or quality in light of all the circumstances of the discharge. Ministry of the Environment (MOE) must be notified immediately at 1-800-268-6060 following an occurrence. The owner and person in charge of the material at the time are required to contain, clean up and dispose of the material in a timely manner to the satisfaction of the MOE. All farming operations with nutrient management strategies (NMS) and plans (NMP) are required to have a contingency plan in place for handling spills related to manure or other prescribed materials. A discharge is not considered a spill if it is "in accordance with both normal farming practices and the regulations made under the *Nutrient Management Act, 2002*."

**2. Waste disposal/recycling:** Spreading of non-agricultural waste materials (e.g., biosolids) on agricultural land is regulated by the *Environmental*

*Protection Act* and the *Nutrient Management Act, 2002*, and may still have a Certificate of Approval until January 2016 or a non-agricultural source materials (NASM) plan if applied for after January 1, 2011. If applied to agricultural land as a nutrient to improve the growing of agricultural crops, they are NASM and are regulated by the *Nutrient Management Act, 2002*. Manure spreading does not require a Certificate of Approval, but the *Environmental Protection Act* sets out provisions for prosecution of instances of pollution (i.e., as a result of a spill).

**3. Septic systems:** Approval of small septic systems (e.g., household with up to 10,000 litres capacity serving one lot) has been delegated to the municipalities. MOE is responsible for the approval of large septic systems.

**Administering Agency:** Ministry of the Environment, municipalities, boards of health or conservation authorities for septic systems

**Permits Required:** Certificates of Approval or NASM plans are required for spreading non-agricultural waste materials on agricultural land. Building permits are required for the installation of septic tank systems.

#### **Green Energy Act, 2009, S.O. 2009, c. 12, Schedule A, as amended**

**Purpose:** Foster growth of and investment in renewable energy projects (wind, solar, biogas, biomass, hydroelectric), to remove barriers and promote opportunities for renewable energy projects. Foster increased energy efficiency and conservation to promote a green economy in Ontario. Focus is on electricity.

**Applicability to Agriculture:** Creates enhanced opportunities for the agricultural sector to generate green energy from a variety of sources, and provides a revenue stream from the renewable electricity produced. Provides a streamlined approval framework for renewable energy projects, and promotes programs to encourage conservation of electricity and management of the demand for electricity in industries including the agricultural sector.

**Administering Agency:** Ministry of Energy and Ministry of Infrastructure

**Permits Required:** None.

#### **Nutrient Management Act, 2002, S.O. 2002, c. 4, as amended**

**Purpose:** Provide for the management of materials containing nutrients in ways that will enhance protection of the natural environment and provide a sustainable future for agricultural operations and rural development.

**Applicability to Agriculture:** Livestock operations of a minimum size (greater than 5 Nutrient Units) seeking a building permit for a structure to house animals, store manure or treat manure through an anaerobic digester require a nutrient management strategy (NMS) and possibly a nutrient management plan (NMP). The need for a NMP depends on the size and location of the operations. The same requirements for a NMS and NMP apply to livestock operations constructing an earthen manure storage, which does not require a building permit.

The Act also applies to the management of non-agricultural source materials (NASM). NASM are materials not generated by farm operations, but applied to agricultural land as a nutrient and include sewage biosolids, pulp and paper biosolids, and several by-products from the food industry such as culled vegetables, washwater and organic waste matter. NASMs are classified into three main categories — Category 1, 2 or 3. NASM plans are required for all Category 2 and 3 materials. As detailed in Ontario Regulation 267/03, some NASM plans must be approved by a Director with the Ontario Ministry of Agriculture, Food and Rural Affairs prior to NASM being stored or land applied.

**Note:** Farmers who have a NMS, NMP or a NASM plan may still be subject to the requirements of the *Environmental Protection Act, 1990*, and the *Ontario Water Resources Act, 1990*.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs and Ministry of the Environment

**Permits Required:** NMS to be submitted to OMAFRA for approval when constructing or expanding livestock housing or manure storage/treatment facilities with greater than 5 Nutrient Units (NU) on the farm unit. A NMS and NMP must be prepared and kept on site if the farm unit has 300 NU or greater. For farm units required to have a NMS, and located within 100 metres of a municipal well, a NMP is also

required. Some materials generated off-farm that can be applied to farm fields, such as sewage biosolids and/or organic by-products of food processing, may require a NASM plan. Certificates or licences are required for preparation of nutrient management strategies, plans and NASM plans, and for brokers, application businesses and technicians.

## **WATER RESOURCES AND CONSERVATION**

### ***Agricultural Tile Drainage Installation Act, R.S.O. 1990, c. A. 14, as amended***

**Purpose:** Ensure tile drainage systems installed on agricultural land are properly designed and accurately installed.

**Applicability to Agriculture:** Businesses, tile drainage machines and machine operators must be licensed to install private tile drainage systems on agricultural land. Machine operators are required to successfully complete drainage courses, but this does not apply to agricultural landowners installing tile drainage on their own land using their own equipment.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** No licence needed if the farmer is doing the work on his/her own land. A licence is required if someone else does the work.

### ***Clean Water Act, 2006, S.O. 2006, c. 22, as amended***

**Purpose:** Protect existing and future sources of drinking water.

**Applicability to Agriculture:** Any land use activity classified as a significant drinking water threat in an Assessment Report, must meet the risk mitigation requirements stipulated in a local Source Protection Plan.

**Administering Agency:** Local municipality or organizations (i.e., board of health, planning board, source protection authority) acting on behalf of the local municipality.

**Permits Required:** A Risk Management Plan negotiated between the Risk Management Official may be required for significant drinking water threats, depending on the requirements of the local Source Protection Plan.

### ***Conservation Authorities Act, R.S.O. 1990, c. C. 27, as amended***

**Purpose:** Provide for the establishment of conservation authorities (CAs) to undertake a program in the provincial and municipal interest in a watershed for conservation, restoration, development and management of natural resources. The provincial interest is related to public safety and water-based natural hazard prevention and management. CAs are involved in flood and erosion control, flood forecasting and warning, ice management, regulating development in hazard areas, and municipal plan and site plan application review for natural hazard considerations. A local program approved by the CA board — comprised of municipal representatives — can include additional activities such as stewardship, forest management, habitat rehabilitation, education, natural heritage and watershed studies.

**Applicability to Agriculture:** Through a permitting process, CAs regulate proposed activities that may alter or interfere with wetlands or the existing channel of a watercourse. Agricultural drains are generally included in the definition of a watercourse under the act. CAs also regulate development, including the placement or removal of fill, in areas which may be affected by water-related natural hazards — floodplains, shorelines, wetlands and areas around wetlands — as well as other hazard lands.

**Administering Agency:** Ministry of Natural Resources

**Permits Required:** Permits may be required from CAs for certain works taking place within designated regulated areas.

### ***Drainage Act, R.S.O. 1990, c. D. 17, as amended***

**Purpose:** Provide landowners with a procedure to resolve drainage problems through the establishment of communal drainage systems, called municipal drains. Also provides for the subsequent improvement, repair and maintenance of municipal drains by the local municipality.

**Applicability to Agriculture:** Landowners may petition their local municipality for the construction of a municipal drain. The municipality appoints an engineer to prepare a report that includes plans, profiles and specifications of the drain and assessment schedules. After a public input process,



the report is adopted by municipal bylaw, the drain is constructed and costs are assessed to the landowners. A conservation authority, the Ministry of Natural Resources or a municipality may request an environmental appraisal. Future maintenance and repair of municipal drains is a municipal responsibility with costs charged to the landowners.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs, municipalities

**Permits Required:** Activities affecting a municipal drain must be authorized by the local municipality.

#### ***Lakes and Rivers Improvement Act, R.S.O. 1990, c. L. 3, as amended***

**Purpose:** Protect the natural amenities, and manage and preserve the use of water to ensure flow and water level characteristics of lakes and rivers are not altered to the point of placing other water users at a disadvantage. Also regulates the construction, operation and maintenance of dams.

**Applicability to Agriculture:** Any work forwarding, holding back or diverting water must receive prior approval.

**Administering Agency:** Ministry of Natural Resources

**Permits Required:** Approvals required for any construction, alteration or deposition in a lake, river or shoreline.

#### ***Ontario Water Resources Act, R.S.O. 1990, c. O. 40, as amended***

**Purpose:** Provide for the conservation, protection and management of Ontario's waters and for their efficient and sustainable use, in order to promote Ontario's long-term environmental, social and economic well-being.

**Applicability to Agriculture:**

1. Prohibits discharge or deposit of any material into any water body or watercourse that may impair water quality.
2. Prohibits removal of more than 50,000 litres of water per day from wells or a surface water source without a permit, except for wells used as a waste disposal site.
3. Permits are not required for water taking for domestic, livestock or firefighting purposes.

4. If water leakage or flow from any well, diversion or excavation interferes with public or private interests, Ministry of the Environment may require the person responsible to stop or mitigate the problem.

**Administering Agency:** Ministry of the Environment

**Permits Required:** Certificates of approval required for discharge of a material to land or surface water, permits required for water takings of more than 50,000 litres per day (approximately ½ acre irrigated with 1 in. of water), permits required for well construction, and licences required for well contractors and technicians.

#### ***Tile Drainage Act, R.S.O. 1990, c. T. 8, as amended***

**Purpose:** Provide access to loan funds to agricultural landowners for the installation of tile drainage works on private agricultural land.

**Applicability to Agriculture:** Agricultural landowners may receive a 10-year term loan at competitive interest rates from their local municipality through the provincial government. Loan repayments are treated in the same manner as property taxes.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs, municipalities

**Permits Required:** None.

### **LAND USE LEGISLATION & PROVINCIAL PLANS**

#### ***Farming and Food Production Protection Act, 1998, S.O. 1998, c. 1, as amended***

**Purpose:** Protect farmers from nuisance complaints about odour, noise, dust, flies, light, smoke and vibration, resulting from normal farm practices. Also protects farmers against restrictive municipal bylaws that constrain normal farm practices.

**Applicability to Agriculture:** Complainants can ask Normal Farm Practices Protection Board to rule on a complaint. **Note:** A practice that is not consistent with standards under the *Nutrient Management Act, 2002*, is not deemed a normal farm practice.

**Administering Agency:** Normal Farm Practices Protection Board, as part of the Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** None.

**Planning Act, R.S.O. 1990,  
c. P. 13, as amended**

**Purpose:** Establish the ground rules for land use planning in Ontario, including issuance of the Provincial Policy Statement (PPS). The PPS sets direction on matters of provincial interest such as prime agricultural areas, natural heritage and growth management, and requires setback distances between livestock facilities and other uses (see Minimum Distance Separation Formulae). Act also describes how land uses are controlled in Ontario using tools such as official plans and zoning bylaws.

**Applicability to Agriculture:** The PPS requires the protection of prime agricultural areas and provides rules on permitted uses, lot creation and removal of land from prime agricultural areas. Also addresses areas such as growth management and natural heritage that may impact agriculture. Municipal official plans typically include maps and policies to guide the future development of an area, consistent with PPS policies. Zoning bylaws direct how land including farmland may be used, where buildings may be placed and parking requirements.

**Administering Agency:** Municipalities are charged with adopting official plans and zoning bylaws that are consistent with the PPS, and Ministry of Municipal Affairs and Housing provides land use planning advice and information on behalf of the province.

**Permits Required:** A specific process must be followed to amend official plan policies and zoning bylaws. This includes public consultation.

**Minimum Distance Separation I & II (MDS I  
& II) 2006 (Planning Act, 1990)**

**Purpose:** Minimum Distance Separation (MDS) is a formula developed by the province under the *Planning Act, 1990*, to separate land uses and reduce incompatibility concerns about odour from livestock facilities. MDS I determines the minimum separation distances between proposed new development and existing livestock facilities and/or permanent manure storages. MDS II determines the minimum separation distances between proposed new, enlarged or remodelled livestock facilities and/or permanent manure storages, and other existing or approved development. Compliance to MDS is required by the Provincial Policy Statements authorized by the *Planning Act, 1990*.

**Applicability to Agriculture:** Separates incompatible land uses, reducing potential land use conflicts.

**Administering Agency:** municipalities

**Permits Required:** None.

**Municipal Act, 2001, S.O. 2001,  
c. 25, as amended**

**Purpose:** Provide for the organization and operation of municipalities. The Act provides for broad permissive powers to municipalities to pass bylaws ranging from local governance structure to economic, social and environmental wellbeing of communities to the protection of persons and property.

**Applicability to Agriculture:** The agriculture industry is subject to municipal bylaws unless superseded by a provincial Act, such as the *Nutrient Management Act, 2002*, or Normal Farm Practices Protection Board, which is established under the *Farming and Food Production Protection Act, 1998*, finds that the bylaw interferes with a normal farming practice. Specific municipal powers are outlined in Section 3 (see Act for complete list) and include the following selected sections:

- Section 135 regulates the destruction of woodlands (former *Trees Act*)
- Section 142 allows for the bylaws for the site alteration and prohibition or regulation of topsoil (defined as mineral soil and organic/peat)

**Administering Agency:** Ministry of Municipal Affairs and Housing, municipalities

**Permits Required:** None.

**PROVINCIAL LAND USE PLANS**

**Greenbelt Act, 2005, S.O. 2005,  
c. 1, as amended**

**Purpose:** Enable the creation of the Greenbelt Plan to protect approximately 1.8 million acres in the Golden Horseshoe area of Ontario. The Greenbelt Plan identifies where urban development should not occur in order to secure the agricultural land base, and the ecological features and functions of the greenbelt area. The protected countryside contains an agricultural system comprised of specialty crop areas (Niagara tender fruit and grape lands and the Holland Marsh), prime agricultural areas and rural areas. Areas within

the Greenbelt covered by the Niagara Escarpment Plan and the Oak Ridges Moraine Conservation Plan are subject to the policies of those plans, rather than the Greenbelt Plan.

**Applicability to Agriculture:** Provides for permanent protection of agricultural lands for agricultural uses, and permits a full range of agricultural uses and normal farm practices.

**Administering Agency:** Municipal official plans are required to contain policies reflecting the Greenbelt Plan, Ministry of Municipal Affairs and Housing provides advice and information.

**Permits Required:** None.

**Lake Simcoe Protection Act, 2008, S.O. 2008, c. 23, as amended**

**Purpose:** Protect and restore the ecological health of the Lake Simcoe watershed. Enables the establishment of the Lake Simcoe Protection Plan (Plan) that uses policies to achieve the goals of the Act. The Plan's objectives are to protect, improve or restore the elements that contribute to the ecological health of the watershed, including the reduction of pollutant discharges, and loadings of phosphorus and other nutrients of concern to the lake and its tributaries. The plan promotes sustainable land and water use, activities and development practices, and builds on the protections in other provincial plans (as applicable) including the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan. Other Acts that have applicability include the *Conservation Authorities Act, 1990*, the *Ontario Water Resources Act, 1990*, and the *Planning Act, 1990*. The Act that provides the most protection to the ecological health of the Lake Simcoe watershed prevails.

**Applicability to Agriculture:** The Plan adopts a stewardship-first approach to agricultural activities. Stewardship programming is supported, as is related research, monitoring, pilots and demonstrations to promote sector innovation.

**Administering Agency:** Ministry of Environment

**Permits Required:** Permits normally required under other legislation apply (e.g., under the *Conservation Authorities Act, 1990*, the *Ontario Water Resources Act, 1990*, and the *Planning Act, 1990*). Permits from the CA are required for any work within designated fill lines or flood areas, or which alters or interferes in any way with the existing channel of a watercourse.

**Niagara Escarpment Planning and Development Act, R.S.O. 1990, c. N. 2, as amended**

**Purpose:** Provide for the maintenance of the Niagara Escarpment and land in its vicinity substantially as a continuous natural environment, and to ensure only such development occurs as is compatible with that natural environment.

**Applicability to Agriculture:** Farming and forestry practices must be compatible with maintaining the Niagara Escarpment and adjoining land as a continuous natural environment.

**Administering Agency:** Niagara Escarpment Commission (NEC) as part of Ministry of Natural Resources

**Permits Required:** Niagara Escarpment Development Permits (similar to building permits) are required for a range of development and activities, i.e., construction of buildings, changing the use of a property, establishing a home business, constructing a pond or altering a watercourse.

**Oak Ridges Moraine Conservation Act, 2001, S.O. 2001, c. 31, as amended**

**Purpose:** Provide for the establishment of the Oak Ridges Moraine Conservation Plan (the plan) — an ecologically based plan that provides land use and resource management direction under four land use designations — natural core areas, natural linkage areas, countryside areas and settlement areas.

**Applicability to Agriculture:** The plan encourages the continuation of agriculture and other rural land uses, and normal farm practices. Barns and other associated farm buildings and structures are considered a component of the permitted agriculture uses. The plan addresses activities which may relate to agriculture within areas such as wellhead protection areas. Questions on site specific matters related to planning approvals should be directed to the municipality.

**Administering Agency:** Ministry of Municipal Affairs and Housing, and municipalities are responsible for implementing the plan through municipal official plans and zoning bylaws.

**Permits Required:** None.

## LIVESTOCK AND POULTRY ISSUES

### ***Animal Health Act, 2009, S.O. 2009, c. 31, as amended***

**Purpose:** Provide for the protection of animal health in Ontario. The Act provides an enabling legislative framework based on the concepts of prevention, detection, response, control and recovery from animal health hazards, such as animal diseases. It authorizes officials to address activities that may affect animal health or human health (or both), including the safety of food and animal products. The Act gives the Chief Veterinarian for Ontario and appointed inspectors the power to conduct inspections of animals and things related to animals in appropriate circumstances, and make orders that further the legislation's purposes.

**Applicability to Agriculture:** Having a healthy livestock and poultry population helps minimize risks to animal health, human health and the agri-food economy.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** There are no licensing, registration or permit requirements under the Act at the present time. Permission for certain activities could be required during an animal health emergency.

**Related Legislation:** *Health of Animals Act, 1990, S.C. 1990, c. 21, as amended*

### ***Beef Cattle Marketing Act, R.S.O. 1990, c. B. 5, as amended***

**Purpose:** Establishment and standardization of procedures affecting the sale of cattle or carcasses, and designation and financing of an association with power to make recommendations on procedures and expend money to:

- stimulate, increase and improve the sale of cattle or carcasses
- disseminate information concerning the cattle industry
- co-operate with any person or persons or any department of the Government of Canada or of the government of any province in the carrying out of its objects

**Applicability to Agriculture:** This legislation applies to all persons who sell cattle in Ontario.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs provincial inspectors

**Permits Required:** Permits required for the sale of cattle in Ontario.

### ***Bees Act, R.S.O. 1990, c. B. 6, as amended***

**Purpose:** Assist beekeepers in maintaining a healthy honeybee population. Honeybees can carry disease organisms over great distances, so beekeepers are directly affected by a neighbour's management.

**Applicability to Agriculture:** The pests and diseases addressed under the *Bees Act, 1990*, are specific to honeybees. Under this Act, third-party bee inspectors inspect honeybee colonies for bee diseases and can give orders to destroy infected beehives. This inspection program assists in keeping apiculture viable in Ontario, and validates the health of honeybee colonies before they can move to other provinces for sale, pollination or honey production. This program also facilitates the inspection of honeybee material in co-ordination with the Canadian Food Inspection Agency (CFIA) when honeybees are sold to the U.S. and other countries.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs appointed provincial apiarist and bee inspectors

**Permits Required:** Permits are required for the removal or sale of bees and beekeeping equipments. Permits can be obtained from an inspector appointed by OMAFRA. Permits also required for the transport of bees and beekeeping equipment which can be obtained from the provincial apiarist. Permits required for importing honey bees and beekeeping equipment into Ontario.



**Feeds Act, R.S.C. 1985,  
c. F-5, as amended (Federal)**

**Purpose:** Regulate the content, registration, and appropriate and safe use of livestock feeds in Canada.

**Applicability to Agriculture:** Ensures quality control of livestock feed (composition and nutrient content). All livestock feed ingredients must be approved. All products must be properly labelled. Allows for routine inspection and analysis of suspect materials from commercial feed mills and farms involved in the manufacture of medicated feeds.

**Administering Agency:** Canadian Food Inspection Agency (CFIA)

**Permits Required:** Certification of CFIA inspectors

**Food Safety and Quality Act, 2001, S.O. 2001,  
c. 20, as amended**

**Purpose:** Provide for the quality and safety of food, agricultural or aquatic commodities and agricultural inputs, the management of food safety risks, and the control and regulation of certain regulated activities.

**Applicability to Agriculture:** Regulations under this Act govern (among other things):

- slaughter of livestock and processing of meat for food
- grading and marketing of eggs, processed egg, honey and maple syrup
- marketing of other maple products and fresh produce including fruit and vegetables, sprouts, culinary herbs, edible fungi, and in-shell nuts and peanuts
- grading of beef, veal, ovine and poultry carcasses
- off-farm disposal of livestock mortalities including the collecting, transferring, salvaging, rendering and composting of carcasses

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** Licences are required for slaughter and meat processing activities, and activities related to deadstock disposal.

**Health of Animals Act, S.C. 1990,  
c. 21, as amended (Federal)**

**Purpose:** Establish lists of reportable diseases of significant risk to animal and/or human health, and control procedures in the event of an outbreak; regulate importation and feeding of organic waste products (recycled food products) to livestock; and regulate care, handling and disposition of animals.

**Applicability to Agriculture:** Specifies notification of reportable diseases or poisons to the nearest veterinary inspector and subsequent procedures, and regulates the importation of animal-based feeds.

**Administering Agency:** Canadian Food Inspection Agency, Health Canada

**Permits Required:** For the importation and movement of animals and animal products.

**Health Protection and Promotion Act,  
R.S.O. 1990, c. H. 7, as amended**

**Purpose:** Provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Ontario.

**Applicability to Agriculture:** Prohibits the sale of any food unfit for human consumption. A medical officer of health is required to ensure inspections are conducted in the health unit for the purpose of preventing, eliminating or decreasing the effect of health hazards. A health hazard means a plant, animal (other than humans), substance or thing; conditions of a premise; or a solid, liquid or gas that has or that is likely to have an adverse effect on the health of any person.

A medical officer of health or a public health inspector can require a person to take or refrain from taking any action necessary to decrease the effect of or eliminate a health hazard. The Act provides a medical officer of health and a public health inspector with the authority to seize and destroy or dispose of any plant, animal, substance or thing that is a health hazard or to take any action necessary to eliminate or decrease the health hazard.

**Administering Agency:** Ministry of Health and Long-Term Care

**Permits Required:** None.

***Livestock and Livestock Products Act, R.S.O. 1990, c. L. 20, as amended***

**Purpose:**

- License people dealing in cattle (abattoirs, livestock auctions and slaughter plants)
- Govern terms of payment of cattle purchased by dealers, and provide protection for producers and dealers of cattle from non-payment
- Provide for the non-payment of livestock found contaminated
- Regulate the grading of wool

**Applicability to Agriculture:** Issuing licences to cattle dealers, appointing inspectors and creating standards for all aspects of livestock and livestock marketing.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** Licences for cattle dealers.

***Livestock Community Sales Act, R.S.O. 1990, c. L. 22, as amended***

**Purpose:** Provide confidence in an orderly market, ensure marketing of healthy livestock, provide a disease monitoring/control effort, monitor the humane handling of livestock and facility standards, and ensure financial stability of the licensed operator. The Act and regulations provide for an inspection system where appointed veterinarians and inspectors examine livestock, facilities and handling techniques to meet certain standards, and ensure livestock is marketed in compliance with mandated programs and Codes of Practice.

**Applicability to Agriculture:** Monitors marketing, movement, health and welfare of more than 1 million livestock through livestock community sales facilities in Ontario each year. These animals may move to other farms in Ontario, Canada, or the U.S. or be slaughtered for consumption.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** Licenses for livestock community sales facilities

***Livestock Identification Act, R.S.O. 1990, c. L. 21, as amended***

**Purpose:** Regulate the branding of livestock.

**Applicability to Agriculture:** Requires all livestock brands used in Ontario be allotted and controlled by the Ontario Cattlemen's Association.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** All brands used must be allotted by the Ontario Cattlemen's Association.

***Livestock Medicines Act, R.S.O. 1990, c. L. 23, as amended***

**Purpose:** Regulate the sale of livestock medicines in Ontario through licensed outlets, and evaluate proper procedure for the maintenance, handling and storage of livestock medicines.

**Applicability to Agriculture:** Makes livestock drugs available directly to farmers, and designates drugs or classes of drugs available under this Act. Also provides for licences and specifies record keeping for retailers, and for inspectors to ensure proper sales and handling of over-the-counter drugs.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** Licences for retailers.

***Milk Act, R.S.O. 1990, c. M. 12, as amended***

**Purpose:**

- Stimulate, increase and improve the production of milk within Ontario
- Provide for the control and regulation of the production and marketing within Ontario of milk, cream or cheese
- Provide for the control and regulation of the quality of raw milk, fluid milk and milk products within Ontario

**Applicability to Agriculture:** The Act and its regulations are the provincial framework that allows for the functioning of the dairy supply management system in Ontario, and provides the quality control of milk and milk products from cows and goats. The delivery of the

raw milk quality program for the cow dairy sector has been delegated to the marketing board.

**Administering Agency:** Ontario Farm Products Marketing Commission, Dairy Farmers of Ontario (through delegation of authorities) and the Food Inspection Branch of the Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** Dairy producer licences including terms and conditions of licences are required and issued to all cow milk producers by the marketing board. Dairy processing plants and distributors are issued licences by the Food Inspection Branch, Ontario Ministry of Agriculture, Food and Rural Affairs.

***Ontario Society for the Prevention of Cruelty to Animals Act, R.S.O. 1990, c. O. 36, as amended***

**Purpose:** Establish the Ontario Society for the Prevention of Cruelty to Animals (OSPCA) and affiliated humane societies, and authorize the OSPCA to investigate cases of animal cruelty in Ontario.

**Applicability to Agriculture:** Provides inspectors for the investigation of farm animal-related issues of cruelty, neglect or poor management that has an adverse effect on farm animals.

**Administering Agency:** OSPCA (legislative authority), government authority with Solicitor General

**Permits Required:** None.

**Related Legislation:** *Innkeepers Act*, R.S.O. 1990, c. I. 7, as amended (as it relates to the boarding of animals)

***Protection of Livestock and Poultry from Dogs Act, R.S.O. 1990, c. L. 24, as amended***

**Purpose:** Provide for the protection of livestock and poultry from dogs.

**Applicability to Agriculture:** Allows for the killing of dogs found injuring livestock or poultry, or straying within livestock areas. The local municipality is liable to make a payment to the owner of livestock or poultry killed by a dog. The municipality may then recover the amount paid from the owner of the dog through court action.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** None.

## **CROP PRODUCTION**

***Farm Products Containers Act, R.S.O. 1990, c. F. 7, as amended***

**Purpose:** Require producers of specific farm products to be licensed, and pay a mandatory licence fee for the purchase of containers for marketing products, in order to fund designated farm associations.

**Applicability to Agriculture:** Applies to specific farm products (fruit, vegetables, honey, maple products, plants, flowers, mushrooms, seeds, and also food and drink made from any those farm products). Under current regulation, the licence fee is limited to fruits and vegetables with the money going to the Ontario Fruit and Vegetable Growers Association (OFVGA). The licence fees must be collected and submitted by the seller on behalf of the OFVGA.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** None. Every producer who buys a container is deemed to be licensed.

***Fertilizers Act, R.S.C. 1985, c. F-10, as amended (Federal)***

**Purpose:** Protect farmers and the general public against potential health hazards and misrepresentation in marketing, and ensure a fair marketplace by regulating the content, labelling and registration of fertilizers and supplements in Canada.

**Applicability to Agriculture:** Ensures the safety, efficacy and proper labelling of all fertilizers and supplements offered for sale in Canada. Allows for the inspection and analysis of fertilizer and supplement products regulated under the *Fertilizers Act, 1985*.

**Administering Agency:** Canadian Food Inspection Agency (CFIA)

**Permits Required:** Some fertilizers and most supplements are subject to registration and require a comprehensive pre-market assessment prior to their import and/or sale in Canada.

**Grains Act, R.S.O. 1990,  
c. G. 10, as amended**

**Purpose:** Regulate the sale of grain and the operation of grain elevators in Ontario.

**Applicability to Agriculture:** Applies to the sale of grain (barley, beans, corn, oats, oil seeds, wheat, mixed grains and any farm product designated in the regulations) and the operation of all grain elevators.

**Administering Agency:** AgriCorp

**Permits Required:** Any person who purchases grain (except for personal consumption) must be licensed. Grain elevator operators must also be licensed.

**Seeds Act, R.S.C. 1985,  
c. S-8, as amended (Federal)**

**Purpose:** Ensure seed meets established standards and labelling requirements, which facilitate domestic and international trade. Administer regulatory provisions regarding the environmental release of plants with novel traits (PNTs).

**Applicability to Agriculture:** Seeds sold in, imported into and exported from Canada must meet established standards for quality, be labelled to be properly represented in the marketplace and be registered prior to sale in Canada (most agricultural crop varieties). It allows for the inspection and analysis of regulated seed.

**Administering Agency:** Canadian Food Inspection agency (CFIA)

**Permits Required:** Varieties of most agricultural field crops require registration under the *Seeds Act, 1985*, before they may be imported or sold in Canada. Pedigreed seed can be processed, sampled, tested and labelled only by establishments, laboratories and individuals registered, accredited or licensed to do so. Plants with novel traits must receive authorization from CFIA before they are released into the environment. Genetically modified organisms that are not authorized for unconfined release must obtain a CFIA import permit prior to importation.

**Pest Control Products Act, S.C. 2002,  
c. 28, as amended (Federal)**

**Purpose:** Protect human health and safety, and the environment by regulating products used for the control of pests.

**Applicability to Agriculture:** Ensure pest control products of acceptable risk and value can contribute significantly to the goals of sustainable pest management in agricultural food production.

**Administering Agency:** The Pest Management Regulatory Agency (PMRA) of Health Canada has the mandate to protect human health, safety and the environment by minimizing risks associated with pesticides, while providing Canadians access to the pest management tools they require for agriculture, forestry, industry and personal use. Pesticides imported into, sold or used in Canada are regulated nationally under the *Pest Control Products Act, 2002*, and regulations. The PMRA is responsible for administering this legislation, registering pest control products, re-evaluating registered products and setting maximum residue limits under the *Food and Drugs Act, 1985*.

**Permits Required:** None.

**Pesticides Act, R.S.O. 1990,  
c. P. 11, as amended**

**Purpose:** Protect human health and the natural environment by controlling the sale, use, storage, display, disposal and transportation of pesticides and fertilizers containing pesticides.

**Applicability to Agriculture:** Prohibits use of pesticides in a manner that may cause, or likely cause, damage to the quality of the environment, greater than would necessarily result from the proper use of the pesticide; and requires safe and proper pesticide storage facilities.

**Administering Agency:** Ministry of the Environment

**Permits Required:** Licences are required to undertake regulated activities.

**Related Legislation:** *Pest Control Products Act, S.C. 2002, c. 28, as amended (Federal)*



***Plant Diseases Act, R.S.O. 1990,  
c. P.14, as amended***

**Purpose:** Ensure control or eradication of specific regulated plant diseases listed in the regulation that exist in Ontario.

**Applicability to Agriculture:** Prevent the spread of a plant diseases or injury to a plant that is caused by an insect, virus, fungus, bacterium or other organism, and that is a specific regulated pest listed in the regulation. The Act requires the treatment or destruction of infected plants, disinfection of contaminated containers, buildings and vehicles, and the possible prohibition of growing certain plants for a period of time in contaminated soils.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** None.

***Plant Protection Act, S.C. 1990,  
c. 22, as amended (Federal)***

**Purpose:** Protect plant life and the agricultural sector by preventing the importation, exportation and spread of pests injurious to plants and to provide for their control and eradication and for the certification of plants and other things.

**Applicability to Agriculture:** Allows for the implementation of policies and operational programs designed to prevent or manage the introduction of plant pests, including pest plants that pose a threat to Canada's plant life or economic health. It also outlines requirements and measures that may be taken to prevent the spread, import or export of plant pests. This includes the duty to notify the CFIA if a new pest (plant, insect, fungus or other) is present in a crop; a prohibition of the intentional movement, possession or improper disposal of a pest into, or out of Canada; and the inspection practices that may be used to detect a suspected pest. An area, place or thing suspected of being infested can be placed under quarantine, detained or seized under this Act.

**Administering Agency:** Canadian Food Inspection Agency (CFIA)

**Permits Required:** CFIA issued import permits may be required to ensure imported plants, plant products or products potentially infested with plant pests meet Canadian requirements. CFIA inspection

and certification may be required to ensure exported products meet foreign requirements. Inspection and issuance of movement certificates may be required prior to movement of regulated articles outside of a regulated area.

***Weed Control Act, R.S.O. 1990,  
c. W.5, as amended***

**Purpose:** Protect agricultural and horticultural production from the negative impacts of noxious weeds.

**Applicability to Agriculture:** Landowners must destroy noxious weeds on their property and remove noxious weed seeds from machinery to avoid spread. Operators of grain elevators or grain processing plants must destroy weed seeds in a manner that will prevent growth or spread.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs, enforced by municipalities

**Permits Required:** None.

**Related Legislation:** Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Wild Animal and Plant Protection, and *Regulation of International and Interprovincial Trade Act, 1992* (Environment Canada)

## **SAFETY AND EMPLOYMENT**

***Building Code Act, 1992, S.O. 1992,  
c. 23, as amended***

**Purpose:** Ensure the protection of humans from hazards associated with buildings and structures, and establish associated services.

**Applicability to Agriculture:** Applies to the construction or alteration of all farm structures including manure storage and transfer facilities.

**Administering Agency:** Ministry of Municipal Affairs and Housing, municipalities

**Permits Required:** Permit is required for building and demolition of buildings.

***Agricultural Employees Protection Act, 2002,  
S.O. 2002, c. 16, as amended***

**Purpose:** Protect the rights of agricultural employees to associate and recognize certain rights of employers and the unique characteristics of agricultural production.

**Applicability to Agriculture:** Gives the right to agricultural workers to organize.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** None.

***Employment Standards Act, 2000, S.O. 2000,  
c. 41, as amended***

**Purpose:** Establish minimum standards and wages for employment.

**Applicability to Agriculture:** Some exceptions apply to farm labourers due to the nature and perishability of farm products and their susceptibility to weather.

**Administering Agency:** Ministry of Labour

**Permits Required:** None.

***Farm Implements Act, R.S.O. 1990,  
c. F. 4, as amended***

**Purpose:** Regulate the sale of farm machinery and promote farm machinery safety.

**Applicability to Agriculture:** Establishes machinery safety standards and requirements, and minimum warranties; provides for the return of defective machinery and the supply of repair parts; and provides a process for the resolution of disputes.

**Administering Agency:** Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** Dealers and distributors are required to be registered under this Act.

***Highway Traffic Act, R.S.O. 1990.  
c. H. 8, as amended***

**Purpose:** Ensure safe movement of vehicles on highways.

**Applicability to Agriculture:** Slow moving vehicle signs must be attached to the rear of a slow moving vehicle or a trailer or other device being towed by that vehicle. The Act also prescribes conditions for the movement of over-sized farm vehicles.

**Administering Agency:** Ontario Ministry of Transportation

**Permits Required:** For information on permits, refer to the ministry publication, "Farm Guide – Farm Equipment on the Highway." See [www.mto.gov.on.ca](http://www.mto.gov.on.ca).

***Occupational Health and Safety Act,  
R.S.O. 1990, c. O. 1, as amended***

**Purpose:** Set out minimum health and safety requirements in the work place.

**Applicability to Agriculture:** Applies to employers with paid workers.

**Administering Agency:** Ministry of Labour

**Permits Required:** None.

***Technical Standards and Safety Act, 2000,  
S.O. 2000, c. 16, as amended***

**Purpose:** Authorize Technical Standard and Safety Authority (TSSA) as a delegated administrative authority to provide public safety services in the province of Ontario by administering prescribed technical standards. TSSA is a not-for-profit corporation that has been given authority to enforce technical standards previously found in the following legislations: *Boilers and Pressure Vessels Act*, *Elevating Devices Act*, *Energy Act*, *Gasoline Handling Act* and the *Operating Engineers Act*.

**Applicability to Agriculture:** Ensures:

- heating (steam, hot water) and refrigeration systems are approved for use in Ontario and only appropriately licensed/trained people install and maintain them
- elevators and similar devices are approved, functional and safe

- safe handling, transmission and storage of hydrocarbon fuels primarily used for heat generation (propane, natural gas, fuel oil)
- contractors, equipment, storages, transporters, transmission lines, etc., for hydrocarbon fuels (gasoline, diesel, used oil, etc.) are safe (meet Canadian Standards Association (CSA) or Underwriter Laboratory of Canada (ULC) requirements) and people who work on these types of facilities are properly trained and licensed

**Administering Agency:** Technical Standards and Safety Authority (TSSA) as authorized by the Ministry of Consumer Services

**Permits Required:** Certificates, licences or registration required for contractors, transporters.

***Wages Act, R.S.O. 1990,  
c. W. 1, as amended***

**Purpose:** Establish priority for recovery of wages owed to employees where the employer makes an assignment of property to a creditor.

**Applicability to Agriculture:** Gives employees a priority on recovering up to 3 months of wages under certain situations.

**Administering Agency:** Ministry of Labour

**Permits Required:** None.

***Workplace Safety and Insurance Act, 1997,  
S.O. 1997, c. 16, Schedule A, as amended***

**Purpose:** Provide workplace injury insurance for workers and employers, promote health and safety in workplaces, and prevent or reduce the occurrence of workplace injuries and occupational diseases.

**Applicability to Agriculture:** Injured workers receive compensation for lost work time due to injury, and employers receive liability coverage. Also provides for inspections by the Board.

**Administering Agency:** Workplace Safety & Insurance Board (WSIB), Farm Safety Association (FSA), Ministry of Labour

**Permits Required:** None.

## WILDLIFE PROTECTION AND CONSERVATION

***Fish and Wildlife Conservation Act, 1997,  
S.O. 1997, c. 41, as amended***

**Purpose:** Provide management, perpetuation and rehabilitation of fish and wildlife.

**Applicability to Agriculture:** Covers general hunting and trapping regulations and restrictions, and allows farmers to protect their property from damage by wildlife. Defines “farmed animals” to include white-tailed deer, American elk and certain fur farmed species (i.e., mink, fox), but applies only where specified. People that keep wildlife in captivity (e.g., deer/elk, fur farms) must ensure animals do not escape and must report if an escape occurs. Hunting “farmed animals” or wildlife in captivity is not permitted. The Act regulates the raising of game birds, the operation of game bird hunting preserves, and dog train and trialing areas.

**Administering Agency:** Ministry of Natural Resources

**Permits Required:** Farmers require licences to hunt white-tailed deer, moose, caribou, elk, black bear and wild turkey on their land. Some municipal restrictions may be in effect regarding licences for other game. Authorization is required to allow for the harassment and removal of deer or elk that are causing significant damage, when other reasonable methods to prevent damage are ineffective. Fur farmed animals and their pelts exported outside of Ontario require an Ontario Fur Export Permit. A licence is required to keep game birds in captivity or to buy or sell them and operate a game bird hunting preserve. A licence is also required to operate a dog train and trial area.

***Fisheries Act, R.S.C. 1985,  
c. F-14, as amended (Federal)***

**Purpose:** Provide for the conservation and preservation of fish and fish habitat, and stipulates that no person shall carry on any work or undertaking that results in the harmful alteration, disruption or destruction of fish or fish habitat.

**Applicability to Agriculture:** Prohibits the discharge of pollutants near or in water that would harm fish or fish habitat, and prohibits stream alterations that have the potential to harm or disturb fish habitat.

**Administering Agency:** Fisheries and Oceans Canada (habitat protection) and Environment Canada (pollution prevention)

**Permits Required:** Permits and approvals required for any alterations that may affect fish or fish habitat.

***Fish Inspection Act, R.S.O. 1990,  
c. F. 18, as amended***

**Purpose:** Provide for the sale of fish and fish products from the commercial fishery, fish farms and fish processors offered for sale in Ontario. The Act is a provincial law of general application and applies to all Ontarians including Aboriginal people.

**Applicability to Agriculture:** In general, does not apply to day-to-day farm operations, but regulations may be in place controlling fish product and processing standards.

**Administering Agency:** Ministry of Natural Resources

**Permits Required:** Non-federally registered fish processors in Ontario are not required to register or license their business under the current regulations.

***Migratory Birds Convention Act, S.C. 1994,  
c. 22, as amended (Federal)***

**Purpose:** Protect migratory birds and nests.

**Applicability to Agriculture:** Protects migratory birds and nests, but makes provision for their removal where it is deemed necessary to do so to avoid injury to agricultural interests.

**Administering Agency:** Environment Canada

**Permits Required:** Permits are required to remove or eliminate migratory birds or nests.

**Related Legislation:** Convention of International Trade in Endangered Species of Wild Fauna and Flora (CITES), Wild Animal and Plant Protection, and *Regulation of International and Interprovincial Trade Act, 1992* (Environment Canada)

***Endangered Species Act, 2007, S.O. 2007,  
c. 6, as amended***

**Purpose:** To identify species at risk, to protect species at risk and their habitats and promote the recovery of species already at risk.

**Applicability to Agriculture:** Farmers are prohibited from killing or harming any species or destroy the habitat of a species — on their own property or elsewhere — that is on the Species at Risk in Ontario List.

**Administering Agency:** Ministry of Natural Resources

**Permits Required:** Permit can be obtained from the Ministry of Natural Resources that allows a person to engage in activities otherwise prohibited by this Act.

**GENERAL**

***Farm Products Marketing Act, R.S.O. 1990,  
c. F. 9, as amended***

**Purpose:** Provide for the control and regulation of the producing and marketing of farm products within Ontario.

**Applicability to Agriculture:** Under the Act, the Ontario Farm Products Marketing Commission (the Commission) is responsible for regulating the producing and marketing of farm products in Ontario. The Commission can delegate various authorities to marketing boards required to operate a regulated marketing systems for designated farm products.

**Administering Agency:** The Commission, as part of Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** Licences may be required by the Commission or marketing boards for the production, marketing, or processing of farm products regulated under the Act.



***Farm Products Payments Act, R.S.O. 1990,  
c. F. 10, as amended***

**Purpose:** Provide assurance of payment to producers for farm products, purchased from licensed dealers, in the event of default.

**Applicability to Agriculture:** Establishes funds for the specified classes of producer (grain, corn, soybean, canola, wheat and beef cattle), boards to administer these funds and general conditions for payments to producers who have not been paid by dealers for farm products.

**Administering Agency:** Livestock Financial Protection Board and the Grain Financial Protection Board, through the Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** None.

***Farm Registration and Farm Organization  
Funding Act, 1993, S.O. 1993,  
c. 21, as amended***

**Purpose:** Provide for the registration of farm businesses and the accreditation of farm organizations.

**Applicability to Agriculture:** Requires that all persons carrying on a farm business with annual income at or above \$7,000 to obtain a farm business registration form and to direct a refundable payment to an accredited farm organization

**Administering Agency:** AgriCorp, through the Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** Farm businesses are required to have a farm business registration number.

***Ontario Food Terminal Act, R.S.O. 1990,  
c. O. 15, as amended***

**Purpose:** Establish the Ontario Food Terminal Board (the Board) and its mandate — to manage and operate a wholesale fruit and produce terminal in the Toronto area — and regulate Board composition and procedures, compensation of Board members, business conduct and rental of warehouse units.

**Applicability to Agriculture:** The Board provides a centralized location, along with supporting facilities and services for Ontario wholesale buyers and sellers of fruit and produce. It also operates/includes a dedicated wholesale farmers' market for distribution of Ontario and Canadian produce, and acts as a landlord and leases land, warehouse units, offices and other facilities to farmers, wholesalers and allied services. The Board operates a cold storage facility for use by wholesale tenants and farmers.

**Administering Agency:** Ontario Food Terminal Board, through the Ontario Ministry of Agriculture, Food and Rural Affairs

**Permits Required:** None.

**DISCLAIMER:** The information contained in this Factsheet is not authoritative and is for informational purposes only. It has been compiled from various Acts and regulations. Although every effort has been made to make the contents of this Factsheet as accurate as possible, in the event of any conflict or inconsistency or an error or omission, take notice that the Act and its regulations prevail. The Government of Ontario assumes no liability for any inaccurate, delayed or incomplete information nor for any actions taken in reliance thereon. It is strongly recommended to review the Acts and regulations set out in this Factsheet and seek appropriate advice (e.g., legal advice or other professional advice from qualified persons) before making any changes to farm practice(s).

This Factsheet was prepared by Finbar Desir, MSc, P.Eng., Farm Implements Engineer, OMAFRA, Guelph, and reviewed by OMAFRA, MOE Standards Development Branch; MNR Integration and Fisheries Policy Branches; Canadian Food Inspection Agency; and Health Canada.

**FOR YOUR NOTES**

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## **APPENDIX D**

### OMAFRA FACTSHEET – IMPORTATION OF SOIL ONTO AGRICULTURAL LAND

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# Importation of Soil onto Agricultural Land

J. Ritter, P. Eng.

## Factsheet

FACTSHEET 16-055 AGDEX 510 OCTOBER 2016

### DISCLAIMER

This factsheet is provided for informational purposes only and does not provide legal advice. It is not a comprehensive statement of the legal obligations when importing soil onto agricultural lands. In order to determine the legal obligations or potential legal consequences, seek legal advice from a lawyer. Also, this factsheet is not a comprehensive exploration of non-legal considerations when importing soil. Get advice from qualified persons before importing soil.

While efforts have been made to make this factsheet as accurate as possible, it is not authoritative and in the event of a conflict, inconsistency or error, the requirements set out in any applicable legislation take precedence. Relevant Ontario legislation and regulations are found at [ontario.ca/laws](http://ontario.ca/laws).

Note that it is a best practice to use updated information respecting soil management. Regulatory requirements, best management practices and guidance described in this factsheet may change from time to time.

### INTRODUCTION

Importing soil onto agricultural land can benefit an agricultural operation, provided the legal requirements, environmental impacts, risks and liabilities involved are well understood by those who are managing it. This factsheet provides a brief overview of some of the considerations surrounding accepting soil including regulatory requirements, best management practices and guidance for farmers to limit impacts to farmland.

Excavation for road, highway and bridge construction, other infrastructure projects, and land development projects (e.g., building construction in cities and towns) often generate large amounts of excess soil. Some agricultural operations are looking for quantities of this soil for various purposes (e.g., soil amendment, re-establish vegetation) and others are being approached to become a destination site for

large quantities. There may be opportunities for the beneficial reuse of this material. However, it needs to be managed in an environmentally sustainable way, to protect agricultural lands, water resources and natural features. It is important to ensure there are no adverse effects on human health and the environment. Responsible soil management practices on soil importation projects will help to avoid regulatory compliance issues, as well as the potential for conflict with nearby landowners and any municipal requirements.

### TIPS AND BEST PRACTICES

- Contact the local municipality to identify applicable fill or site alteration by-laws for the area — understand the costs and rules that apply in the community.
- Retain the services of a professional with expertise in soil analysis, characterization, and management when planning the project — good planning can help reduce risks and unanticipated costs.
- It is important to know the quality of existing soil and soil proposed for importation — be vigilant about the quality of soil brought onto the land and keep good records of where the imported soil is coming from.
- Comply with all regulatory requirements that relate to the soil importation project and take whatever steps are necessary to ascertain and comply with them — pre-consultation with applicable agencies before initiating the project is essential to its success.
- Follow best management practices for soil importation (as outlined in this factsheet) — a best management practices approach will limit impacts and protect soil and water resources for future generations.

## DEFINITIONS

This factsheet focuses on the importation of **any** soil which might be brought onto an agricultural property. The regulatory requirements and approvals related to this topic use a variety of terminology which covers a wide range of potential materials (e.g., soil, topsoil, excess soil and fill) and all of these materials can include soil.

The term soil and related terms such as topsoil, excess soil and fill have many meanings depending on the circumstances. Whether a reference to these terms and related terms in this document apply to your materials will depend upon the facts of the situation. **Always refer to applicable definitions when dealing with regulatory requirements.**

**Source Site** — the location where the imported soil is being excavated or coming from (e.g., construction site)

**Receiving Site** — the location where the imported soil is being reused (e.g., a farm)

## BENEFICIAL REUSES OF IMPORTED SOIL ON AGRICULTURAL LANDS

Topsoil (Figure 1) can be used for multiple purposes such as a soil amendment to improve soil health and crop yield or as a bedding material to re-establish vegetation in areas that have been disturbed (e.g., by construction activities). Subsoil can be used for other purposes, such as:

- increasing the amount of usable farmland by altering/improving the contours of the land
- undertaking grade alterations to improve the safe and efficient operation of farm equipment
- fixing drainage or soil erosion problems
- rehabilitating existing pits, ponds or excavations
- facilitating on-farm site development or construction activities (e.g., new farm buildings, improvements to laneways used for farm equipment and/or livestock, etc.)



**Figure 1.** Topsoil has many beneficial uses.

## POTENTIAL ISSUES WITH IMPORTED SOIL

The following are some potential issues with using imported soil. Limiting any potential negative impacts associated with soil importation is critical.

### Environmental Impacts

It is important to know the quality of the existing soil and to properly evaluate the potential benefits and risks of the soil proposed for importation given its quality, quantity and proposed placement on the property. Soil from the types of off-farm construction projects noted in the *Introduction* or other material included in some municipal by-law definitions of fill may cause environmental or human health damage and/or impacts on crop production from its reuse if not managed effectively (Figure 2). Some soil chemical properties in the imported soil such as excess salinity (i.e., soils are too salty) and pH extremes (i.e., soils are too acidic or too basic) may result in problems like reduced crop yields. Chemical contaminants such as organic compounds or heavy metals may jeopardize food safety, lead to adverse impacts on human health and/or the natural environment (e.g., contamination of ground and surface water), decrease property values and cause other problems. Owners of agricultural land should be observant about the quality of the soil being brought onto their properties and take steps to ensure those who rent their land are also vigilant.



**Figure 2.** Excavated soil from urban construction projects can be highly variable in terms of its quality.

### Drainage Alteration

Placement or removal of soil, grading or site alteration activities can change natural or engineered drainage pathways resulting in flooding or ponding on neighbouring properties or changes to the normal flow of water to down gradient properties. Assess drainage considerations and resolve them before the soil importation project begins to ensure that these negative impacts do not occur. Additional information about drainage and a listing of licensed drainage contractors can be viewed at [ontario.ca/drainage](http://ontario.ca/drainage).

### Stockpile Run-off/Dust

Soil is often stockpiled at the receiving site, particularly if it cannot be used immediately for its intended purpose. Put measures in place prior to stockpiling to ensure that any stormwater run-off or dust from stockpiled soil does not move off-site and to minimize environmental impacts. Avoid prolonged storage of topsoil as it can be detrimental to soil health — see the *Best Management Practices (BMPs)* section.

### Impacts on Neighbouring Properties

In addition to the potential impacts on neighbouring properties caused by altering drainage pathways or the possible movement of contaminants from your property to the neighbours, the activity of importing large quantities of soil (e.g., trucking, soil handling, etc.) has the potential to generate noise, dust, light and vibration disturbances which may also affect nearby landowners. The *Farming and Food Production Protection Act, 1998*, (FFPPA) provides some protection for normal farm practices, but whether something is a normal farm practice is determined on a case-by-case basis. These protections are not absolute and other limitations including the FFPPA being subject to the *Environmental Protection Act, 1990*,

the *Pesticides Act, 1990*, and the *Ontario Water Resources Act, 1990*, may exist.

### Municipal Considerations

Increased truck traffic resulting in noise, dust, mud-tracking and the potential for damaging roads can result in municipal involvement if these activities violate local by-laws or the specified conditions on municipal permits or approvals issued for the soil importation project — see the *Municipal Legislation and By-laws* section.

### Insurance Coverage

Consider speaking to a farm insurance agent, before importing soil onto the farm, about coverage and exclusions, limitations and conditions on any coverage.

### Legal Considerations

Fill, grading and site alteration activities usually involve many regulatory requirements including requirements for approval. It is important to work closely with all applicable agencies to ensure that all required approvals are in place before starting work and to follow all of the requirements of each permit issued.

## REGULATORY REQUIREMENTS AND APPROVALS

There are legal requirements (e.g., provincial statutes and municipal by-laws) that may apply to the importation of soil onto agricultural land. It is important to understand how they affect the project. **Make sure to meet *all* requirements including provincial and municipal requirements *before* starting the soil importation project.**

The following legislation, regulations and by-laws may apply to a soil importation project:

### Municipal Legislation and By-laws

Soil importation projects may involve municipal requirements. Section 142 of the *Municipal Act, 2001*, gives municipalities the specific authority to regulate certain fill activities including requiring permits and setting permit conditions, subject to certain limits. An exception set out in the act for agriculture relates to the incidental removal of topsoil as part of a normal agricultural practice such as sod-farming, greenhouse operations and nurseries for horticultural products. Many municipalities also exempt the replacement of topsoil for these activities through by-law; however, some municipalities have placed limitations on the amount of soil that can be stored on-site.



Fill or site alteration by-laws prohibit or regulate the removal of topsoil, the placing or dumping of fill, and the alteration of the grade of land. In addition to these agriculture exceptions, many of these by-laws reference exemptions for the construction of public facilities such as transportation, infrastructure or utilities, activities or works under the *Aggregate Resources Act, 1990*, and site alteration activities undertaken as an incidental part of drain construction under the *Drainage Act, 1990* or the *Tile Drainage Act, 1990*.

The content of these municipal by-laws varies across municipalities. A number of fill or site alteration by-laws set out different requirements based on the amount of fill involved.

**Small fill projects** (i.e., minor site alteration) such as lawn dressing, small landscaping projects, fence, pool or accessory building construction may be exempt from the requirement for permits or approvals provided they meet specified criteria and do not change the volume, direction or intensity of storm water run-off to adjacent properties.

**Large fill projects** (i.e., major site alteration) involving hundreds or perhaps thousands of truckloads of imported soil are more likely to require permits or approvals. In some cases, a written agreement between the landowner and the municipality, which specifies in detail requirements, conditions, indemnifications, etc., may be required. Some municipalities may separate major site alterations into two distinct categories based on the volume of fill involved and others may have only one category.

Conditions placed on permits or approvals are intended to help prevent adverse environmental impacts, legal problems and disagreements with neighbours. Conditions vary by municipality and generally increase in number with the size of the project. Specific haul routes have been designated and limitations have been placed on the number of trucks per day, the time of day or the days per week. Start and completion dates have been specified as well as other conditions relating to noise reduction, dust control measures, erosion control measures and tree protection.

Municipalities may require supporting information submitted with the permit application under the fill or site alteration by-law such as:

- site survey information detailing the existing and proposed final elevations and grades
- site survey information detailing the existing and final drainage pathways
- estimated volume of soil to be imported
- details of the source and quality of the imported soil
- soil sampling and analysis measures
- haul routes and traffic/transportation details
- dust and noise control measures
- erosion and sediment control measures
- stormwater management controls
- tree protection measures
- Fill Management Plans — refer to the *BMPs in Project Planning* section

Non-refundable application processing fees, permit fees based on the volume of fill, and fees related to the municipality's use of consultants and other professionals may be charged in some municipalities. Penalties have been imposed in instances where the project begins prior to obtaining a permit or approval. Some municipalities require a refundable security deposit which allows them to take action on work not completed to their satisfaction or for the maintenance or repair of roads that may have been affected by truck traffic related to the project. Amounts levied for fees and security deposits vary by municipality; however, they can be quite significant and may add a substantial cost to the project.

Permits or approvals generally have an expiry date and can be revoked by the municipality for a variety of specified reasons. Some municipalities have a process for granting extensions; however, additional fees may apply.

It is important to review the applicable fill or site alteration by-laws for the area with the municipality to confirm any permitting requirements and special conditions that may apply.

### **Farming and Food Production Protection Act, 1998**

The *Farming and Food Production Protection Act, 1998*, (FFPPA) includes protection for farmers against municipal by-laws that restrict a normal farm practice carried on as part of an agricultural operation, as well as nuisance complaints made by neighbours provided the situation involves normal farm practices.

The act defines a normal farm practice as one which:

“(a) is conducted in a manner consistent with proper and acceptable customs and standards, as established and followed by similar agricultural operations under similar circumstances, or

(b) makes use of innovative technology in a manner consistent with proper advanced farm management practices.”

The Normal Farm Practices Protection Board (Board) is the authority established by the legislation to determine what is or is not a normal farm practice. In arriving at a decision in each case, the Board takes several factors into consideration as it seeks to balance the needs of the agricultural community with provincial health, safety and environmental concerns.

In a by-law case, the Board will consider the following factors in determining whether a practice is a normal farm practice:

1. The purpose of the by-law that has the effect of restricting the farm practice.
2. The effect of the farm practice on abutting lands and neighbours.
3. Whether the by-law reflects a provincial interest as established under any other piece of legislation or policy statement.
4. The specific circumstances pertaining to the site.

After conducting a hearing, the Board will determine two key issues in subsequent order before making a decision. First, the Board will decide if the farm practice in question is carried on as part of an agricultural operation and is either:

- i. A normal farm practice
- ii. Not a normal farm practice; or
- iii. A normal farm practice, if the farmer modifies the practice as specified by the Board.

Second, the Board must determine if the by-law in question is either:

- i. Restricting the farm practice in question; or
- ii. Not restricting the farm practice in question.

There is no definitive list of normal farm practices. A practice may be ruled as a normal farm practice at a particular location under a particular set of circumstances; the same practice could be ruled as not a normal farm practice at a different location under a different set of circumstances.

Information on the Board is found at [ontario.ca/omafra](http://ontario.ca/omafra) and full decisions can be viewed at [www.canlii.org](http://www.canlii.org).

### **Conservation Authorities Act, 1990**

Some soil importation may involve areas which are regulated by conservation authorities under Section 28 regulations of the *Conservation Authorities Act, 1990*. These regulations, approved by the Minister of Natural Resources and Forestry, require conservation authorities, through a permitting process, to regulate development in areas prone to natural hazards including in or adjacent to river or stream valleys, Great Lakes and inland lakes shorelines, watercourses, hazard lands (e.g., flood plains) wetlands and areas around wetlands. The definition of ‘development’ under the *Conservation Authorities Act, 1990*, includes site grading and the placing or removal of any material originating on the site or elsewhere. A conservation authority permit decision is based on the effect the development may have on the control of flooding, erosion, dynamic beaches, pollution or the ‘conservation of land’. A conservation authority permit is required for altering or interfering with the existing channel of a watercourse or interfering in any way with a wetland. Some conservation authorities have best management practices or protocols established for their regulating of material or soil importation.

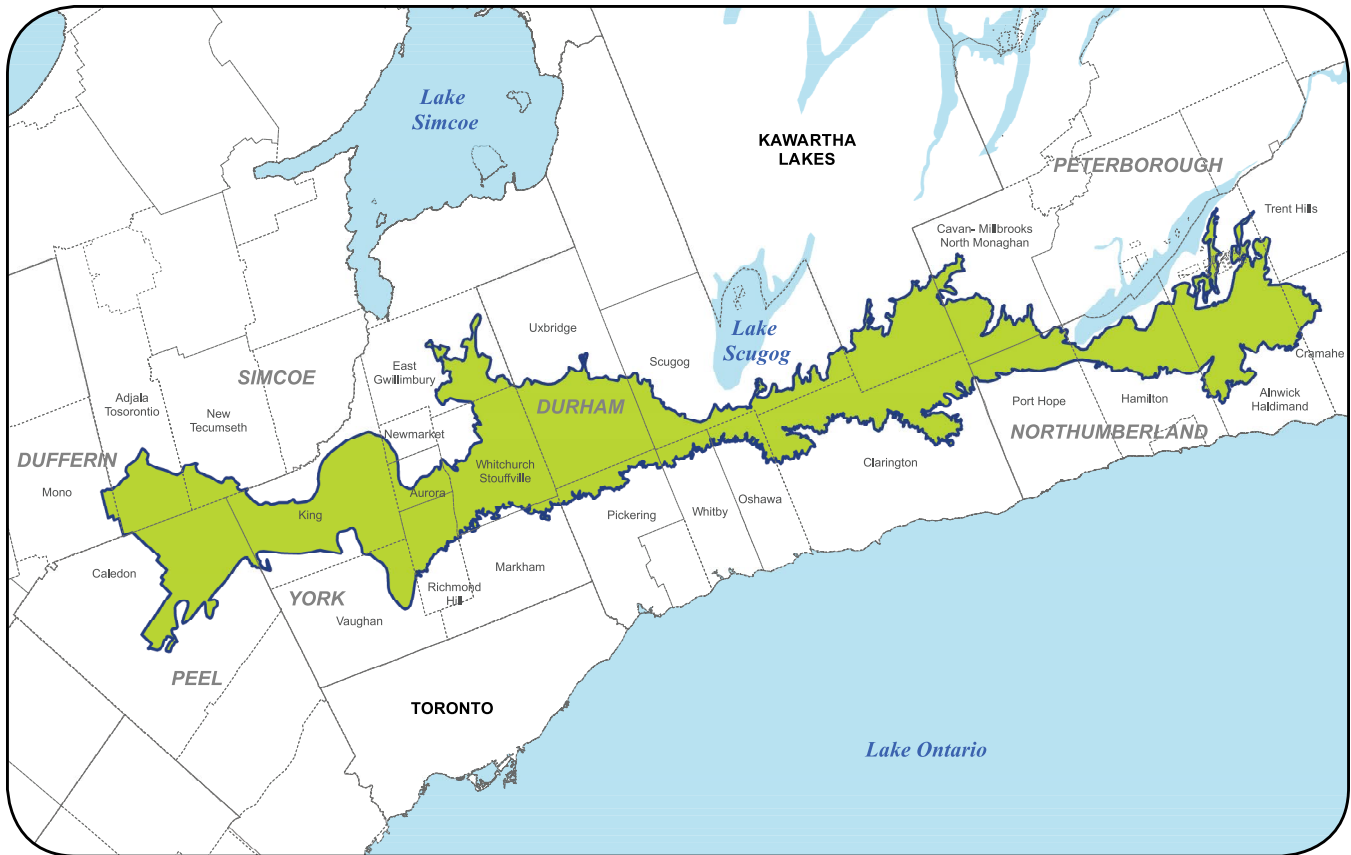
For more information about conservation authorities and the *Conservation Authorities Act, 1990*, see [ontario.ca/page/conservation-authorities](http://ontario.ca/page/conservation-authorities). To contact a local conservation authority to find out if the property is located in a regulated area or if a permit is required check [www.conservationontario.ca](http://www.conservationontario.ca).

### **Oak Ridges Moraine Legislation and Plan**

The Oak Ridges Moraine (ORM) is an environmentally sensitive geological landform in south central Ontario. The ORM stretches 160 km from the Trent River in the east to the Niagara Escarpment in the west (Figure 3). The Oak Ridges Moraine Conservation Plan, established under the *Oak Ridges Moraine Conservation Act, 2001*, provides land use policies and resource management planning direction to municipalities to protect the ORM's ecological and

hydrological features and functions. Municipalities must incorporate these requirements into their official plan policies and zoning by-law provisions. Some fill or site alteration by-laws may restrict certain fill, grading or site alteration activities around key natural heritage features, hydrologically sensitive features and areas with significant landscape character (called landform conservation areas).

The Oak Ridges Moraine Conservation Plan is implemented at the municipal level through the official plan and zoning by-laws. A detailed map showing the Oak Ridges Moraine Conservation Plan area can be viewed at [ontario.ca/cyn5](http://ontario.ca/cyn5). Contact your local municipality to find out if your property is located in the Oak Ridges Moraine. They can also advise you of any special requirements or restrictions.



**Figure 3.** Oak Ridges Moraine Conservation Plan Area.

### **Niagara Escarpment Planning and Development Act, 1990, and the Niagara Escarpment Plan**

The Niagara Escarpment is a protected natural corridor in south central Ontario, stretching 725 km from Queenston near Niagara Falls to Tobermory at the tip of the Bruce Peninsula (Figure 4). The Niagara Escarpment Plan, established under the *Niagara Escarpment Planning and Development Act, 1990*, outlines land use designations, land use policies, development criteria and permitted uses to ensure that the escarpment is maintained as a substantially continuous natural environment and that development is compatible with the natural environment. Within most of the Niagara Escarpment Plan area, the Niagara Escarpment Commission (NEC) is the primary land use planning authority, and in those areas, municipal zoning provisions do not apply. Certain types of development, including changing the grade or topography of a site or importing fill, may not be permitted within the Niagara Escarpment Plan area. Most forms of development require a Development Permit from the NEC.

Detailed maps showing the Niagara Escarpment Plan area can be viewed at [www.escarpment.org](http://www.escarpment.org). Contact the NEC to determine if the land is regulated under the Niagara Escarpment Plan, and if a development permit is required.



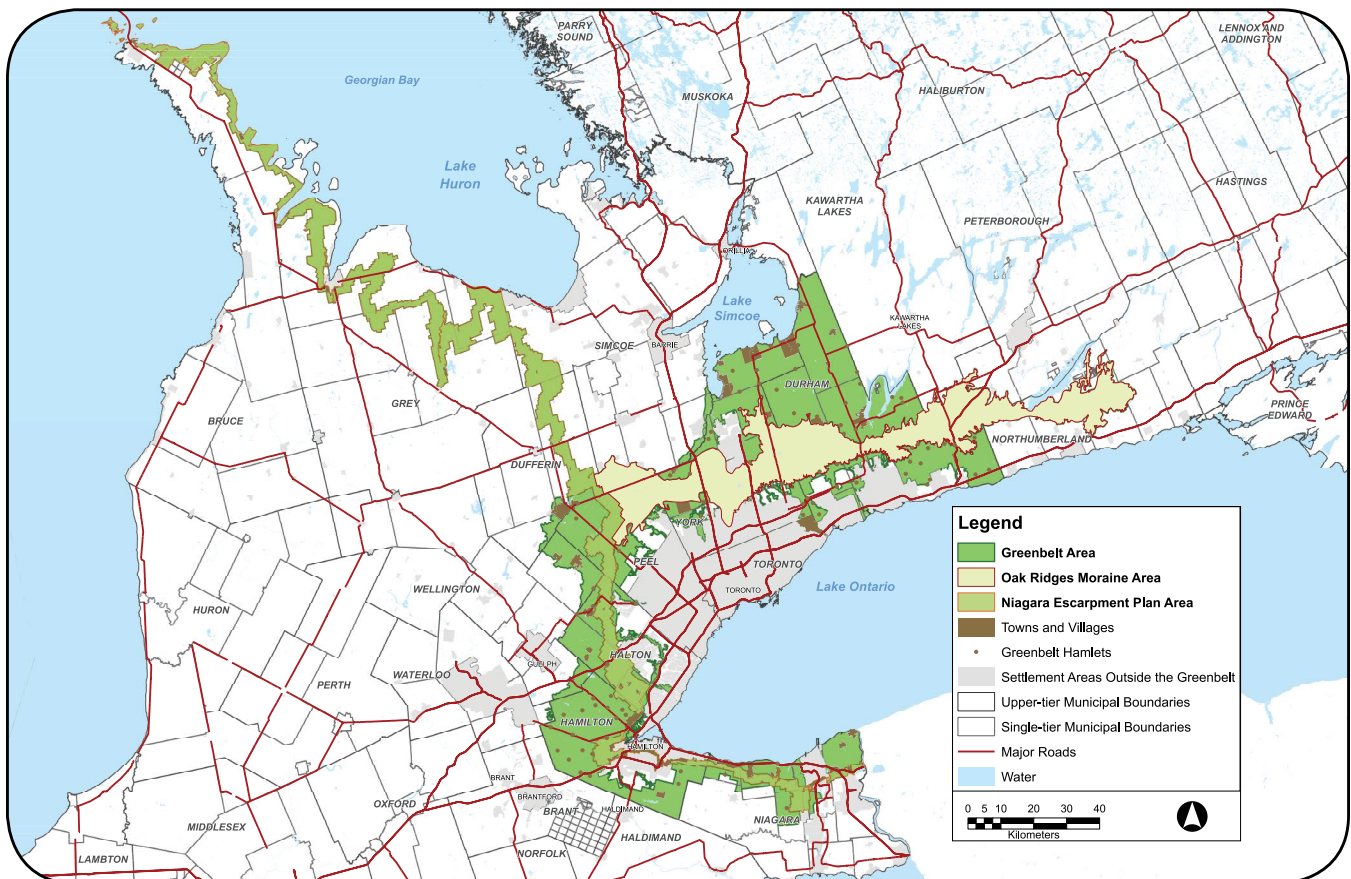
**Figure 4.** Niagara Escarpment Plan Area.

### Greenbelt Act, 2005, and Plan

The Greenbelt Plan, which is established under the *Greenbelt Act, 2005*, protects an area of environmentally sensitive and agricultural lands in the Greater Golden Horseshoe (called the protected countryside) from urban expansions. The greenbelt also includes the lands covered by the Oak Ridges Moraine Conservation Plan and the Niagara Escarpment Plan (Figure 5). The Greenbelt Plan provides land use planning direction for municipalities to incorporate into their official plan policies and zoning by-law provisions. Some fill or site alteration

by-laws may restrict certain fill, grading or site alteration activities around key natural heritage and key hydrologic features and any associated buffer areas (called vegetation protection zones).

The Greenbelt Plan is implemented at the municipal level through the official plan and zoning by-laws. A detailed map showing the Greenbelt Plan area can be viewed at [ontario.ca/cyn6](http://ontario.ca/cyn6). Contact the municipality to find out if the property is located in the greenbelt. They can also advise of any special requirements or restrictions.



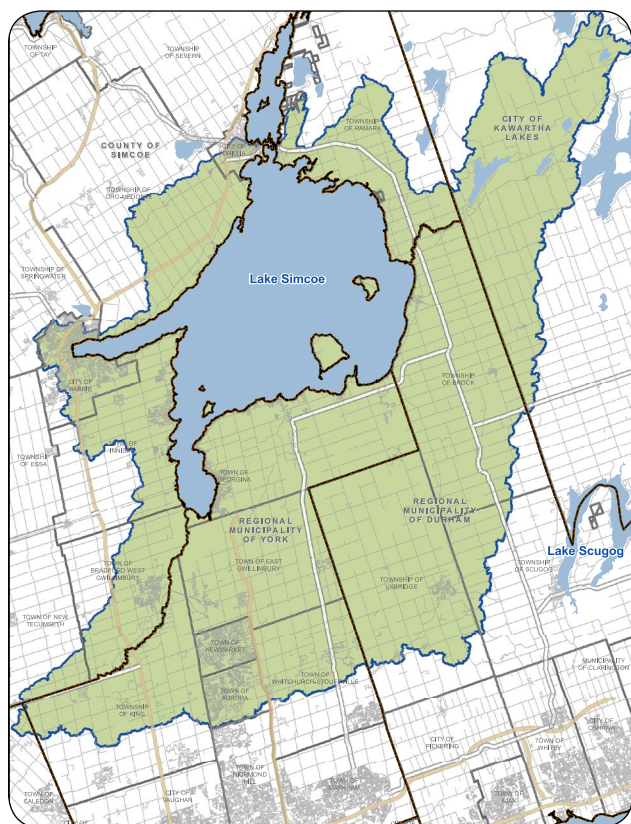
**Figure 5.** Greenbelt Plan Area.



### Lake Simcoe Protection Act, 2008, and Plan

The Lake Simcoe Protection Plan was established under the *Lake Simcoe Protection Act, 2008*, with the purpose to protect and restore the ecological health of the Lake Simcoe watershed. The Lake Simcoe Protection Plan is implemented, in part, at the municipal level through official plans and associated by-laws. Relevant official plans and zoning by-laws are required to conform to designated policies in the Lake Simcoe Protection Plan.

The *Lake Simcoe Protection Act, 2008*, defines the Lake Simcoe watershed as “Lake Simcoe and the part of Ontario, the water of which drains into Lake Simcoe” (Figure 6). The Lake Simcoe Region Conservation Authority and the local municipality can advise of any special requirements or restrictions.



**Figure 6.** Lake Simcoe Protection Plan Area.

### Environmental Protection Act, 1990

Under the *Environmental Protection Act, 1990*, the Ministry of the Environment and Climate Change (MOECC) can issue orders to address contamination concerns, including where a discharge of a contaminant into the natural environment causes or is likely to cause an adverse effect. Adverse effect is defined to include such impacts as impairment of the quality of the natural environment and adverse effects on the health of any person. It is important for anyone involved in the management of excess soil to know the quality of the excess soil coming from a source site, and the quality of the soil at the receiving site, in order to understand whether the placement of soil may cause an adverse effect or a degradation of the pre-existing condition of the receiving site.

MOECC has developed *Management of Excess Soil – A Guide for Best Management Practices*, which outlines the MOECC’s guidance for the beneficial management of excess soil in a manner that promotes sustainability and protects the natural environment ([ontario.ca/moecc](http://ontario.ca/moecc)).

Contact the local MOECC office for information about managing excess soil ([ontario.ca/moecc](http://ontario.ca/moecc) and search for regional and district offices).

### Ministry of Natural Resources and Forestry Legislation

As noted in the *Municipal Legislation and By-laws* section, activities or works under the *Aggregate Resources Act, 1990*, are often referenced as an exemption under fill or site alteration by-laws. The Ministry of Natural Resources and Forestry (MNRF) is the provincial regulator of aggregate sites through the *Aggregate Resources Act, 1990*, including their progressive and final rehabilitation.

Contact the local MNRF office if the project involves activities related to a current or former aggregate operation ([ontario.ca/mnrf](http://ontario.ca/mnrf) and search for regional and district offices).

### BEST MANAGEMENT PRACTICES (BMPs)

The following soil importation BMPs will support the beneficial reuse of soil. The adoption of best practices supports the principles of sustainable agricultural production and facilitates the efficient progress of the project. Ensure compliance with all relevant legislation.

## BMPs in Project Planning

Transparent communication with applicable agencies is essential. Pre-consultation before starting the project can highlight requirements and additional legislation that must be followed and help to avoid issues later on. Also, early pre-consultation with nearby landowners may help to reduce the potential for conflict.

**Retaining the services of a professional with expertise in soil testing, analysis, characterization, stockpiling and other soil management related activities is key to avoid encountering environmental issues with the project.** Physical and chemical characteristics (e.g., quality) as well as the soil type and its geotechnical suitability are important considerations for determining if the soil to be imported is appropriate for the intended use. Professional expertise and judgement are needed to confirm the acceptability of the imported soil. The soil professional should use a risk-based approach and take into consideration the effects of loading associated with the concentrations of individual contaminants in the imported soil and the impacts on the pre-existing, ambient conditions at the site (i.e., receiving site).

Documentation and record keeping support the soil professional's assessment. Obtain copies of all soil test results and assessment work before any imported soil is accepted, received and managed. **It is very important to keep good records of where the imported soil is coming from and who hauled the soil.** This information may be useful in the future if problems with the soil are found and action is required.

The MOECC document, *Management of Excess Soil – A Guide for Best Management Practices* is a best practices document that provides guidance on how to handle excess soil generated from large-scale projects. It contains helpful information for soil receiving sites including the recommended contents of a Fill Management Plan which is intended to document the overall operating conditions for a receiving site. A Fill Management Plan prepared by the owner, a soil professional or a consultant or contractor will be very helpful at the fill or site-alteration by-law permit application stage. It will also help to facilitate the project's implementation.

Consult the MOECC document, *Management of Excess Soil – A Guide for Best Management Practices* for a complete listing of items that could be included in a Fill Management Plan ([ontario.ca/moecc](http://ontario.ca/moecc)).

If hiring consultants and contractors to work on the project, consider obtaining written estimates, references for similar work that has been completed and contract documents.

## BMPs in Soil Importation – Quality and Quantity

Healthy soil is a key component of sustainable agriculture and food systems. Sustainable soil management is needed to achieve long term economic benefits for the farm (e.g., maintain or improve crop yield and revenues, reduce operating costs), protect human and ecological health (e.g., mitigate risks) and reflect the public interest. A healthy soil has a greater resilience to both droughts and to excessive wet conditions. Also, healthy soil, because it has sufficient soil organic matter and good soil structure, tends to have lower erosion potential, less compaction, better water infiltration and better water holding capacity.

Soil texture refers to the relative proportion of sand, silt and clay in a soil and has a significant influence on the chemical and physical properties of a soil. Understanding how the soil responds to various climatic conditions will help to avoid crop productivity issues.

If considering importing soil onto the farm property, maintaining or enhancing the soil resource on the agricultural land may be achieved by:

- Importing topsoil which contains organic matter or deposits of partially decomposed organic matter such as peat.
- Importing soil of equal or better chemical and physical quality than what already exists on the property (i.e., **no degradation of on-farm soil quality**). Note that some of the physical soil structure parameters such as structural form, stability and strength; porosity; and bulk density may be negatively altered by material storage and handling activities — refer to the *BMPs in Soil Management – Storage, Grading and Incorporation* section.

- Avoiding soil that contains concrete, asphalt, demolition debris, rubbish, garbage or other materials such as rubber, plastics, metals or glass.
- Working closely with the soil professional to ensure that the imported soil is of suitable quality for the intended reuse, and developing/adopting protective, risk-based approaches for management of the imported soil on the farm.
- Consulting with a Certified Crop Advisor (CCA), Professional Agrologist (P. Ag.) or an agronomist for crop related questions or other agronomic considerations.
- Being vigilant about following the protocols for incoming soil identified in the Fill Management Plan – refer to the *BMPs in Project Planning* section.

The quantity of soil for importation must be assessed on a site-specific, case-by-case basis. The purpose of the intended reuse combined with the long-term plans for the property and other agricultural considerations such as type of crops, cropping practices, equipment and topography will have an influence on how much soil may be required.

Limiting the potential negative impacts associated with soil importation (refer to *Potential Issues with Imported Soil* section) can be facilitated by working closely with the soil professional to ensure that the quantity of soil imported is limited to that necessary for the intended reuse of the soil.

### **BMPs in Soil Management – Storage, Grading and Incorporation**

Soil degradation may occur due to soil compaction, soil erosion and improper soil handling and storage. Soil characteristics such as texture, structure, porosity, permeability and compaction all affect internal drainage.

Soil structure refers to how the sand, silt and clay particles are arranged into clumps or aggregates. Structure is a measure of stability and strength and influences permeability/infiltration (i.e., water movement), heat transfer and root penetration. The structural integrity of a soil is weakened during handling. Minimize equipment operations where possible. Soil structure is also damaged by compaction which is the result of the pressing together of soil particles. Soil is particularly vulnerable to compaction when it is saturated. Carry out soil handling activities during dry conditions (i.e., avoid working the

soil under wet conditions). The use of wide track equipment or other equipment designed to distribute the vehicle weight more evenly across the soil will help to limit compaction. The pressure exerted by tracked vehicles is often less than the pressure exerted by rubber tired vehicles.

Material handling requirements will vary from one soil importation project to another. For projects such as grade alterations, the soil is typically placed directly where it is to be used. For other projects such as on-farm site development or construction activities, it may be necessary to stockpile the soil for later use. Direct placement of imported soil is the least expensive and most efficient approach as it reduces material handling and the associated equipment costs.

Avoid stockpiling soil for lengthy storage periods, especially if the imported soil is topsoil and is to be used as a soil health amendment to improve crop yield or as a bedding material to re-establish vegetation in an area that has been disturbed (e.g., by construction activities).

Prolonged storage is detrimental to soil health due to:

- breakdown of organic matter
- leaching of nutrients
- sterilization by solar radiation
- disturbance to microscopic organisms and
- soil compaction

If the imported soil is subsoil and is being used for grade alterations or on-farm site development or construction activities, storage periods are generally less of an issue provided measures are in place to ensure that any stormwater run-off or dust from stockpiled soil does not move off-site.

Grading plans with steep slopes have the potential to create significant soil erosion problems during fill, grading or site alteration activities and the vulnerability continues until vegetated cover in the disturbed area is established. Field slopes in the range of 0%-2% up to 150 m long can normally be controlled with conservation cropping and tillage practices. Field slopes steeper than 2% and longer than 150 m may require additional considerations as might the lesser field slopes in some cases. Consider erosion protection measures in the form of vegetative cover (e.g., cover crops), silt fencing and mulch during the restoration period. Information related to soil erosion and a listing of soil erosion control contractors certificate holders



can be viewed at [ontario.ca/omafra](http://ontario.ca/omafra) and search for “erosion control contractors certificate holders”.

Integration of imported soil into the existing soil profile is an important consideration. Depending on the quality of the imported soil and the nature of the project, it may be advisable to strip off and stockpile the existing topsoil, sod and turf materials and reuse them as final cover once the imported soil has been added to the subsoil layer. Topsoil if added in a 100–150 mm layer can be incorporated into the existing soil through light tillage and the natural action of the soil biology.

The addition of organic amendments such as manure will help to build organic matter and improve soil structure, strength, fertility and water holding capacity. Ontario Regulation (O. Reg.) 267/03 under the *Nutrient Management Act, 2002* and the Nutrient Management Protocol provides information on land application practices and agronomic rates for the addition of nutrients to promote crop growth.

More information on these and other best management practices related to the management of soil, excess soil and soil erosion can be found in the OMAFRA and MOECC publications listed in the *Resources* section. Ministry of Municipal Affairs information pertaining to provincial land use planning is also referenced.

## RESOURCES

Ontario Ministry of Agriculture Food and Rural Affairs [ontario.ca/omafra](http://ontario.ca/omafra)

- BMP 06, *Soil Management*. [ontario.ca/cyjn](http://ontario.ca/cyjn)
- BMP 16, *Manure Management*. [ontario.ca/cyjo](http://ontario.ca/cyjo)
- BMP 26, *Controlling Soil Erosion on the Farm*. [ontario.ca/cyjp](http://ontario.ca/cyjp)
- OMAFRA Factsheet 12-053, *Soil Erosion – Causes and Effects*. [ontario.ca/cyjq](http://ontario.ca/cyjq)

Ministry of the Environment and Climate Change [ontario.ca/moecc](http://ontario.ca/moecc)

- *Management of Excess Soil – A Guide for Best Management Practices*. [ontario.ca/document/management-excess-soil-guide-best-management-practices](http://ontario.ca/document/management-excess-soil-guide-best-management-practices)
- *Proposed MOECC Excess Soil Management Policy Framework*. [ontario.ca/cylb](http://ontario.ca/cylb)

Ministry of Municipal Affairs [ontario.ca/mah](http://ontario.ca/mah)

- Provincial Land Use Plans. [ontario.ca/bzln](http://ontario.ca/bzln)

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[ontario.ca/omafra](http://ontario.ca/omafra)

## Appendix II - Links to Relevant Media Coverage

<https://www.cbc.ca/news/canada/toronto/gta-soil-illegal-dumping-black-market-1.4781717>

<https://globalnews.ca/news/5230731/ontario-government-legislation-curb-illegal-soil-dumping/>

<https://www.thespec.com/news/hamilton-region/2019/05/02/ontario-proposes-new-law-to-crack-down-on-soil-dumping-in-wake-of-waterdown-garden-supplies-complaints.html>

<https://georginapost.com/2022/04/10/town-of-georgina-takes-property-owners-to-court-for-illegally-dumping-fill/>

[https://www.thestar.com/news/gta/2014/10/20/toxic\\_dirt\\_dumped\\_in\\_ontarios\\_prime\\_farmland.html](https://www.thestar.com/news/gta/2014/10/20/toxic_dirt_dumped_in_ontarios_prime_farmland.html)

<https://www.cbc.ca/news/canada/hamilton/headlines/we-need-tougher-dirt-dumping-regulations-now-hamilton-tells-province-1.3484566>

Copies of the above-listed articles are provided on the following pages of this Appendix.

Toronto

## GTA building boom spawns shadowy 'black market' for waste soil

Excavated soil in Ontario could fill 16 Rogers Centres annually

[Michael Smeed](#) · CBC News · Posted: Aug 13, 2018 4:00 AM ET | Last Updated: August 13, 2018



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The housing development boom in the GTA has spawned an accompanying, much more dangerous business: illegal dumping of unwanted, and sometimes toxic, soil.

The dirt dumps are popping up on farmers' fields and vacant lots across the region, according to the Lake Simcoe Region Conservation Authority — one of the organizations that's trying to curb the burgeoning trade in illegal soil.

"I've seen trucks — 10, 20 deep — parked along the road coming in and dumping every couple of minutes. If you can generate 30 loads an hour at \$100, that's three grand an hour," said Rob Baldwin, planning head at the LSRCA.

**“It absolutely creates a black market.”**

*- Rob Baldwin, LSRCA planning head*

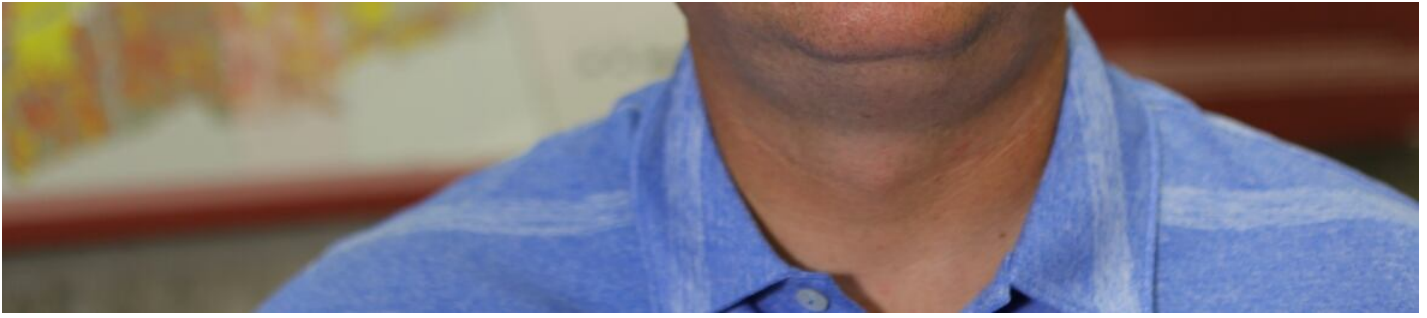
"If that's half the cost of a legal tipping site, that's the lucrative side for those companies that are disposing of the fill. It absolutely creates a black market."

The problem arises from the fact that every time another basement in a new subdivision is excavated, the dirt has to be dumped somewhere. Rather than using the province's regulated, and costly, soil dump sites, some contractors are turning to soil brokers — middlemen who, for a fee, match builders with willing landowners.



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Lake Simcoe Region Conservation Authority planning head Rob Baldwin wants increased powers to investigate properties that he suspects are being used as illegal dump sites. (Tina Mackenzie/CBC)

And those middlemen, Baldwin says, are often members of organized crime groups.

"We've heard a lot of stories about certain organized crime entities, whether it's the the local biker gangs, as well as the Mafia being involved," he said.

"It's a very cash heavy business."

The LSRCA has become involved because wetlands and shorelines, which are often tantalizingly vacant, have become favourite options for illegal dumpers, Baldwin says.

- [\*\*We need tougher dirt dumping regulations — now, Hamilton tells province\*\*](#)

And there are serious risks to the public, he adds.

When tonnes of dirt, toxic or clean, are dumped onto a flood plain, it raises the risk that the next heavy rainfall could lead to a serious flood.

"If you have a thousand dump truck loads in the flood plain that take up all the space for the water, where is that water going to go? To the house next door?"



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Linda Kapeleris says she's fed up with dump trucks travelling day and night to illegal soil dump sites near her home. (Tina Mackenzie/CBC)

As well, he says, landowners who illegally accept soil for a price — usually \$75 to \$100 a truckload — have no way of knowing if it contains contaminants. If it does, the landowner is on the hook for the clean-up price, which can be tens of thousands of dollars.

In an area as fertile as the Holland Marsh, which the LSRCA regulates, Baldwin says there's also a real danger that the food supply could become contaminated.

The public in some of these areas appears to be taking notice. Baldwin recently identified a property on Ravenshoe Road in Georgina Township, near Keswick, that was being used a dump site.

Neighbour Linda Kapeleris has lived on Ravenshoe Road for 27 years and she says it's obvious that the area has become a hotbed for illegal dumping:

"They've even started dumping at night," she told CBC Toronto.

"A dozen dump trucks racing along there at midnight, 1 a.m. I've gotten up at 3 a.m. to see if they're ever going to stop."

It is legal for developers to dump waste soil from new subdivisions on private land, provided the owner of the property has received a permit from either the local conservation authority or

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Excess soil lies in a pile near the site of a new subdivision in Queensville, just north of Toronto. (Mike Smee/CBC)

And there is a lot of waste soil being generated.

"We do know that there's about 25 million cubic metres of soil looking for a place to go every single year in Ontario," he says.

"You can imagine the Rogers Centre? Sixteen of those filled with dirt every year. Some of it's contaminated, some of it's not."

## Legal dumps too pricey

But at a cost of \$150 or more per truckload, legitimate sites can be expensive for developers, compared to the prices charged by unregulated dump site, even when the broker's fee is tacked on.

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Baldwin says the landowner took significantly more than was allowed but declined to say how much more.



Ian McLaurin, of the Ontario Soil Regulation Task Force, says new construction in Ontario creates enough excess soil to fill 16 Rogers Centres annually. (Tina Mackenzie/CBC)

"Unfortunately it's a scenario that's common around the watershed," he explains.

It's the disregard for local wetlands and fertile fields that most bothers Kapeleris.

"Supposedly it's the best farming soil around, so why are you dumping on it," she says.

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Conservatives.

Those rules would require that all soil removed from construction sites be tested for contaminants. It would also put in place mechanisms for tracking where the soil is shipped.

As well, Baldwin says the new rules would increase fines for illegal dumping, and give the LSRCA more power to enter private properties that he believes are harbouring illegal soil dumps.



Every time a new basement is excavated, that soil must be transferred to another location. (Tina Mackenzie/CBC)

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## POLITICS

# Ontario government introduces legislation to curb illegal soil dumping

By **Anthony Urciuoli** • 900 CHML

Posted May 2, 2019 10:18 am



Waterdown Garden Supplies in Troy, Ont. The Ontario government has announced legislation that would stiffen penalties for illegal soil dumping. **Google Street View**



**-A****A+**

The Ontario government has announced legislation that would stiffen penalties for illegal soil dumping.

Flamborough-Glanbrook MPP Donna Skelly announced the Made-in-Ontario Environment Plan on Wednesday.

“I have been working with residents and Ministry staff to address concerns of alleged illegal dumping at [Waterdown Garden Supplies Ltd],” said Skelly.

“The proposed changes will not only prevent illegal dumping in Flamborough but also illegal dumping in other rural areas across the province.”

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**READ MORE:** [Outrage over contaminated soil dump in Verdun](#)

Skelly says the government is proposing changes that will reduce the risk of contaminated soil being mismanaged and will allow for the redevelopment of historically contaminated sites, putting vacant lands back to use.

“These changes will make it safer and easier for more excess soil to be reused locally by clarifying rules associated with managing and transporting

excess soil and limiting the amount of soil being sent to landfills while penalizing those who dump soil illegally,” said Skelly.

“Strengthening our enforcement tools will allow administrative penalties to be issued for environmental violations, holding polluters accountable.”

The proposed changes would require developers, haulers, and excess soil recipients to register the quality, quantity, and destination of the soil.

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Ontario Budget 2019: PCs outline climate change strategy – Apr 11, 2019

Ward 12 City of Hamilton Coun. Lloyd Ferguson called the problem “chronic,” claiming that as many as 600 trucks per day are dumping soil at Waterdown Garden Supplies off Highway 5, which also impacts traffic.

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“It’s not just in Flamborough, it’s all of our rural areas,” Ferguson said in an interview on 900 CHML’s Billy Kelly. “We’re seeing more and more of what’s called ‘surplus excavated material’ coming in from Toronto and being dumped into Hamilton.”

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“When they put up these big condo facilities now, particularly along the [Toronto] waterfront, they’re going down six or seven floors for parking. That’s a lot of excavated material that needs to be disposed of.”

Ferguson added that municipalities in Greater Toronto have clamped down on soil dumping, inadvertently redirecting the material to the Hamilton area.

Those in violation of the proposed provincial changes could fine up to \$200,000 for each incident under the Environmental Protection Act.

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The government is also proposing to further increase the fine.

In addition to the provincial legislation, Lloyd Ferguson says he’s working on a bylaw to clamp down on rural properties taking too much soil.

It would require people and businesses to apply for permits before they accept fill.

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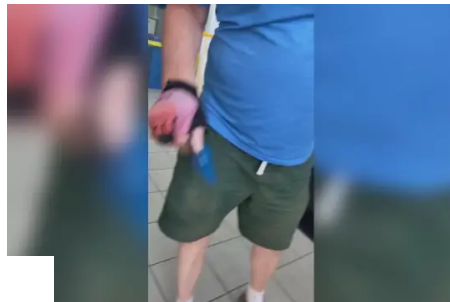
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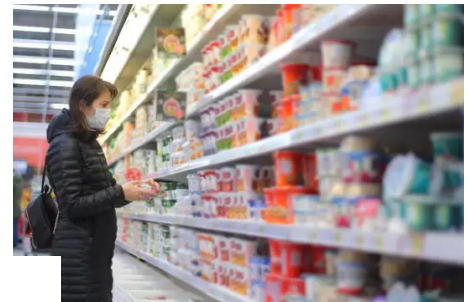
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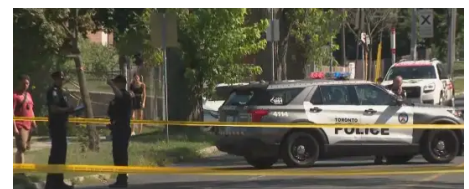
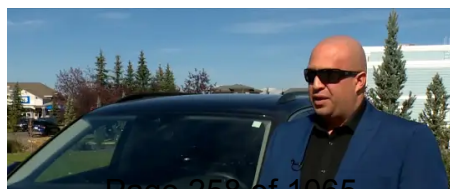
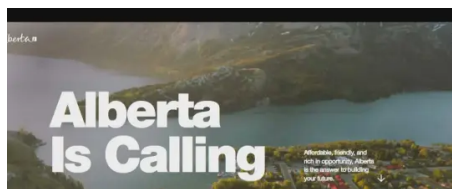
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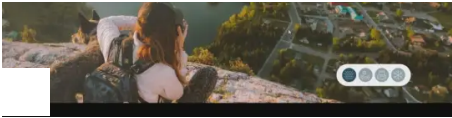


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## HAMILTON REGION


# Ontario proposes new law to crack down on soil dumping in wake of Waterdown Garden Supplies complaints

It's alleged that more than 24,000 loads of soil and other fill have been dumped on the 40-hectare site just west of Peters Corners.

By **Steve Buist** Spectator Reporter

The Hamilton Spectator

 **Thu., May 2, 2019** |  4 min. read

 Article was updated Mar. 02, 2020

The Ontario government is introducing new legislation that will toughen the rules around the excavation, hauling and dumping of excess soil.

The proposed legislation, spearheaded by Flamborough-Glanbrook MPP Donna Skelly, comes in the wake of long-standing [complaints from neighbours](#) about massive amounts of soil that have been dumped at the Waterdown Garden Supplies Ltd. property on Highway 5 West in rural Flamborough.

It's alleged that more than 24,000 loads of soil and other fill have been dumped on the 40-hectare site just west of Peters Corners. Neighbours around the site allege some of the material dumped there is contaminated.

"This legislation is truly a direct result of the issues that were raised by neighbours in the area and the farmers who are so concerned about what has been dumped at that site," Skelly said in an interview.

Skelly said the new legislation will require developers to register online the quantity and quality of soil to be moved offsite and list the destination where it will be hauled. The soil will have to be tested on-site to determine if it's contaminated.

Truck drivers hauling the material will have to register the quantity and quality of every load hauled, while the site receiving the soil must also register the quantity and quality.

Potential fines for violations have been raised to \$200,000 per incident and trucks not in compliance could lose their licence plates.



Piles of soil are seen on the property of Waterdown Garden Supplies. | Cathie Coward, The Hamilton Spectator



"This legislation is truly a direct result of the issues that were raised by neighbours in the area and the farmers who are so concerned about what has been dumped at that site," MPP Donna Skelly said in an interview. | Kevin Werner/Metroland/file

"It is a significant change to environmental protection in Ontario and it's because of Waterdown Garden," said Skelly.

"I think this is a very, very good step forward to prevent this from happening again not only in Flamborough but right across Ontario," she added.

The proposed legislation faces a 30-day consultation period plus the mandatory three readings in the legislature. Skelly hopes the law will be passed during the current legislative session.

Much of the soil that needs to be excavated and hauled in the Greater Toronto Area comes from the construction of highrise condominiums, many of them in Toronto. In some cases, the developers will need to dig down the equivalent of seven stories for underground parking and footings.

**Read more:**

[Five things to know about the investigation into Havana Group Supplies Inc.](#)

Ward 12 councillor says action needed on soil dumping: 'We can't allow this gong show to continue'

The mobster, the fraudster and the \$110-million-a-month construction business: The story of a Hamilton company's alleged scam

As GTA communities crack down on soil dumping through municipal bylaws, developers and truck operators are looking further afield for places to put soil, including rural parts of Hamilton.

Under the current legislation, the environment ministry says it has no jurisdiction over the movement of clean soil.

"Excess soil is a growing concern for communities, developers and our environment," stated Rod Phillips, Ontario's minister of the environment, conservation and parks.

Lloyd Ferguson, councillor for Ancaster and rural west Flamborough, said the city currently has no bylaws in place that prevent the dumping of clean soil on rural land.



**Coun. Lloyd Ferguson's now trying to draft a new bylaw that would require landowners in rural areas of Hamilton to obtain a permit to dump specific amounts of soil in specific places on a property | Spectator file photo**

He's now trying to draft a new bylaw that would require landowners in rural areas of Hamilton to obtain a permit to dump specific amounts of soil in specific places on a property.

"We don't want to grind development to a halt but we have to do it while protecting the environment," said Skelly.

"Don't get me wrong, the industry has good players," she said. "But some players, as you have discovered, are not playing by the rules."

In addition to allegations of contaminated soil, neighbours around the Waterdown Garden Supplies property allege that loads have sometimes been dumped on-site in the middle of the night.

The owner of the site says he's only holding the property as a mortgagee because of a default court judgment and doesn't know if contaminated soil has been dumped there.

Jim Whelan, who lives across the road from the Waterdown Garden Supplies property, praised Skelly for aggressively pushing for the new law since she was elected last year.

"It's a sigh of relief for the residents here," said Whelan. "This problem is way bigger than people realize."

The key, Whelan added, is for the new rules to be policed properly.

"You can have all kinds of laws but if they're not enforced it's just a piece of paper," he said.

[- Five things to know about the investigation into Havana Group Supplies Inc.](#)

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## Town of Georgina takes property owners to court for illegally dumping fill

April 10, 2022

### By Mike Anderson

The Town of Georgina is taking legal action against two local property owners who have been illegally dumping fill from construction sites on their properties.

According to a Town spokesperson, the owners of 22954 Warden Ave. and 6522 Ravenshoe Rd. have been operating without a permit to dump fill on their property, contravening the Town's fill by-law.

"The Town's lawyer has been instructed to bring court applications in which orders will be sought restraining the owners from breaching the Town's by-law and requiring the owners to remove the illegally dumped fill," said Tanya Thompson, communications manager for the Town of Georgina, in an email to the Post.

Ross Draper owns the property at 22954 Warden Ave., and 6552 Ravenshoe Rd is owned by a numbered company, 1580524 Ontario Ltd., which is registered to Ronald De Bruin.

Both properties cut across LSRCA regulated areas and are adjacent to wetlands.

The Town's legal action follows a formal complaint by Alec Cloke, president of United Soils, a large clean fill disposal business in Stouffville.

In an email addressed to Regional Councillor Rob Grossi and Ward 3 Councillor Dave Neeson on April 3, Cloke says that the property owners have been accepting untested fill, mostly from Hydrovac (vacuum) trucks, on a daily basis for years.

Cloke demands the Town take action to stop the illegal dumping of fill, which he says hasn't been tested for contaminants, which is a provincial requirement.

He also warns that Georgina Town Council could face legal action if the illegal dumpsites were not shut down.

"Town council and senior staff have a fiduciary duty to uphold the legislation designed to protect the public, and you aren't doing that," Cloke writes.

*Alec Cloke, president, United Soils*

Thompson confirmed that the Town had taken previous actions against both property owners, but they appear to have had little effect.

A Superior Court proceeding was filed against Draper, the owner of 22954 Warden Ave., and cease and desist correspondence was sent to De Bruin, the owner of 6522 Ravenshoe Rd.

"What's happening in Georgina doesn't involve testing or any of the proper handling methods that the industry recognizes," Cloke said.

Cloke told the Post that vacuum trucks must dump their loads at registered fill sites.

However, if the material is determined to be waste, it is immediately diverted to a waste transfer station.

Cloke says that not all material that comes out of a vacuum truck is contaminated, but he says you better be able to prove it isn't.



He says some vacuum truck operators are trying to avoid the cost of tipping at registered clean fill sites or have contaminated fill that would be rejected.

Currently, only a few facilities in the GTA accept contaminated fill, and tipping fees are considerably higher.



*Hydrovac truck at United Soils*



*Hydrovac truck fill tested at United Soils*

"Nobody should be dumping anything unless the property you are dumping on has a fill license, which we have to get renewed annually," said Cloke, who constructed an \$800,000 facility to process loads from vacuum trucks.

Cloke says there is no value to the landowner to take wet fill from vacuum trucks; he says it's just a cash grab.

"It costs \$300 to dump here, and they're probably giving the landowner \$150," he said.

Cloke says contaminated wet fill could seep into the water table, impacting residential wells.

He also points out that both properties are sitting next to a protected marsh, threatened by leaching wastewater.

Cloke wants to see stiffer provincial fines for property owners operating illegal dumpsites. But he says it's up to the Town to shut the sites down. He says the Town should monitor suspected sites 24-7.

"They should be writing down the license plate of the trucks. Recording the time they came in and taking their picture to go after the companies that are doing it," he said.

"Any truck caught dumping illegally should have their operating license taken away. It would be the end of all this illegal dumping."

Cloke says there has been too much passing the buck between municipalities, conservation authorities and the province, allowing illegal dump sites to go unchecked.

"The Town is not doing enough to shut this down. It's 100 per cent the Town's responsibility," he said.

"It wants all the benefits of being on Lake Simcoe, all the tourists, all the beaches, all the money. But it's not doing anything to protect it."

"If the Town of Georgina, one of the largest communities on Lake Simcoe, doesn't protect the lake, who will protect it?"

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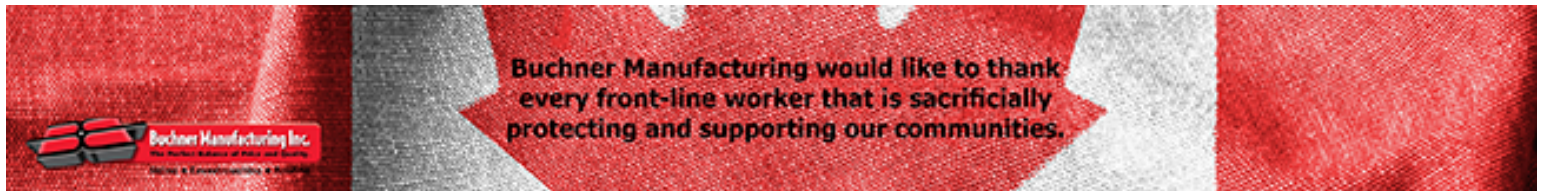
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GTA

# Toxic dirt dumped in Ontario's prime farmland

With lax rules and no tracking system, Ontario sits idly while Toronto's contaminated dirt is dumped in the countryside.

 By **Moira Welsh** Staff Reporter

⚠ Mon., Oct. 20, 2014 | ⌚ 9 min. read

## READ THE CONVERSATION

Toronto's construction boom is unearthing massive volumes of soil contaminated with dangerous heavy metals and petroleum, but it's nearly impossible to know where the dirt is going because Ontario doesn't track it.

Instead, thousands of tonnes of toxic earth taken to prime farmland from downtown condominium projects are usually discovered accidentally — by neighbours who report bad odours from soil that is supposed to be “clean.”

Long-term, experts warn of contamination of agricultural land and groundwater, often in the Greenbelt or [Oak Ridges Moraine](#).

Landfill operators say the final destination of the tainted soil is a mystery. At a time when excavation projects have spiked, there's been a dramatic drop in the number of trucks taking the dirt to the special landfill sites that can safely manage toxins, said Rob Cook, executive director of the Ontario Waste Management Association.

That leads to the “potential for large amounts of contaminated soil being improperly managed,” Cook said.

Ontario's lucrative soil industry operates with little government oversight. There's no regulated tracking system, no proper definition for “clean” soil and not enough rules to govern where the soil is taken.

The Star asked the province and various agencies to provide an accounting of where all the soil from big dig projects like the [Pam Am Athletes' Village](#) and downtown condominium sites was dumped. Neither the province nor any other agency could provide the information.

Environment Minister Glen Murray told the Star in an interview that better controls are needed to deal with what he termed a “serious issue” that for him is at the “top of environmental and economic concerns” in Ontario.

Years of lax oversight infuriate country residents, from Schomberg in the west to Lakeridge in the east, who fear their health is being sacrificed in the rush to finish big Toronto projects.

Carmela Marshall, of Lakeridge Citizens for Clean Water, said the drive to build infrastructure in Toronto and surrounding area will leave a dangerous legacy. “How many years before it gets in our groundwater? Five years? People are afraid.”

Here's what we know: In peak construction years, up to 50 million tonnes of dirt are excavated in Ontario projects, most from the greater Toronto region, at an annual cost of \$1.7 billion, according to the Residential and Civil Construction Alliance of Ontario. Industry experts say that roughly 15 per cent of that soil, as much as 7.5 million tonnes, is contaminated and should go to approved landfill or remediation sites. How much of those 7.5 million tonnes went to approved sites is unknown.

So where's all that dirt going? It's impossible to miss the dump trucks. They thunder across country roads to the north, east and west of Toronto, leaving sleepy towns in their dust. Talk to truck drivers at the Tim Hortons in Schomberg and they all say they're carrying fill from downtown Toronto construction sites. They all say their dirt is clean, but most don't know what they are carrying.

Sheep farmers Ruco and Kimberly Braat agreed to accept loads of soil in the summer of 2011. The couple and their two children live in the Peterborough County hamlet of Bailieboro (renowned for its butter tarts) and needed earth for the base of a barn.

Two men were offering free soil to farmers and Braat said he agreed to take hundreds of truckloads — with the strict proviso that it was clean. Later, a neighbour who wanted some for his property had it tested. The results were horrifying.

The pile of dirt their kids had been sliding on a few days earlier was steeped with polyaromatic hydrocarbons and heavy metals like barium, cadmium, copper and lead. The family complained to the provincial environment ministry.

After an investigation, the ministry filed Environmental Protection Act charges against soil contractor [Green For Life](#) (the company is also Toronto's garbage collector) and a soil broker called Earthworx. No one from Earthworx would comment.

GFL's president and CEO, Patrick Dovigi, said his company was not to blame for the toxic soil on the sheep farm. He said another contractor dumped the bad soil. The case is still before the courts.

According to Dovigi, GFL has been unfairly ensnared in several ministry investigations because it relies on the "hit and miss" accuracy of soil contamination tests done at the construction site by the "qualified persons" (called QPs) hired by developers. Dovigi's point is that his company is paid to haul dirt, not conduct scientific tests.

"The QP," said Dovigi, "is the kingpin. It's not our fault if they say the soil is clean and it turns out they're wrong."

Activists like Marshall agree the soil tests are open to interpretation. The results of these tests are included in the developers' "soil management plans," documents that critics say the ministry could collect and analyze. Currently, the ministry is only required to oversee "adverse" impacts under the Environmental Protection Act.

With limited provincial rules, individual municipalities are left to oversee fill operations, creating an ineffective patchwork enforcement system.

If it's confusing for country residents, the operators of landfills that were supposed to get the soil are equally perplexed. The circuitous path of tainted dirt from the Pan Am Athletes' Village provides one example.

Once an industrial dumping ground, the 32-hectare site near the Don River has been transformed by glass condominiums that will be home to 10,000 athletes and coaches during next summer's Pan Am and Parapan Am Games. The buildings will later be sold at market value by the private developer.

Infrastructure Ontario said GFL started the village job on Oct. 16, 2011, taking 248,000 cubic metres (depending on soil density, that's as much as 500,000 tonnes) to ministry-approved sites. The dirt was either tainted (with petroleum and metals) or needed extra tests to determine contamination levels, said an official from Infrastructure Ontario.

Here's the conundrum: Walker Environmental's Mike Watt said GFL's Dovigi told Walker it would get roughly 200,000 tonnes from the village dig. Instead, Watt said only 25,000 tonnes arrived at his landfills. In an interview, Dovigi said he strongly disputes those figures.

As the Star continued asking questions, Infrastructure Ontario offered the names of six sites where it claimed the dirt was taken. Two landfills were owned by Walker and two were owned by a company named Newalta, which said it got 8,930 tonnes. The fifth site was a soil treatment facility called Green Soils, but its owner, Ashley Herman, said he's never directly received dirt from the village.

The final site named is a GFL-owned soil remediation facility in Pickering that can clean out hydrocarbons (from oil or diesel) and identifies (but doesn't remove) heavy metals.

During a series of interviews, emails and text messages, Dovigi told his story to the Star. He said about 100,000 tonnes of the Pan Am dirt was taken to his remediation facility and later was mixed with municipal garbage and trucked across the U.S. border to the Pine Tree Acres Landfill in Michigan. A Michigan landfill official said the soil met state standards. Dovigi also said that some of the Pan Am dirt at the Pickering site was mixed with soil from other jobs, making it difficult to know where it ultimately landed.

Environmental groups say the confusion over the Pan Am dirt illustrates the challenge of tracking soil.

Now, groups like Lakeridge Citizens for Clean Water, Earthroots and Save the Oak Ridges Moraine are demanding the tough regulations of a "clean soil act." They're seeking rigorous laws that include soil tracking, a definition for "clean" dirt and rules to govern where contaminants are taken.

"The GTA is surrounded by the best farming land and drinking water sources and we will be polluting it for generations if the government continues to turn a blind eye to this problem," said Earthroots' Josh Garfinkle.

Clean or dirty, Toronto's excess dirt ends up in quarries, farmers' fields or "aerodromes," the federally regulated landing strips in the country that offer some landowners a loophole to circumvent municipal soil rules. Many of these so-called airways take in hundreds of truckloads of dirt each day, transforming rolling green meadows into barren hectares of dirt.

Some landowners who take the soil are getting rich. They get between \$30 to \$50 for each load. With at least 150 trucks a day, the annual earnings can be \$2 million or more.

A stone's throw from Port Perry, Greenbank Airways advertises itself as a country air strip. But the regular arrival of dump trucks provides far more action than a few small planes.

Greenbank is owned by Ajax resident Robert Munshaw, the previous owner of the Pickering site where GFL built its remediation facility. Greenbank pays a "qualified person" to test for contaminants on its site and a January 2014 report by the consultant noted that 385 tonnes of tainted dirt were found at Greenbank in 2013. The report, obtained by the Lakeridge Citizens for Clean Water, said the dirt in question was removed and "returned" to GFL's site in Pickering.

Munshaw wouldn't speak to the Star, but Dovigi said this finding shows that Greenbank's system works. He also said that the tainted dirt likely came in one load and was spread around the Greenbank site.

The environment ministry didn't investigate this contamination case, saying that's the role of the local government.

Toxic dirt investigations by the ministry are few. The Star asked for all inspections, investigations and enforcement for the last five years, which coincided with the construction boom. There were fewer than 20 in the greater Toronto region.

In the ministry's list, most companies were named just once. For example, Trillium Recycling, of Etobicoke, is in mediation with the ministry over "table three" soil (considered to be a waste) found on old rail lands in Haldimand County.

Trillium's lawyer, Mauro Marchioni, said his client had the misfortune to be the last company to drop dirt on the site, despite years of dumping by others. "If the property has gone through six sets of hands and (the ministry) gets the last guy, that's who they go after," Marchioni said.

GFL was named six times in the ministry records. Two follow-up inspections west of Toronto found no outstanding issues. East of Toronto, the ministry named GFL in four cases involving contaminated soil, most of which has since been removed. Ministry documents said the tainted dirt came from GFL's remediation facility where soil mixing made it "difficult to determine" the site where it originated.

Dovigi said GFL is targeted because its remediation facility in Pickering is subject to strict government rules. Other soil contractors just pick up the dirt and drop it off, so they don't face the same scrutiny, he said.

The government oversight of the Pickering facility is part of GFL's defence in the case of the sheep farmers, who are now suing GFL and Earthworx for nearly \$5 million. In GFL's statement of defence, it says that contaminated soil is treated and tested by third parties to "confirm" that it complies with ministry standards. (The current system, which critics say can be loosely interpreted, uses contamination levels set out in "tables" that range from low to high.)

In the end, the Braats estimate that at least 700 truckloads were dumped on their farm. Dovigi said GFL only dumped 192 loads. Under ministry orders, GFL removed all of the soil. GFL is now countersuing for \$600,000 in removal costs, alleging the Braats benefited from GFL's "good deed." The Braats said they were not enriched "in any way" by GFL's actions.

The farmers have since sold 100 of their 450 sheep to pay for soil tests, legal fees and other expenses. "I feel like we're starting all over," Braat said.

Cook, of the Ontario Waste Management Association, warns that one day the province will take a similar financial hit for this "environmental travesty."

"When the birds come home to roost and somebody needs to clean up these sites, it's going to fall on the taxpayer's back."

SHARE:





## Headlines

# We need tougher dirt dumping regulations — now, Hamilton tells province

Trucks full of fill arrive in Flamborough by the hundreds each year, and some brokers make \$20K a week

[Samantha Craggs](#) · CBC News · Posted: Mar 10, 2016 8:30 AM ET | Last Updated: March 10, 2016



Trucks carrying fill from GTHA construction projects trail dirt and damage roads in Flamborough, says Coun. Rob Pasuta. The city has been battling the fill issue for years, and hopes new provincial regulations will make at least some difference. (Samantha Craggs/CBC)



[comments](#)

It's not quite the answer to Flamborough's dirt woes, but it will help.

The province is establishing new rules to keep potentially toxic dirt from being dumped around rural Ontario, and Hamilton is taking part.

Rural Flamborough and Glanbrook have battled for years with hundreds of trucks full of dirt — much of it dug up from GTHA subdivisions and condo projects — being dumped around the countryside every day.

While some law-abiding property owners have permits to accept dirt, other loads are dumped illegally, or in amounts that surpass what the permit allows. And until now, the city has been scrambling to try to get a handle on it.

“It's a step, finally.”

- Robert Pasuta, Ward 14 councillor

The province is establishing a new "excess soil management policy framework" that would give the province and municipalities more teeth to crack down on dirt woes. The Ministry of Environment and Climate Change is [asking for public input until March 26](#). Hamilton will weigh in.

- [Flamborough struggles to combat dumping of illegal Toronto dirt](#)
- [Court fines Flamborough land owners for taking dirt](#)

Robert Pasuta, a Ward 14 councillor who has been tackling the issue for about five years, says the framework isn't a total solution. But it helps.

"We have to have more enforcement, heavier fines and act quickly, more quickly than we ever have," he said. But "it's a step, finally."

The city will urge Ontario to put more onus on the person who digs up the dirt in the first place — namely, the developers.

Where to put the dirt, and testing what's in it, should be part of a project from the planning stages, Pasuta said. And Hamilton is telling the province that.

The city will also urge more communication between municipalities and conservation authorities. Authorities issue permits for legal fill, as does the city under its site alteration bylaw. But the two often don't communicate about it.

It won't solve the whole problem of fill, Pasuta said. After all, rules only help manage people who abide by them, or people the city can find to regulate. And there are plenty of illegal dirt dumpers in rural Flamborough.

- [\*\*Toronto dirt dumped in Hamilton, and Flamborough fights back\*\*](#)

Pasuta and others say that dirt dumping continues to be a lucrative enough business that it encourages people to find loopholes.

Typically, a fill broker approaches rural landowners and offers them money — usually \$5 to \$10 per load, or services in trade – to take the fill. The brokers then pocket bigger money from developers wanting to get rid of it. Nathan Murray, a Conservation Halton watershed enforcement officer, told CBC News last year that he [knows of fill brokers who make \\$20,000 a week](#).

Pasuta and local conservation authorities are worried about what's in the fill, too. Often, it soil on top, Pasuta said. But deeper down, it contains rocks, bits of steel and scraps of old tire.

Authorities have been cracking down more often on brokers and landowners on the issue of fill. Last year, an Ontario court fined a Flamborough couple \$1,500 for [taking more than 2,000 loads of fill](#).

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Hello Town Clerk's Staff,

Please note the following response to Delegate Request Application has been submitted at Thursday September 8th 2022 9:15 AM with reference number 2022-09-08-014.

<https://forms.milton.ca/Management/Response/View/7582f9e1-874a-40c8-988f-f0c72095fe3c>

### **Application Information**

- **First Name:**  
[REDACTED]
- **Last Name**  
[REDACTED]
- **Email Address:**  
[REDACTED]
- **Phone number:**  
[REDACTED]
- **Street Address:**  
[REDACTED]
- **Town**  
Milton
- **Postal Code:**  
[REDACTED]
- **Are you representing a group?**  
No
- **Council Meeting Date**  
9/12/2022
- **Please indicate how you intend to interact with the online Council Meeting**  
Audio
- **Please describe the issue you intend to present:**  
Trafalgar Secondary Plan Draft, while very satisfactory from my point

of view, has a mistake in schedule C.11.D. The commuter road location is moved to the north as compared to schedules: C..11.A and C.11.B and C..11.C which all have the commuter road flanking my property to the south, while schedule C..11.D has this road placed smack through the middle of my land.

Since I am planning to build a residential building on my land as per this Plan ( Medium Density Residential I), this is of very deep concern to me.

I would like to respectfully ask the Councils to cause that this schedule be corrected.

- **Please describe specific actions you want Council to take:**

I would like the Council to ask the Region to correct schedule C.11.D so that it is identical to schedules C.11.A and C.11.B and C..11.C

- **Please provide your comments in support of or in opposition to the staff recommendation:**

I would like this Draft Plan Passed, but the error corrected.

- **Do you give your permission to be audio and video recorded on the Town of Milton's live Council meeting stream?**

Yes I give my permission



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: September 12, 2022

Report No: CORS-058-22

Subject: User Fees Comprehensive Update

**Recommendation:** THAT the changes to user fees, as outlined through staff report CORS-058-22, be received;

THAT the proposed User Fee By-law No. 082-2022 be considered for approval;

THAT the proposed Building User Fee By-law No. 081-2022 be considered for approval.

## EXECUTIVE SUMMARY

- User fees and charges account for \$35.2 million, or 21.5%, of the Town's revenue sources within the 2022 approved budget and serve as an important tool to recover costs directly from those benefiting from Town services and mitigate pressure on property taxes.
- Watson and Associates Economists Ltd. were engaged to lead a comprehensive User Fee Study to calculate the full cost in 2022 dollars of providing services to the community, excluding recreation and transit services.
- Outlined in this report are the findings of the study and recommended changes to the Town's user fees.
- Public engagement was undertaken to present draft findings from the study to all interested parties using the Let's Talk Milton platform as well as through a community meeting.
- Staff recommend that all fee changes resulting from the study be effective January 1, 2023 and be indexed for expected 2023 inflationary impacts.

## EXECUTIVE SUMMARY

- While recreation fees were outside the scope of the study and are scheduled for a full review in the next term of Council, some amendments to recreation fees are being recommended as further outlined in the discussion section.
- The impact of the proposed changes, included inflationary indexing, are expected to result in additional net revenue of an amount that would approximately offset an otherwise 2% increase in property taxes.
- On tonight's agenda is a statutory public meeting, as required under the *Building Code Act*, related to the changes in the Building permit fees. A short overview will be provided by staff, with Watson & Associates in attendance to respond to any questions.
- As it is anticipated that through the public consultation process any concerns with changes to the fees have already been addressed, the Town's User Fee By-laws are then also included on the agenda for Council approval.

## REPORT

### Background

User fees and service charges are an important source of revenue for the Town, representing \$35.2 million, or 21.5%, of revenue in the 2022 budget. User fees are an effective method of ensuring that the users of a service assist in cost recovery, thereby mitigating pressure on property tax rates. The Town is proactive in its approach to cost recovery through user fees by annually reviewing all rates and adjusting for inflation, changing legislation and market conditions where possible. Periodically, a comprehensive full costing of services and review of fees is also performed, which includes an activity based costing exercise and benchmarking to other municipalities.

User fees are governed by multiple statutes. For municipal services where no specific statutory authority is provided, such as recreation, licensing, etc., municipalities have the ability to impose fees and charges under Part XII (s. 391) of the *Municipal Act*. The Town's statutory authority for imposing planning application fees is provided under Section 69 of the *Planning Act*. Building permit fees are governed by the *Building Code Act* (s. 7).

The Town's user fees are set out in User Fee By-law No. 066-2021 and Building Fee By-law 063-2018. The last comprehensive review and update of the Town's user fees, excluding recreation fees, was completed in 2016, followed by a subsequent review and update to the Town's Building permit fees in 2018. In 2022, the Town, in association with Watson and Associates Economists Ltd., undertook a comprehensive review of all Town fees, excluding recreation and transit, with funding approved from the User Fee study capital project C2001121.

## Discussion

### Fee Study Methodology

The Town uses an activity based costing (ABC) model to calculate the cost of providing various services. The ABC model attributes processing effort and associated costs from all participating Town divisions to the appropriate service categories (user fee costing categories). The resource costs attributed to the user fee costing categories include direct operating costs, indirect support costs and capital costs.

As anticipated, staff time is the most significant and integral component in the cost of the majority of the services. In order to validate the reasonableness of the model inputs regarding staff time, significant analysis was performed by the consultants and staff to compare staff capacity as per the model to total available capacity.

Once the total costs were determined for each user fee costing category, the calculated costs were reviewed by each respective department to determine if fees set at full cost recovery were reasonable relative to current fees and municipal comparators, which resulted in recommendations on fee changes.

The results of the work can be found in Watson and Associates report “Town of Milton - 2022 User Fee Study” attached in Appendix A.

### Public Engagement

Staff utilized the Let’s Talk Milton platform to provide information about the project to the community and receive feedback on the project results. A community meeting was held on July 20 to provide interested parties with background on the user fee study, explain the approach to costing and solicit feedback on the methodology and potential rate adjustments. A direct invitation was sent out to over 100 developers and landowners including all the active Town developers, BILD, the school boards, the Chamber of Commerce and the Downtown BIA. The study and community meeting was also promoted on social media and the Town’s website. A three-week period was provided following the community meeting for feedback to be submitted to the Town.

Comments were received from the development community related to the fee structure for industrial building permits and conditional permits, in addition to questions seeking clarification on certain Town processes and fees. As a result of the feedback received staff, along with Watson and Associates, further reviewed both the industrial building permits and conditional permits and adjusted the recommendations in both areas to ensure Milton’s fees remain competitive to the surrounding municipalities while still recovering costs to the greatest extent possible. All comments received as well as the Town’s responses are outlined in Appendix B.



## Recommended Changes to Fees

Fee recommendations resulting from the study are in 2022 dollars. It is recommended that the fee adjustments be implemented on January 1, 2023 and, as a result, many of the fees have also been indexed using the Municipal Price index (MPI) calculated for the Town of Milton expenditures. This index is the most relevant index to use since it is calculated based on the specific mix of goods and services purchased by the Town in order to provide its services. The 2023 MPI for expenditures was calculated at 5.90% (see Appendix B of CORS-060-22).

It should be noted that program fees, facility rental fees and advertising fees have been indexed at a lower amount of 3.00%. Although this will translate into pressure on the tax levy, staff recommend this approach as it considers the expected increases for peer municipalities. A comprehensive review of the recreation fees is scheduled for the next term of Council where these fees will be reviewed against the cost of service, targeted cost recoveries and market comparators with any fee adjustments recommended in this area being brought forward to Council for approval.

The following sections identify notable proposed changes to the user fees that differ from an inflationary increase. In some cases, various fees were rounded to the nearest nickel, quarter, dollar, etc. to facilitate cash handling.

### Recreation Programs

Staff are recommending a new 30-Day Active Living Pass for Adult and Youth, as well as eliminating Friday Fun Club and Funtastic Fridays, due to low enrollment. Fees for the After School Club have been increased on a pro-rata basis to account for a program extension of an additional 30 minutes.

Various fees are recommended to remain fixed due primarily to market factors. They include Track Cycling Memberships, Personal Training, Aquatic Leadership Programs, Seniors' Activity Centre Memberships, Active Living - Student Summer Pass, Older Adult drop in single visit passes and miscellaneous fees such as Replacement Cards at the Walking Track, Late pickup, Holiday Coupon Books and Wristband Replacements. Older Adult General Interest Group D and E remained fixed to align with similar fees.

### Facilities and Parks

A new fee for onsite last minute rentals is recommended to be added in order to recover the cost staff time required to accommodate last minute requests. Minimum booking requirements have been changed for various halls which will allow for improved staff scheduling and cost recovery. A standard ticket surcharge of \$4 is recommended to

simplify the existing fee structure that applied different surcharges based on face value or type of ticket. Finally, an increase to the piano rental fee is proposed to fully recover the cost of tuning and is proposed to be phased in over two years.

Various fees are recommended to remain fixed due primarily to market factors. They include rentals of the Holcim Gallery, video recording, projectors, along with Art Exhibition Administration charges.

## Advertising

FirstOntario Arts Centre Brochure advertising fees have been discontinued as these opportunities are no longer being offered in the traditional print format. Advertisement design services are being discontinued along with the associated fees.

To encourage advertisement, staff are recommending publication advertising fees remain fixed. These include Community Services Guide, Milton Seniors' Activity Centre Guide Advertising and FirstOntario Arts Centre Milton Season Program Advertising fees.

## Licensing and Enforcement

Several of the licensing fees have been adjusted based on findings from the user fee study to reflect full cost recovery. A consolidation of the animal control fees is being recommended to simplify the licensing process for residents. A new fee has been added for marriage ceremonies. New fees have also been included in the Bylaw for the Administrative Penalty System and Short Term rental in accordance with staff reports CORS-044-21 and CORS-053-22 respectively. It is expected that the recommended fee changes will result in additional revenue of approximately \$10,000 in this area.

## MEV Innovation Centre

Fees associated with MEV Innovation Centre were left largely unchanged with the exception of a slight increase in the office rental fee from \$35.80 per square foot to \$36.80 per square foot to reflect current market rates, resulting in anticipated increased annual revenues of approximately \$13,000.

## Corporate Services

Increases are being recommended in purchasing bid and tender fees as well as certain taxation fees including administration fees for adding charges to the tax roll, ownership changes and tax transfer of funds to bring the fees closer to full cost recovery. The recommended increases are expected to generate an additional \$117,500 annually.

## Fire Services

Increases to file search fees, fireworks permits, smoke alarms, lock box and false alarms to bring the fees up to the full cost of providing the service. New fees are being recommended related to training ground rentals, fire route applications, code compliance reviews, occupant load calculations, boarding and securing properties and EVT services which have been set at full cost recovery. Changes to the fees are expected to result in a nominal increase in revenues within this area.

## Engineering

A number of engineering fees are recommended to increase to reflect full cost recovery including the banner program, entrance permits, inspection fees, and additional engineering and landscape submissions. An increase to the encroachment agreement fee to bring it to full cost recovery is proposed to be phased in over three years. An increase to the site alteration permit is proposed to bring the fee closer to full cost recovery while also remaining in line with surrounding municipalities. New fees have been added for Road Closures for Special Events, Site Alteration extensions and the Consolidated Linear Infrastructure Environmental Compliance Approval program (see also staff report DS-105-22). Changes to the fees are expected to generate approximately \$100,000 in additional revenue annually.

## Planning

Certain costing categories were found to be recovering more than the cost of service including annual processing fee for planning applications, application for communications towers, part lot control exemption, site plan agreements and vacant land condo/subdivision review - request for extension to draft approval. Fees have been reduced for these costing categories.

Fees for the remaining costing categories were found to be generally not recovering the full cost of service. These include fees for Official Plan Amendments, Zoning By-law Amendments, site plan, minor variances, consents and tertiary reviews. Fees have been increased in these areas. Further, the fee structure of the Local and Regional Plan Amendments has been adjusted to a flat fee rather than a declining block structure. The minor variance fee has been split into three types: Type 1 - pools/decks, Type 2 - new homes, additions > 75 meters, Type 3 - commercial/industrial). A proposed increase to the Type 2 fee will be phased in over three years.

While the recommended changes to the fees are modelled to generate an additional \$1.8 million annually based on historical volume of activity, budgeted increases may differ due to assumptions on future volume of activity.

## Building

Analysis undertaken as part of the user fee study recommended an increase to the permit fees for single/semi-detached dwellings, townhouses, duplexes and back-to-backs as well as for Medium Density Multi's and Stacked Towns (6 storeys or less) over a three-year period while ensuring the proposed fee does not exceed the maximum fee in the surveyed municipalities. New fees are being recommended for Racking and Shoring in order to recover costs of this work. The conditional building permit fee is recommended to decrease as a percentage of the complete building permit and be subject to a minimum and maximum fee to better align with municipal comparators. Adjustments have been made to the fees for industrial and commercial permits to better align Milton's fee structure with that of surrounding municipalities.

The Town maintains a *Building Code Act* Reserve Fund for service stabilization. The recommended fee increases have been arrived at with consideration of the forecasted reserve fund balance relative to the Town's target balance.

## Development

Increased fees as a percent of construction value are being recommended for the Engineering and Inspection fees for the construction values in the ranges of \$500,000 to \$1,499,999 and greater than \$5,000,000 to recover the full cost of engineering and inspection reviews on subdivisions.

Winter control, streetlight and traffic light fees have been adjusted to reflect full cost recovery based on average historical expenditures.

Finally, additional security requirements have been added to the By-law for stormpond clearing in the amount of \$120,000 and Piling and Shoring equivalent to \$50 per square meter. These security requirements are already included in existing developer agreements and are now being added to the User Fee By-law for consistency.

## Transit

The Transit Fee Table has been updated to reflect Metrolinx fare policy changes to the GO Transit Fare Integration Program. Effective March 14, 2022, Metrolinx subsidizes 100% of Milton Transit fares when trips are connecting with GO Transit at the Milton GO Station and/or the RR25/401 Park-and-Ride location.

Staff have reviewed transit fares, concessions and categories to assess competitive market balance between available services, pricing and ridership recovery. Given the current context with COVID-19 and continued recovery efforts, staff are recommending to



# The Corporation of the Town of Milton

Report #:  
CORS-058-22  
Page 8 of 9

hold transit fares static in 2023. A Transit Fare Strategy will be included in the scope of work in the forecasted Transit Service Review and Master Plan Update, scheduled for commencement in 2023. The Strategy will outline fare structure and policy recommendations to relative to ongoing GTHA Fare Integration efforts.

Milton Transit remains one of the most affordable transit systems in the GTHA. Continued fare media discounts on tickets and passes provide further affordable options for frequent travelers, while increasing opportunities to instill loyalty for those who travel less frequently. The Subsidized Passes for Low Income Transit (SPLIT) program, subsidized by Halton Region, continues to be an integral channel in providing affordable tickets and monthly passes to eligible residents at or below the Low Income Cut-Off (LICO), as well as refugee status and other social programming. All Adult, Youth and Senior tickets and monthly passes are discounted at 50% regular cost, with the remaining 50% subsidized by Halton Region. Staff continue to support the SPLIT program as it fulfills a growing need to minimize affordability barriers associated with the cost of transit services.

## Town Wide

The payment issuance fee has been increased to bring it closer to full cost recovery. Agreement preparation fees have been consolidated on this schedule from various other user fee schedules into two specific fees for each of standard and non-standard agreements.

## **Financial Impact**

The revised fees will be incorporated into the 2023 budget. The recommended changes to fees from the user fee study are estimated to generate additional revenues within the operating budget of approximately \$500,000, reflecting the impact of recommended adjustments to the fees combined with forward looking estimates in activity levels.

When combined with the inflationary increases made to the fees for 2023, it is expected that additional user fee revenues will be generated that will mitigate an approximate 2% increase in property taxes for 2023.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact: Jennifer Kloet, CPA, CA

Phone: Ext. 2216



## Attachments

Appendix A - Watson & Associates Economists 2022 User Fees Review Study  
Appendix B - Public Feedback Received and Town Responses  
Appendix C - Draft User Fee By-law 082-22  
Appendix D - Draft Building User Fee By-law 081-22

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.





# 2022 User Fees Review Study

Town of Milton

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Final Report

August 19, 2022

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Watson & Associates Economists Ltd.  
905-272-3600  
[info@watsonecon.ca](mailto:info@watsonecon.ca)

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# Chapter 1

## Introduction

# 1. Introduction

## 1.1 Background Information

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The Town of Milton (Town) retained Watson & Associates Economists Ltd. (Watson) to conduct a comprehensive review and update of its user fees, excluding recreation and transit. The Town last undertook a comprehensive review of its user fees, excluding recreation, in 2016. A further review of building permit fees as well as winter maintenance and streetlight maintenance fees for unassumed subdivisions was undertaken in 2018. The ultimate goal of the user fee review is to develop an activity-based costing model to substantiate the full costs of each service areas within the scope of the review. The full cost assessment (i.e. direct, indirect, and capital costs) will be used to inform recommended rates and fees to increase user fee revenue and decrease the burden on property taxes.

The following service areas were included within scope of the review:

- Licensing Services/Enforcement;
- Clerks;
- Milton Education Village Innovation Centre;
- Corporate Services;
- Fire Services;
- Engineering Services;
- Planning Services;
- Development Fees;
- Building Services; and
- Other Town Wide Services.

The services within the scope of this review are governed under multiple statutes. Specifically, the *Planning Act* governs fees related to the processing of planning applications. The *Building Code Act* governs those relative to the administration and enforcement activities under the authority of the building code. The remaining fees e.g. engineering, licensing, fire, are under the authority of the *Municipal Act*.

The review consisted of a technical review and update of the Town's activity-based costing user fee model. Discussions were held with Town staff regarding the type and intensity of processing activities for each service. User fee and associated policy

recommendations were provided with regard for the statutory requirements, the Town's market competitiveness, and fiscal position.

This report summarizes the findings and recommendations related to all user fee services. The following chapters of this report summarize the legislative context for user fees, the user fee methodology developed and the findings and recommendations of the user fee review for specific service categories (i.e. planning application fees, building permit fees, engineering and inspection fees, other engineering fees, clerks/licensing fees, Milton Education Village Innovation Centre fees, corporate services fees, fire fees, and other *Municipal Act* fees).

This analysis and resulting recommendations are denominated in 2022\$ values. Unless explicitly stated in this report, the recommended fees will be indexed on January 1, 2023, and every year thereafter, based on the Town's calculated municipal price index which is estimated at 5.90% for 2023.

As part of the Study process the Town and Watson met with stakeholders to present the draft findings and recommended user fees. The Stakeholder Consultation Meeting was held on July 20, 2022. Feedback received from the stakeholders is summarized in the Town's staff report on this matter. As a result of the feedback received the Town revised building permit fees related to Group G, E and F shell permits, non-residential alterations, and conditional permits. These changes are reflected herein.

## 1.2 Legislative Context

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User fees are governed by multiple statutes, each with specific requirements. The Town's statutory authority for imposing planning application fees is provided under Section 69 of the *Planning Act*. Building permit fees are governed by the provisions of Section 7 under the *Ontario Building Code Act*. For municipal services where specific statutory authority is not provided, municipalities can impose fees and charges under Part XII (s. 391) of the *Municipal Act*. This section provides the legislative authority for the engineering and inspection fees imposed by the Town, as well as other service user fees such as licensing, fire, etc. The following summarizes the provisions of the statutes as they pertain to fees and charges.

### **1.2.1 Planning Act, 1990**

Section 69 of the *Planning Act* allows municipalities to impose fees through a by-law for the purposes of processing planning applications. In determining the associated fees, the Act requires that:

“The council of a municipality, by by-law, and a planning board, by resolution, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff.”

Section 69 establishes the requirements that municipalities must consider when undertaking a full cost recovery fee design study. The Act specifies that municipalities may impose fees through by-law and that the anticipated costs of such fees must be cost justified by application type as defined in the tariff of fees (e.g. Subdivision, Zoning By-law Amendment, etc.). Given the cost justification requirements by application type, this would suggest that cross-subsidization of planning fee revenues across application types is not permissible. For instance, if Minor Variance application fees were set at levels below full cost recovery for policy purposes this discount could not be funded by Subdivision application fees set at levels higher than full cost recovery. Our interpretation of Section 69 is that any fee discount must be funded from other general revenue sources such as property taxes. In comparison to the cost justification requirements of the *Building Code Act*, where the justification point is set at the aggregate level of the Act, the requirements of the *Planning Act* are more stringent in this regard.

The legislation further indicates that the fees may be designed to recover the “anticipated cost” of processing each type of application, reflecting the estimated costs of processing activities for an application type. This reference to anticipated costs represents a further costing requirement for a municipality. It is noted that the statutory requirement is not the actual processing costs related to any one specific application. As such, actual time docketing of staff processing effort against application categories or specific applications does not appear to be a requirement of the Act for compliance purposes. As such our methodology which is based on staff estimates of application processing effort meets with the requirements of the Act and is in our opinion a reasonable approach in determining anticipated costs.

The Act does not specifically define the scope of eligible processing activities and there are no explicit restrictions to direct costs as previously witnessed in other statutes. Moreover, amendments to the fee provisions of the *Municipal Act* and *Building Code Act* are providing for broader recognition of indirect costs. Acknowledging that staff effort from multiple business units is involved in processing planning applications, it is our opinion that such fees may include direct costs, capital-related costs, support function costs directly related to the service provided, and general corporate overhead costs apportioned to the service provided.

The payment of *Planning Act* fees can be made under protest with appeal to the Ontario Land Tribunal (OLT), previously known as the Ontario Municipal Board, if the applicant believes the fees were inappropriately charged or are unreasonable. The OLT will hear such an appeal and determine if the appeal should be dismissed or direct the municipality to refund payment in such amount as determined. These provisions confirm that fees imposed under the *Planning Act* are always susceptible to appeal. Unlike other fees and charges (e.g. development charges) there is no legislated appeal period related to the timing of by-law passage, mandatory review period, or public process requirements.

### **1.2.2 *Building Code Act, 1992***

Section 7 of the *Building Code Act* provides municipalities with general powers to impose fees through passage of a by-law. The Act provides that:

“The council of a municipality...may pass by-laws

- (c) Requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;
- (d) Providing for refunds of fees under such circumstances as are prescribed;”

The *Building Code Statute Law Amendment Act* imposed additional requirements on municipalities in establishing fees under the Act, in that:

“The total amount of the fees authorized under clause (1)(c) must not exceed the anticipated reasonable cost of the principal authority to administer and enforce this Act in its area of jurisdiction.”

In addition, the amendments also require municipalities to:

- Reduce fees to reflect the portion of service performed by a Registered Code Agency;
- Prepare and make available to the public annual reports with respect to the fees imposed under the Act and associated costs; and
- Undertake a public process, including notice and public meeting requirements, when a change in the fee is proposed.

O.Reg. 305/03 is the associated regulation arising from the *Building Code Statute Law Amendment Act, 2002*. The regulation provides further details on the contents of the annual report and the public process requirements for the imposition or change in fees. With respect to the annual report, it must contain the total amount of fees collected, the direct and indirect costs of delivering the services related to administration and enforcement of the Act, and the amount of any reserve fund established for the purposes of administration and enforcement of the Act. The regulation also requires that notice of the preparation of the annual report be given to any person or organization that has requested such notice.

Relating to the public process requirements for the imposition or change in fees, the regulations require municipalities to hold at least one public meeting and that at least 21-days notice be provided via regular mail to all interested parties. Moreover, the regulations require that such notice include, or be made available upon request to the public, an estimate of the costs of administering and enforcing the Act, the amount of the fee or change in existing fee and the rationale for imposing or changing the fee.

The Act specifically requires that fees “must not exceed the anticipated reasonable costs” of providing the service and establishes the cost justification test at the global *Building Code Act* level. With the Act requiring municipalities to report annual direct and indirect costs related to fees, this would suggest that *Building Code Act* fees can include general corporate overhead indirect costs related to the provision of service. Moreover, the recognition of anticipated costs also suggests that municipalities could include costs related to future compliance requirements or fee stabilization reserve fund contributions. As a result, *Building Code Act* fees modeled in this exercise include direct costs, capital related costs, indirect support function costs directly consumed by the service provided, and corporate management costs related to the service provided, as well as provisions for future anticipated costs.

### **1.2.3 *Municipal Act, 2001***

Part XII of the *Municipal Act* provides municipalities and local boards with broad powers to impose fees and charges via passage of a by-law. These powers, as presented in s.391 (1), include imposing fees or charges:

- “for services or activities provided or done by or on behalf of it;
- for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- for the use of its property including property under its control.”

This section of the Act also allows municipalities to charge for capital costs related to services that benefit existing persons. The eligible services for inclusion under this subsection of the Act have been expanded by the *Municipal Statute Law Amendment Act*. Moreover, the amendments to the Act have also embraced the broader recognition for cost inclusion within municipal fees and charges with recognition under s.391(3) that “the costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets”.

Fees and charges included in this review, permissible under the authority of the *Municipal Act* would include engineering review and inspection fees, other engineering fees, clerks/licensing fees, fire fees, etc. that are not specifically provided for under the statutes identified above.

In contrast to cost justification requirements under other legislation, the *Municipal Act* does not impose explicit requirements for cost justification when establishing fees for municipal services. In setting fees and charges for these services, however, municipalities should have regard for legal precedents and the reasonableness of fees and charges. The statute does not provide for appeal of fees and charges to the OLT; however, fees and charges may be appealed to the courts if municipalities are acting outside their statutory authority. Furthermore, no public process or mandatory term for fees and charges by-laws is required under the Act. There is, however, a requirement that municipal procedural by-laws provide for transparency with respect to the imposition of fees and charges.



# Chapter 2

## Activity Based Costing User Fee Methodology

## 2. Activity Based Costing User Fee Methodology

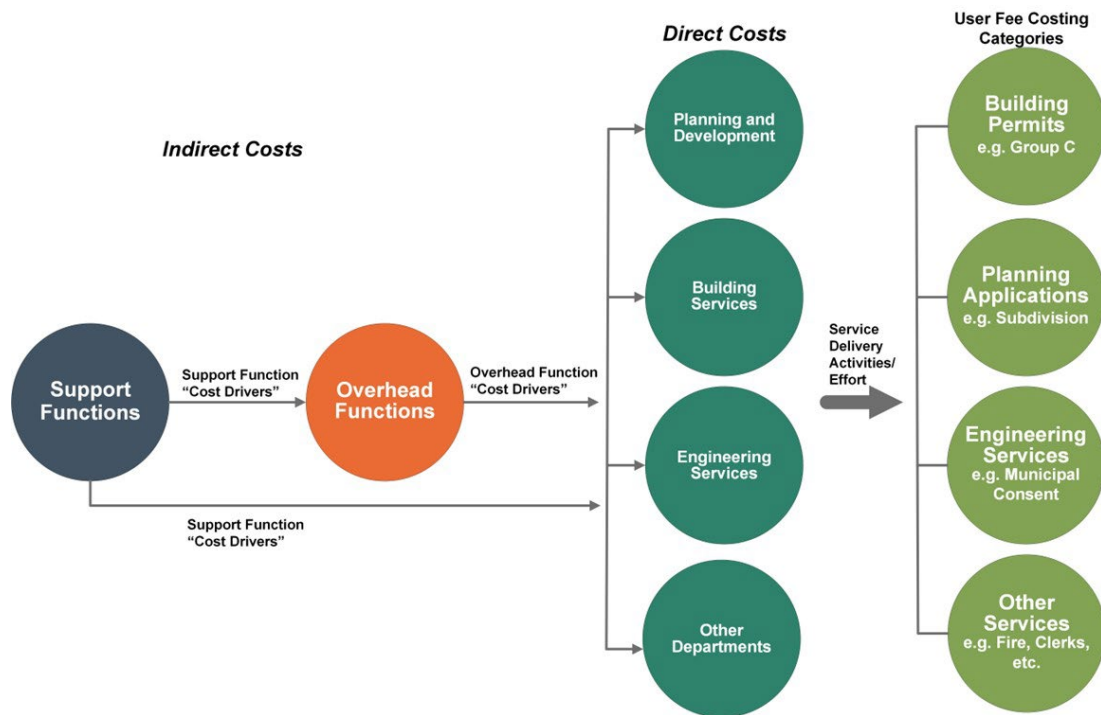
### 2.1 Activity Based Costing Methodology

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An activity-based costing (A.B.C.) methodology, as it pertains to municipal governments, assigns an organization's resource costs through activities to the services provided to the public. Conventional municipal accounting structures are typically not well-suited to the costing challenges associated with application processing activities as these accounting structures are business unit focused and thereby inadequate for fully costing services with involvement from multiple business units. An A.B.C. approach better identifies the costs associated with the processing activities for specific application types and thus is an ideal method for determining full cost of processing applications and other user fee activities.

As illustrated in Figure 2-1, an A.B.C. methodology attributes processing effort and associated costs from all participating municipal business units to the appropriate service categories (user fee costing categories). The resource costs attributed to processing activities and user fee costing categories include direct operating costs, indirect support costs, and capital costs. Indirect support function and corporate overhead costs are allocated to direct business units according to operational cost drivers (e.g. information technology costs allocated based on the relative share of departmental personal computers supported). Once support costs have been allocated amongst direct business units, the accumulated costs (i.e. indirect, direct and capital costs) are then distributed across the various user fee costing categories, based on the business unit's direct involvement in the processing activities. The assessment of each business unit's direct involvement in the user fee review processes is accomplished by tracking the relative shares of staff processing efforts across the sequence of mapped process steps for each user fee category. The results of employing this costing methodology provides municipalities with a better recognition of the costs utilized in delivering user fee processes, as it acknowledges not only the direct costs of resources deployed but also the operating and capital support costs required by those resources to provide services.

Figure 2-1  
Activity-Based Costing Conceptual Flow Diagram

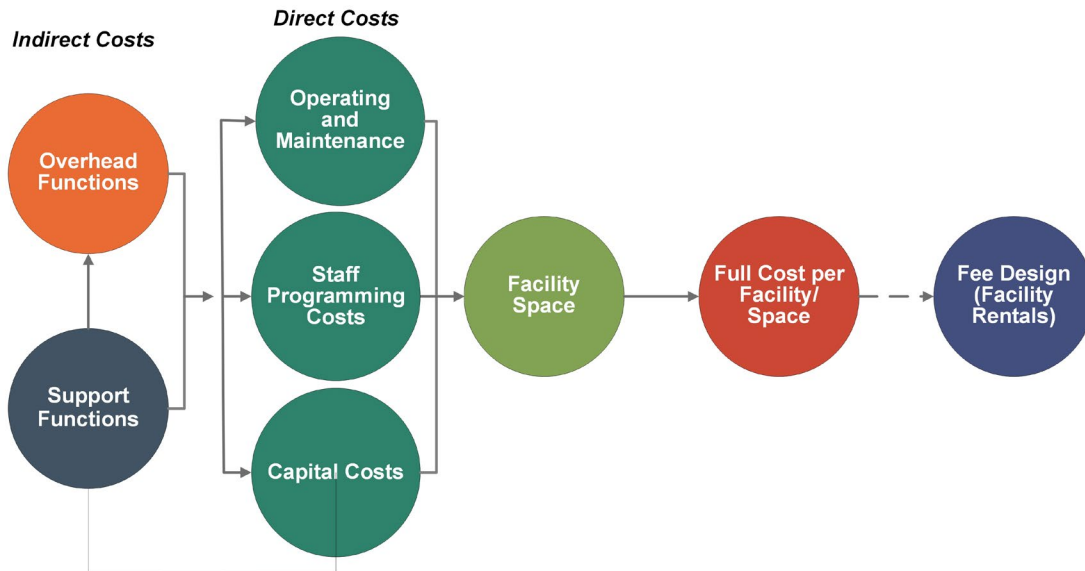


## 2.2 Facility-Related Costing Methodology

An important distinction from the above approach (Section 2.1) for process driven user fees will be made for user fees that are related to use or consumption of capital infrastructure (e.g. Milton Education Village Innovation Centre and Fire Training Grounds Rental). For infrastructure-related user fees, our methodology focuses on establishing the full cost of providing and maintaining the infrastructure (i.e. operating, maintenance, and capital replacement costs), as well as any staff costs related to providing programming within the facility that user fees are imposed for. An illustration of the methodology used for facility-related fees is presented in Figure 2-2.

The following sections of this chapter review each component of the A.B.C. methodology as it pertains to the Town's user fees review.

Figure 2-2  
Activity Based Costing Conceptual Flow Diagram (Facilities)



## 2.3 User Fee Costing Category Definition

The Town's business units deliver a variety of user fee related services; these services are captured in various cost objects or user fee categories. A critical component of the full cost user fees review is the selection of the costing categories. This is an important first step as the process design, effort estimation and subsequent costing is based on these categorization decisions. It is also important from a compliance standpoint where, as noted previously, the *Planning Act* requires user fees to be cost justified by application type consistent with the categorization contained within the Town's tariff of fees. Moreover, it is equally important in costing building permit fees to understand the cost/revenue relationships within the Town's by-law, beyond the statutory cost justification for fees established at the level of administration and enforcement under the authority of the Building Code.

The Town's user fee categories can be grouped into the following broad service categories:

- Planning Application Fees;
- Building Permit Fees;
- Other Development Related Fees
  - Engineering and Inspection Fees;

- Per Unit Processing Fees;
- Winter Maintenance;
- Streetlighting
- Other Engineering Fees;
- Clerks/Licensing Fees;
- Milton Education Village Innovation Centre Fees;
- Corporate Services Fees (Taxation-Related, Purchasing, Finance-Related and Maps/GIS Data);
- Fire Fees; and
- Town-Wide Fees.

The Town's A.B.C. user fee model allocates the service channel defined costs (i.e. direct and indirect costs) presented in the following sections across these defined user fee categories. Categorization of user fees occurred during the project initiation stage of the study and through subsequent discussions with Town Project Team members. The user fee costing categories included in the A.B.C. model and later used to rationalize changes to the Town's fee structure are presented in tables throughout the report. While many of these costing categories reflect the Town's current fee schedule new fees were also included for Council's consideration based on discussions with Town staff and municipal market comparisons.

## 2.4 Processing Effort Cost Allocation

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To capture each participating Town staff member's relative level of effort in processing activities related to user fees, updated process estimates were obtained for each of the above-referenced costing categories. The effort estimates received were applied against average annual user fee volumes for the period 2017- 2021 to assess the average annual processing time per position spent on each user fee category. For building permit applications, a combination of historical (average annual volumes for 2018 - 2021) and forecast volumes were utilized for the analysis. These permit volumes were adjusted to reflect the anticipated future volumes for new and addition permits in recognition of the increased staff complement that was approved to process these higher volumes. Furthermore, for other non-development related user fees, adjustments to 2017-2021 average volumes were made for service utilization impacts as a result of the COVID-19 Pandemic.

Annual processing effort per staff position was measured against available processing capacity to determine overall service levels. The results of the initial capacity analysis were compared to those from the 2016 Study and 2018 Study for Building Permit Fees. The capacity utilization results were refined with the Town Project Team and participating business units to reflect staff utilization levels. Table 2-1 summarizes the utilization by department or division. The utilization is presented as a percentage of available time and also expressed in full time equivalents.

The results of the capacity analysis indicate the following levels of departmental utilization:

- Development Review Division - approximately 91% of staff effort relates to user fee activities, with most of that effort allocated to planning applications (90%). This utilization reflects the costs associated with the processing activities and administration and oversight of these processes. Another 1% of staff time is spent on Clerks/Licensing fee. The remaining 9% of staff effort recognizes activities related to Ontario Land Tribunal and appeal-related matters, capital projects, and other corporate initiatives.
- Planning Policy Division - approximately 14% of staff effort relates to user fee activities. This effort is predominately allocated to planning applications with minor involvement in Clerks/Licensing fees. This level of planning involvement in applications generally reflects levels of utilization witnessed in other municipalities that have undertaken full cost recovery analysis. This utilization reflects the costs associated with the processing activities and administration and oversight of these processes. Approximately 42% of the division's effort relates to capital-related activities. The remaining 43% of staff effort recognizes activities related to planning policy, Ontario Land Tribunal and appeal-related matters, and other corporate initiatives.
- Building Division – approximately 100% of staff effort assigned to user fee activities, with 95% of staff effort relating to building permit activities. Minor amounts of staff effort (approximately 5%) are allocated to planning application processes and other user fee processes. This reflects that the division is predominately utilized in the administration and enforcement of the Building Code, with a small portion of their time related to other corporate initiatives and capital-related activities.
- Development Engineering Division – approximately 83% of staff effort assigned to user fee activities; 45% is allocated to engineering and inspection, 16% to

“other engineering fees”, 12% to planning application fees, and 10% to building permit fees. The remaining staff time relates to the division’s involvement in capital projects, review of subwatershed impact studies (applicants pay actual cost), and other corporate initiatives.

- Infrastructure Engineering Division – approximately 8% of staff time is assigned to the user fees included in the review. Approximately 32% of the division’s effort relates to capital projects. The majority of Infrastructure Engineering division staff time is utilized on activities such as capital projects and other corporate initiatives.
- Legislative and Legal Division – approximately 19% of staff effort relates to user fee activities, with 15% allocated to clerks/licensing processes and minor staff involvement in planning application processes and other user fees.
- Finance Division – approximately 28% of finance staff effort relates to user fees. 17% of staff effort is related to corporate services user fees (finance-related, purchasing, taxation-related and maps). 9% is allocated to development-related fees i.e. planning, building, and engineering fees.
- Fire Department – minor amounts of fire staff efforts are recovered from user fees, with approximately 5% of staff effort related to fire user fee activities and less than 1% of staff effort related to planning, building, and clerks/licensing user fees.
- Community Services Department – minor amounts of community services staff efforts are recovered from development related user fees, with approximately 1% of staff effort related to development-related fees (comprised of planning application, building, and engineering and inspection fees). The majority of community services staff costs are related to service delivery activities recovered, in part, from Community Services User Fees. These costs and associated fees have not been considered as part of this review.

**Table 2-1**  
**Staff Capacity Utilization by Department/Division**

**Staff Capacity Utilization (%)**

Department/Division	# of Staff	CLERKS/ LICENSING	MEVIC	FINANCE	PURCHASIN G	TAX	MAPS/GIS DATA	FIRE	TOWN WIDE	ENGINEERIN G	PLANNING	BUILDING	Engineering & Inspection	Total User Fee Related Utilization (%)	Capital Program	SIS Review	GRAND TOTAL
Mayor & Council	1	-	-	-	-	-	-	-	-	-	6%	-	-	6%	-	-	6%
CAO Administration	3	-	-	-	-	-	-	-	-	-	-	-	-	-	24.0%	-	24%
Economic Development	5	-	15%	-	-	-	-	-	-	-	-	-	-	15%	1.0%	-	16%
Corporate Services Administration	1	4%	-	-	2%	5%	-	-	-	-	-	-	-	11%	3.0%	-	14%
Finance	41	1%	-	-	4%	13%	-	1%	1%	4%	1%	4%	-	29%	25.0%	-	54%
Information Technology	22	-	-	-	-	-	-	-	-	-	4%	-	-	4%	1.0%	-	5%
Legislative & Legal Services	27	15%	-	-	-	-	-	-	-	-	4%	-	-	19%	-	-	19%
Human Resources	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Strategic Communications	8	-	-	-	-	-	-	-	-	-	-	-	-	-	14.0%	-	14%
Development Services	3	-	-	-	-	-	-	-	-	1%	27%	16%	-	44%	15.0%	-	59%
Planning Policy	6	-	-	-	-	-	-	-	-	-	14%	-	-	14%	42.0%	-	56%
Development Review	11	1%	-	-	-	-	-	-	-	-	90%	-	-	91%	-	-	91%
Building	44	-	-	-	-	-	-	-	-	-	5%	95%	-	100%	-	-	100%
Infrastructure	14	-	-	-	-	-	-	-	-	3.0%	3.0%	-	2.0%	8%	32.0%	-	40%
Development Engineering	15	-	-	-	-	-	-	-	-	16%	12%	10%	45.0%	83%	2.0%	3.0%	88%
Community Services Administration	2	-	-	-	-	-	-	-	-	-	-	-	-	-	37.0%	-	37%
Facilities, Operations & Environment	43	-	-	-	-	-	-	-	-	-	-	-	3.0%	3%	9.0%	-	12%
Operations	99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation & Culture	35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transit Services	2	-	-	-	-	-	-	-	-	-	1%	-	-	1%	2.0%	-	3%
Fire Services	69	-	-	-	-	-	-	5%	-	-	-	-	-	5%	-	-	5%
<b>Total</b>	<b>458</b>																

**Staff Utilization (FTEs)**

Department/Division	# of Staff	CLERKS/ LICENSING	MEVIC	FINANCE	PURCHASIN G	TAX	MAPS/GIS DATA	FIRE	TOWN WIDE	ENGINEERIN G	PLANNING	BUILDING	Engineering & Inspection	Total User Fee Related Utilization (%)	Capital Program	SIS Review	GRAND TOTAL
Mayor & Council	1	-	-	-	-	-	-	-	-	-	0.1	-	-	0.1	-	-	0.1
CAO Administration	3	-	-	-	-	-	-	-	-	-	-	-	-	-	0.7	-	0.7
Economic Development	5	-	0.8	-	-	-	-	-	-	-	-	-	-	0.8	0.1	-	0.8
Corporate Services Administration	1	0.0	-	-	0.0	0.1	-	-	-	-	-	-	-	0.1	0.0	-	0.1
Finance	41	0.4	-	-	1.6	5.3	-	0.4	0.4	1.6	0.4	1.6	-	11.9	10.3	-	22.1
Information Technology	22	-	-	-	-	-	-	-	-	-	0.9	-	-	0.9	0.2	-	1.1
Legislative & Legal Services	27	4.0	-	-	-	-	-	-	-	-	1.1	-	-	5.0	-	-	5.0
Human Resources	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Strategic Communications	8	-	-	-	-	-	-	-	-	-	-	-	-	-	1.1	-	1.1
Development Services	3	-	-	-	-	-	-	-	-	0.0	0.8	0.5	-	1.3	0.5	-	1.8
Planning Policy	6	-	-	-	-	-	-	-	-	-	0.8	-	-	0.8	2.5	-	3.4
Development Review	11	0.1	-	-	-	-	-	-	-	-	9.9	-	-	10.0	-	-	10.0
Building	44	-	-	-	-	-	-	-	-	-	2.2	41.8	-	44.0	-	-	44.0
Infrastructure	14	-	-	-	-	-	-	-	-	0.4	0.4	-	0.3	1.1	4.5	-	5.6
Development Engineering	15	-	-	-	-	-	-	-	-	2.4	1.8	1.5	6.8	12.5	0.3	0.5	13.2
Community Services Administration	2	-	-	-	-	-	-	-	-	-	-	-	-	-	0.7	-	0.7
Facilities, Operations & Environment	43	-	-	-	-	-	-	-	-	-	-	-	1.3	1.3	3.8	-	5.1
Operations	99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation & Culture	35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transit Services	2	-	-	-	-	-	-	-	-	-	0.0	-	-	0.0	0.0	-	0.1
Fire Services	69	-	-	-	-	-	-	3.5	-	-	-	-	-	3.5	-	-	3.5
<b>Total</b>	<b>458</b>	<b>4.5</b>	<b>0.8</b>	<b>-</b>	<b>1.7</b>	<b>5.4</b>	<b>-</b>	<b>3.9</b>	<b>0.4</b>	<b>4.5</b>	<b>18.4</b>	<b>45.4</b>	<b>8.3</b>	<b>93.2</b>	<b>24.8</b>	<b>0.5</b>	<b>118.4</b>

The number of staff included by department and division in Table 2-1 represents the staff positions included in the user fee model and not all staff positions within the Town.



## 2.5 Direct Costs

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Direct costs refer to the employee costs (salaries, wages and benefits), materials and supplies, services and rents that are typically consumed by directly involved departments or business units. Costs for online payments have also been incorporated into the costs as part of this current study. To identify the amount of direct costs that should be allocated to the user fee categories, cost drivers have been identified. Cost drivers are the non-financial operational data used to allocate shares of the defined costs across multiple user fee categories. Ideally, cost driver data documents the relative intensity of effort multiple employees deploy against a single cost object/fee category or the relative intensity of effort a single employee deploys against multiple cost objects/fee categories. For the purposes of a full cost user fee analysis, the cost drivers in an A.B.C. user fee model presents the need to distribute multiple employee positions (direct costs) across multiple cost objects. These user fee allocations have been summarized in aggregate above.

## 2.6 Indirect Costs

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An A.B.C. review includes not only the direct cost of providing service activities but also the indirect support costs that allow direct service business units to perform these functions. The method of allocation employed in this analysis is referred to as a step costing approach. Under this approach, support function and general corporate overhead functions are classified separate from direct service delivery departments. These indirect cost functions are then allocated to direct service delivery departments based on a set of cost drivers, which subsequently flow to the user fee categories according to staff effort estimates. Cost drivers are a unit of service that best represent the consumption patterns of indirect support and corporate overhead services by direct service delivery departments or business units. As such, the relative share of a cost driver (units of service consumed) for a direct department determines the relative share of support/corporate overhead costs attributed to that direct service department. An example of a cost driver commonly used to allocate information technology support costs would be a department or business unit's share of supported personal computers. Cost drivers are used for allocation purposes acknowledging that these business units do not typically participate directly in the delivery of services, but that their efforts facilitate services being provided by the Town's direct business units.

Table 2-2 summarizes the support and corporate overhead functions included in the user fee calculations and the cost drivers assigned to each function for cost allocation purposes. The indirect support and corporate overhead cost drivers used in the fees model reflects generally accepted practices within the municipal sector.

**Table 2-2**  
**Indirect Support and Corporate Overhead Functions and Cost Drivers**

Indirect Cost Function	Cost Driver
Mayor and Council	Council Agenda Items
Total Information Technology	Personal Computers
Total Human Resources	Number Of Full Time Equivalents
Workers Compensation	Number Of Full Time Equivalents
Civic / Other	Facility Square Footage
Facilities-Administration	Facility Square Footage
Fire Stations	Fire Stations
Total Office of the CAO	Share of Budget
Financial Planning and Policy	Share of Budget
Purchasing	Share of Budget
Accounting	Share of Budget
Legislative and Legal Services	Share of Budget
Municipal Elections	Share of Budget
Chargebacks By-Law	Share of Budget
Strategic Communications	Percent of Activity Spent, by Department
Total Development Services Administration	Share of Budget

## 2.7 Capital Costs

The inclusion of capital costs within the full cost user fees calculations follows a methodology similar to indirect costs. Replacement value of assets commonly utilized to provide direct business unit services have been included to reflect the capital costs of service. The approach used in estimating these costs includes the identification of the proportion of capital assets by direct department (e.g. Town Hall facility square footage occupied), the estimation of annualized capital costs by employing sinking fund replacement value or amortization, and the allocation of these annualized costs to the cost objects/user fee categories based on the respective departmental effort deployed.

The replacement value approach determines the annual asset replacement value over the expected useful life of the respective assets. This reflects the annual depreciation

of the asset over its expected useful life based on current asset replacement values. This annuity is then allocated across all fee categories based on the capacity utilization of direct business units. A similar approach is utilized for the amortization method, with asset historic value used in place of replacement value.

With respect to the Town's model, capital costs have been identified for facilities, vehicles and information technology infrastructure (i.e. personal computers, communications systems). The annualized costs have been estimated based on current replacement values and the asset useful life assumptions. These costs have been allocated across the various fee categories, and non-user fee activities, based on the underlying effort estimates of direct department staff (as presented in section 2.4).

## **2.8 Building Code Act Reserve Fund Policy**

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The *Building Code Act* recognizes the legitimacy of creating a municipal reserve fund to provide for service stability and mitigate the financial and operational risk associated with a temporary downturn in building permit activity. Specifically, a reserve fund should be maintained to reduce the staffing and budgetary challenges associated with a cyclical economic downturn and the requirement for ongoing legislative turnaround time compliance. Without such a reserve fund, reduced permit volumes during a downturn could result in severe budgetary pressures and the loss of certified Town building staff, which would be difficult to replace during the subsequent recovery when mandatory permit processing turnaround times apply.

Although the Act does not prescribe a specific methodology for determining an appropriate reserve fund, municipalities have developed building permit reserve funds providing service stabilization. The Town's 2005 User Fee Study, and subsequent updates, established the need for a building code stabilization reserve fund (Building Rate Stabilization Reserve Fund). A target reserve fund balance was established based on the witnessed reduction in building permit activity during recessionary periods when compared with the long-run average to ensure that sufficient reserve fund levels are attained to sustain operations through a downturn in permit activity and acknowledging the Town's responsibility to manage some of the cost impacts.

The Town's reserve fund target balance has been set equivalent to two years' annual direct costs of building permit review. After considering anticipated activity in 2022, the balance in the Town's Building Rate Stabilization Reserve Fund is projected to be \$8.64 million on December 31, 2022. While this balance does not reflect the 2x multiple of

annual costs identified in the associated policy, the Town is required to review the impact of anticipated level of future activity on revenues for fee determination purposes. This analysis is presented in Section 3.2.2 of this report.

# Chapter 3

## Development User Fees Review

## 3. Development User Fees Review

### 3.1 Introduction

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This chapter presents the full costs, cost recovery levels of current fees, recommended fee structure and rates for development user fees. Furthermore, the impact of the proposed fees on cost for sample developments are also presented. Development fees comprise of planning application fees, building permit fees, engineering and inspection fees, per unit processing fees, winter maintenance and streetlighting fees. All other user fees are addressed in Chapter 4 of this report.

This chapter quantifies the full cost of service, level of full cost recovery being achieved within existing fee structures for development related fees. The chapter also presented the recommended user fees in 2022 values. Unless noted otherwise, these inflationary adjustments would be applied to the 2022 fee recommendations for implementation in 2023.

A municipal fee survey for all user fees has been included in Appendix A for market comparison purposes. The survey results were considered in discussions with Town staff in determining recommended user fees.

### 3.2 Consolidated Full Cost Development Fees

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Table 3-1 presents the Town's annual costs of providing development user fee services. The costs and estimated revenues based on existing fees are presented in aggregate. The annual costs reflect the organizational direct, indirect and capital costs associated with processing activities at average historical volumes levels for the period 2017-2021. As previously mentioned, the projected volumes for residential (new/addition) building permits were used for the analysis.

Costs are based on 2022 budget estimates and are compared with revenues modelled from current development fee schedules applied to average application/permit volumes and charging parameters. The charging parameters for these applications (e.g. number of residential units) were provided by the Town Project Team.

Annual processing costs for planning application fees total \$3.91 million with annual revenues of approximately \$2.09 million, achieving 53% cost recovery. Consistent with the approach in previous studies, the costs associated with planning applications have

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been narrowly defined to include activities associated with application processing activities and related administration.

Building permit fees account for \$7.53 million in annual processing capacity costs. Based on the modelled volumes, the Town's current fees recover approximately 119% of total costs annually. This reflects, in part, funding for the Building Rate Stabilization reserve fund. A detailed analysis of forecast building permit activity, revenues and *Building Code Act* reserve fund levels is contained in section 3.4, which has been used to inform decisions for potential fee structure revisions.

Engineering and inspection fees provide approximately \$1.18 million in annual revenues. The annual cost estimate is based on the average annual expenses billed to the Town's T-jobs database for the period 2017-2021. Estimated annual revenues represent 93% of annual costs. Detailed information on the cost and recovery assessment is provided in section 3.5.

Staff activities recovered through the Per Unit Processing Fee cost approximately \$0.52 million annually. The annual direct costs of processing total \$0.41 million, with indirect and capital costs accounting for approximately \$0.11 million annually. Annual revenues based on average historical activity levels and the Town's current fee structure generally recover the full costs of service.

Overall, direct service costs represent 76% of annual costs (\$10.08 million). Indirect and capital costs constitute 18% (\$2.38 million) and 6% (\$0.77 million) of costs, respectively.

Although the costs for winter maintenance, streetlights, and traffic lights are not included in the cost modeling, Town staff undertook a review of these fees and the recommendations have been included in the report.

Further details on the cost recovery assessment, recommendations, and modelled impact on revenues is provided in the following sections.

**Table 3-1**  
**Cost Recovery Assessment of Current Development User Fees (2022\$)**

Service Area	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Modelled Revenue at Current Fees		
	Salary, Wage & Benefits	Non-Salary, Wage & Benefits/ Other Direct Costs	Total				Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
<b>Development Fees</b>									
Planning	2,477,872	649,477	3,127,349	538,777	244,957	<b>3,911,083</b>	2,089,807	(1,821,276)	53%
Building	5,245,396	362,767	5,608,163	1,503,112	420,735	<b>7,532,010</b>	8,926,490	1,394,480	119%
Engineering & Inspection Fees*	661,725	268,549	930,274	256,682	73,742	<b>1,260,697</b>	1,176,587	(84,110)	93%
Per Unit Processing Fee	361,244	50,386	411,630	77,924	30,138	<b>519,692</b>	519,181	(511)	100%
<b>Total - Development Fees</b>	<b>8,746,238</b>	<b>1,331,179</b>	<b>10,077,416</b>	<b>2,376,495</b>	<b>769,572</b>	<b>13,223,483</b>	<b>12,712,065</b>	<b>(511,417)</b>	<b>96%</b>

### 3.3 Planning Application Fees

Table 3-2 summarizes the costing results and recovery levels for each planning application costing category within the Town's A.B.C. model. As previously mentioned, the annual cost to the Town for processing planning applications is \$3.91 million. Direct service costs represent 80% (\$3.13 million) of the total, with indirect and capital costs accounting for the remaining 20% (\$0.79 million).

The Town's current fees were applied to average application characteristics to model the anticipated revenue and quantify the cost recovery level by type. In aggregate, the Town's planning application fees are recovering 53% of annual costs (\$2.09 million).

When assessed by application type:

- Existing fees for some of the costing categories are generally recovering more than the anticipated costs of services. These include the Annual processing fee for any planning application, Application for Communications Tower, Part Lot Control Exemption, Site Plan Agreements, and Vacant Land Condo / Subdivision Review - Request for Extension to Draft Plan Approval.
- Existing fees for all the remaining costing categories are generally not recovering the full costs of service. These include the fees for Official Plan Amendments, Zoning By-law Amendments, Site Plan, Minor Variances, and Consents. Cost recovery ranges from 10% to 98%.
- The Town does not currently impose fees for Pre-Consultation, Administrative Fee for Ontario Land Tribunal Appeals, and Cash in Lieu of Parking Application.

Planning application fee structure recommendations are provided in Table 3-3. These fee recommendations are based on the average application costs and revenues, as well



as the application characteristics (e.g. residential units and non-residential gross floor area). For Type 2 Minor Variances (new homes additions greater than 75 square meters), the increase to \$3,900 will be phased in over three years. Current fee structures (e.g. declining block per residential unit, constant rate gross floor area fees and flat fees) have been maintained.

Based on the recommended planning application fees and underlying application volumes, cost recovery would increase by \$1.28 million. Overall cost recovery would increase from 54% to 86% of annual costs. Modelled revenue increases may differ from budgeted increases due to differences in future volume assumptions. Specifically, the modelled revenues generally reflect historical averages while the budget is prepared based on forward-looking projections.

**Table 3-2**  
**Planning Application Fees Full Cost Impacts by Costing Category (2022\$)**

Planning Application Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Advertising Fee	6,295	27,826	34,121	475	36	34,632	33,031	(1,601)	34,632	-
Agreement Registration - Condominium	19	6	24	1	0	26	35	9	26	-
Agreement Registration - Subdivision	2,411	710	3,121	187	26	3,335	4,454	1,120	3,335	-
Annual processing fee for any planning application	4,301	519	4,821	662	179	5,662	11,160	5,498	11,160	5,498
Application for Communications Tower (on Town owned property)	452	140	593	56	15	663	821	157	663	-
Application for Communications Tower (on other property)	357	87	444	32	8	484	678	194	484	-
Cash in Lieu of Parking Agreement	181	42	223	21	6	250	285	35	250	-
Condominium Review	30,710	3,472	34,182	4,254	1,121	39,557	29,304	(10,253)	39,557	-
Condominium Conversion / Exemption	1,296	139	1,435	134	32	1,601	912	(690)	1,601	-
Consent to Sever - Type 1	12,850	5,317	18,167	3,235	721	22,123	16,980	(5,143)	22,123	-
Consent to Sever - Type 2	15,048	5,025	20,073	3,472	1,061	24,605	18,493	(6,112)	24,605	-
Local Official Plan Amendment	152,282	49,532	201,814	58,484	41,714	302,012	139,162	(162,850)	302,012	-
Regional Official Plan Amendment	2,861	1,063	3,924	1,109	821	5,854	4,093	(1,761)	5,854	-
Major revision to planning application	5,584	2,046	7,629	2,228	1,609	11,467	-	(11,467)	-	(11,467)
Minor revision to planning application	3,107	1,597	4,704	935	611	6,250	-	(6,250)	-	(6,250)
Minor Variance - Type 3 (Commercial/Industrial)	43,390	15,878	59,268	12,695	4,260	76,223	64,878	(11,345)	76,223	-
Minor Variance - Type 1 (Pools/Decks)	84,298	27,212	111,510	25,912	10,371	147,792	48,763	(99,029)	50,226	(97,566)
Minor Variance - Type 2 (New Homes, Additions >75)	84,298	27,212	111,510	25,912	10,371	147,792	48,763	(99,029)	63,969	(83,824)
Municipal House Number Change	79	39	118	13	2	133	127	(6)	133	-
Part Lot Control Exemption	38,751	5,960	44,711	9,856	2,747	57,314	82,431	25,117	57,314	-
Part Lot Control - Subsequent or Extension by-law fee (inc. registration)	405	102	506	84	19	610	670	61	610	-
Property Information Request - Planning	66	23	89	31	20	140	64	(76)	140	-
Property Information Request - Building	26,796	5,851	32,647	7,586	2,006	42,239	14,500	(27,739)	-	(42,239)
Remove Holdings	8,188	4,247	12,435	458	104	12,998	11,672	(1,325)	12,998	-
Sign Variance	296	51	347	47	11	405	456	50	405	-
Site Plan Agreement Fee	38,914	12,926	51,840	5,535	1,738	59,114	75,537	16,423	59,114	-
Agreement Registration - Site Plan (Character Area)	1,512	134	1,645	934	745	3,325	14,650	11,325	1,667	(1,658)
Site Plan Inspection Fee	25,893	3,073	28,966	4,188	1,158	34,311	26,928	(7,383)	34,311	-
Site Plan Approval - Non Residential	630,038	163,074	793,113	107,178	36,114	936,405	212,331	(724,073)	729,478	(206,927)
Site Plan Approval - Residential Base Fee (non heritage)	218,605	53,138	271,742	36,638	12,028	320,408	97,351	(223,057)	320,408	-
Site Plan Approval - Residential Base Fee (Character Area)	13,779	2,493	16,272	5,863	3,642	25,777	5,952	(19,825)	5,952	(19,825)
Site Plan Approval - Extension	88	9	97	22	14	133	142	9	133	-
Site Plan Approval - Mixed Use Applications (Residential/Commercial)	19,438	5,059	24,496	3,367	1,133	28,997	14,657	(14,340)	28,849	(148)
Minor Site Plan Approval Application	364	64	427	64	17	508	-	(508)	-	(508)
Partial Site Plan Approval Application	343	39	382	40	10	432	-	(432)	-	(432)
Aggregate Extraction Applications	14,434	2,395	16,829	1,764	852	19,444	13,427	(6,018)	19,444	-
MOE/MNR Permit Application	1,836	273	2,108	1,181	907	4,196	2,402	(1,794)	4,196	-
Bordering Municipality										
Special Committee of Adjustment Meeting	131	46	178	31	5	214	135	(79)	214	-
Special Research / Information Request (per hour)	92	7	99	85	70	254	24	(230)	24	(230)
Building Plans	48,003	7,068	55,071	14,178	3,868	73,118	31,892	(41,226)	31,892	(41,226)
Certificate of Occupancy / Zoning	3,968	1,445	5,414	1,220	333	6,966	11,715	4,749	11,715	4,749
Ground Mounted Solar Application Screening	53	6	59	15	4	77	89	11	89	11
Swimming Pool Fence Enclosure	46,928	5,300	52,228	11,666	3,804	67,698	28,144	(39,554)	28,144	(39,554)
Subdivision - Deeming	197	28	225	23	6	254	467	213	254	-
Temporary Use By-Law Amendment	12,624	4,609	17,233	2,371	1,403	21,007	15,251	(5,756)	21,007	-
Temporary Use By-Law - Extension	371	109	481	69	41	591	632	41	591	-
Tertiary Plan Fee	8,658	2,316	10,974	7,379	6,041	24,395	12,490	(11,904)	24,395	-
Vacant Land Condo / Subdivision Review - Base Fee	281,342	54,898	336,240	45,234	15,830	397,303	383,259	(14,044)	397,303	-
Vacant Land Condo / Subdivision Review - Subsequent Phase of D.P.A. or Registration	2,444	339	2,783	379	139	3,301	2,948	(353)	3,301	-
Vacant Land Condo / Subdivision Review - Request for Extension to Draft Plan Approval	12,203	1,300	13,503	1,133	255	14,891	22,057	7,166	14,891	-
Vacant Land Rev-Emergency Extension Fee	115	12	127	10	2	139	219	80	139	-
Zoning By-Law Amendment	536,513	136,097	672,610	122,272	73,669	868,551	553,198	(315,353)	868,551	-
Pre-Consultation Fee	190	21	211	82	57	351	-	(351)	35	(316)
Admin Fee for Ontario Land Tribunal Appeals	28	3	31	2	0	33	-	(33)	33	-
Cash in Lieu of Parking Application Fee	259	76	336	41	9	385	-	(385)	385	-
<b>Grand Total</b>	<b>2,477,872</b>	<b>649,477</b>	<b>3,127,349</b>	<b>538,777</b>	<b>244,957</b>	<b>3,911,083</b>	<b>2,089,807</b>	<b>(1,821,276)</b>	<b>3,370,184</b>	<b>(540,899)</b>

**Table 3-3  
Recommended Planning Application Fees (2022\$)**

Proposed Fee Schedule	Current Fee (2022)	Proposed Fee	Change (\$)	Proposed Fee Increase (%)
<b>Local Official Plan Amendment</b>				
Local Official Plan Amendment - Incomplete Application	\$194	\$421	\$227	117%
Local Official Plan Amendment	\$20,465	\$44,414	\$23,949	117%
Units 0-25	\$347	\$0	-\$347	
Units 26-100	\$207	\$0	-\$207	
Units 100+	\$125	\$0	-\$125	
Per square metre of GFA	\$1.42	\$0	-\$1	
<b>Regional Official Plan Amendment</b>				
Regional Official Plan Amendment	\$20,465	\$29,270	\$8,805	43%
Units 0-25	\$347	\$0	-\$347	
Units 26-100	\$207	\$0	-\$207	
Units 100+	\$125	\$0	-\$125	
Per square metre of GFA	\$1.42	\$0	-\$1	
<b>Part Lot Control Exemption</b>				
Part Lot Control Exemption - Base fee plus per unit fee	\$1,523	\$1,523	\$0	-30%
Part Lot Control Exemption - Per Unit fee	\$109	\$66	-\$43	
Part Lot Control - Subsequent or Extension by-law fee (inc. registration)	\$1,117	\$1,016	-\$101	-9%
<b>Site Plan Approval</b>				
Site Plan Agreement Fee	\$2,289	\$1,791	-\$498	-22%
Site Plan Agreement Fee (Character Area)	\$2,289	\$261	-\$2,028	-89%
Site Plan Application - Property Title Search Fee	\$200	\$200	\$0	0%
Site Plan Application - Legal Fees	Actual Cost	Actual Cost	n/a	
Site Plan Inspection Fee	\$816	\$1,040	\$224	27%
Site Plan Approval - Non-Residential Base Fee	\$6,200	\$13,000	\$6,800	244%
Site Plan Approval - Non-Residential fee per hectare up to a max of 10 hectares per application (rounded to nearest 1/4 hectare)	\$4,202	\$21,447	\$17,245	
Site Plan Approval - Residential Base Fee plus per unit fee	\$6,200	\$13,000	\$6,800	229%
Units 2-25	\$126	\$542	\$416	
Units 26-100	\$43	\$185	\$142	
Units 100+	\$35	\$151	\$116	
Site Plan Approval - Residential Base Fee (character area)	\$930	\$930	\$0	0%
Site Plan Approval - Extension	\$1,420	\$1,333	-\$87	-6%
Site Plan Approval - Mixed Use Base Fee plus variable fee (per residential unit or per sq.m. of non-residential GFA)	\$6,200	\$13,000	\$6,800	97%
Units 2-25	\$126	\$234	\$108	
Units 26-100	\$43	\$80	\$37	
Units 100+	\$35	\$65	\$30	
Minor Site Plan Approval Application (percentage of base fee)	15% of Current Application Fees	15% of Current Application Fees	n/a	
Partial Site Plan Approval Application (percentage of base fee)	15% of Current Application Fees	15% of Current Application Fees	n/a	
<b>Vacant Land Condo / Subdivision Review</b>				
Vacant Land Condo / Subdivision Review - Base fee plus per unit fee	\$48,969	\$50,763	\$1,794	4%
Units 0-25	\$397	\$412	\$15	
Units 26-100	\$236	\$245	\$9	
Units 100+	\$110	\$114	\$4	
Per square metre of GFA	\$1.31	\$1.36	\$0.05	
Vacant Land Condo / Subdivision Review - Subsequent Phase of D.P.A. or Registration	\$29,481	\$33,010	\$3,529	12%
Vacant Land Condo / Subdivision Review - Request for Extension to Draft	\$4,795	\$3,237	-\$1,558	-32%
Vacant Land Rev-Emergency Extension fee	\$2,194	\$1,391	-\$803	-37%
Subdivision - Deeming	\$4,671	\$2,539	-\$2,132	-46%
<b>Zoning By-law Amendment</b>				
Zoning By-law Amendment- Incomplete Application	\$194	\$305	\$111	57%
Zoning By-law Amendment- Base fee plus per unit fee	\$14,651	\$23,003	\$8,352	57%
Units 0-25	\$347	\$545	\$198	
Units 26-100	\$207	\$325	\$118	
Units 100+	\$125	\$196	\$71	
Per square metre of GFA	\$1.42	\$2.23	\$0.81	
<b>Temporary Use By-law</b>				
Temporary Use By-law Amendment	\$12,709	\$17,506	\$4,797	38%
Temporary Use By-law - Extension	\$6,316	\$5,908	-\$408	-6%
<b>Tertiary Plan Fee</b>	<b>\$62,452</b>	<b>\$121,973</b>	<b>\$59,521</b>	<b>95%</b>
<b>Remove Holdings</b>	<b>\$3,433</b>	<b>\$3,823</b>	<b>\$390</b>	<b>11%</b>

**Table 3-3  
Recommended Planning Application Fees (2022\$)**

Proposed Fee Schedule	Current Fee (2022)	Proposed Fee	Change (\$)	Proposed Fee Increase (%)
Condominium Conversion/Exemption	\$9,115	\$16,015	\$6,900	76%
Consent to Sever - Type 1	\$5,660	\$7,374	\$1,714	30%
Consent to Sever - Type 2	\$4,203	\$5,592	\$1,389	33%
Minor Variance - Type 3 (Commercial/Industrial)	\$7,544	\$8,863	\$1,319	17%
Minor Variance - Type 1 (Pools/Decks)	\$2,015	\$2,075	\$60	3%
Minor Variance - Type 2 (New Homes, Additions >75)	\$2,015	\$2,643	\$628	31%
Special Committee of Adjustment Meeting	\$1,354	\$2,142	\$788	58%
<b>Other</b>				
Advertising Fee (per required notice)	\$2,202	\$2,309	\$107	5%
Agreement Registration - Condominium	\$348	\$261	-\$87	-25%
Agreement Registration - Subdivision	\$348	\$261	-\$87	-25%
Annual processing fee for any planning application	\$3,100	\$3,100	\$0	0%
Application for Communications Tower (on Town owned property)	\$8,206	\$6,632	-\$1,574	-19%
Application for Communications Tower (on other property)	\$6,779	\$4,839	-\$1,940	-29%
Cash in Lieu of Parking Agreement	\$2,851	\$2,501	-\$350	-12%
Major revision to planning application	50% of Base Application Fees plus additional unit fee(s)	50% of Base Application Fees plus additional unit fee(s)	n/a	n/a
Minor revision to planning application	15% of Base Application Fees plus additional unit fee(s)	15% of Base Application Fees plus additional unit fee(s)	n/a	n/a
Municipal House Number Change	\$1,273	\$1,331	\$58	5%
Property Information Request - Planning	\$641	\$1,401	\$760	119%
Property Information Request - Building	\$116	\$338	\$222	191%
Sign Variance	\$4,555	\$4,052	-\$503	-11%
Aggregate Extraction Applications	\$67,134	\$97,222	\$30,088	45%
MOE/MNR Permit Application Bordering Municipality	\$24,016	\$41,961	\$17,945	75%
Special Research/Information Request (PD) (per hour)	\$243	\$243	\$0	0%
Building Plans	\$102.30 + Actual Cost	\$102.30 + Actual Cost	\$0	0%
Certificate of Occupancy / Zoning	\$132	\$132	\$0	0%
Ground Mounted Solar Application Screening	\$886	\$886	\$0	0%
Swimming Pool Fence Enclosure	\$187	\$187	\$0	0%
<b>Proposed New Fees</b>				
Pre-Consultation Fee	NEW	\$350	n/a	n/a
Admin Fee for Ontario Land Tribunal Appeals	NEW	\$330	n/a	n/a
Cash in Lieu of Parking Application Fee	NEW	\$3,855	n/a	n/a

Note: Applications where the fee structure is composed of a base plus variable fee, the proposed fee increase reflects the change in fees for a typical application.

### 3.4 Building Permit Fees

Annual costs, including direct, indirect, and capital costs, for the Building Services department total \$7.53 million. The annual costs, presented in 2022\$ values, reflect the organizational direct, indirect, and capital costs as described in Chapter 2. The majority of these costs (i.e. \$5.61 million or 74%) reflect the annual direct costs of processing activities. Indirect and capital costs account for remaining 26% of annual costs or \$1.92 million annually.

Costs are compared with revenues derived from the application of current permit fees to average permit charging parameters (e.g. average permit size). Costing and recovery levels for each costing category within the Town's A.B.C. model are summarized in Table 3-4. Annual revenues based on the Town's current fee structure and average historical activity levels are estimated at approximately \$8.93 million or 170% of processing costs. The Table also demonstrates that although the fees are recovering more than the full costs of service at the aggregate level, differences exist between the development categories. For example, permits for low and medium density residential buildings and residential alterations are under-recovering costs (13% to 91% cost recovery).

**Table 3-4**  
**Building Fees Full Cost Impacts by Costing Category (2022\$)**

Category	Annual Processing Costs						Current Fees		Recommended Fees	
	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
	Salary, Wage & Benefits	Non-Salary, Wage & Benefits/Other Direct Costs	Total Direct Costs							
Group A/B (Assembly & Institutional)	34,996	2,325	37,321	8,849	2,679	48,850	377,719	328,870	377,719	328,870
Group D/E (Business/Personal Services & Mercantile)	42,177	2,876	45,053	10,872	3,303	59,229	72,579	13,350	65,991	6,762
Group F (Industrial)	74,692	5,206	79,898	19,250	5,844	104,992	1,909,605	1,804,613	1,585,236	1,480,244
Single/Semi-detached Dwellings, Townhouses, Duplexes and Back to Back	2,756,213	197,596	2,953,809	809,263	226,084	3,989,156	3,644,575	(344,581)	4,145,400	156,244
Medium Density Multi's & Stacked Towns (6 storeys or less)	566,388	34,181	600,569	154,579	42,877	798,025	171,634	(626,391)	195,219	(602,806)
Apartment Buildings (greater than 6 Storeys)	86,406	5,110	91,517	22,599	6,246	120,362	1,240,820	1,120,458	1,240,820	1,120,458
ICI Alterations	281,391	19,633	301,024	72,745	22,190	395,959	895,729	499,770	842,541	446,582
Residential Alterations	959,970	64,036	1,024,006	276,406	76,434	1,376,847	176,763	(1,200,084)	176,763	(1,200,084)
Other	428,827	30,659	459,486	124,702	34,022	618,209	100,561	(517,649)	100,561	(517,649)
All Signs	117	96	214	44	11	268	622	354	622	354
Septic Inspection	1	1	2	0	0	2	10	8	10	8
Alternate Solution Application	545	45	590	155	42	787	1,311	523	1,311	523
Shoring (per linear metre)	595	51	645	169	46	861	-	(861)	-	(861)
Racking (no platforms/mezzanine) (per linear metre)	6,766	532	7,298	1,905	520	9,723	2,685	(7,038)	2,685	(7,038)
Conditional Building Permit	6,312	420	6,732	1,573	436	8,740	331,877	323,137	101,808	93,068
<b>Total</b>	<b>5,245,396</b>	<b>362,767</b>	<b>5,608,163</b>	<b>1,503,112</b>	<b>420,735</b>	<b>7,532,010</b>	<b>8,926,490</b>	<b>1,394,480</b>	<b>8,836,687</b>	<b>1,304,676</b>

As noted in Section 2.8 above, the Town adopted a policy establishing a *Building Code Act* Reserve Fund for service stabilization. The reserve fund target balance has been set at multiple of 2 times annual direct costs. Based on annual direct costs of \$5.61 million, the 2022 reserve fund target balance would equate to \$11.22 million at the desired multiple, compared to the current reserve fund balance of \$8.64 million. Overall, permit volumes are expected to increase over the forecast period 2023 to 2027. For example, permits volumes for low and medium density residential development are expected to increase by approximately 20% annually. Similarly, increases are also expected commercial and institutional permit volumes. The building permit volume forecast is presented in Table 3-5.

Forecasting annual revenues based on current permit fees (indexed) and anticipated volumes, and incorporating additional costs for an increase in staffing, would not achieve the target reserve fund balance by 2027. The resulting reserve fund continuity is presented in Table 3-6. Based on these projections, the reserve fund balance would increase to 1.9 times annual direct costs by 2026 before decreasing to 1.2 times annual direct costs at the end of the forecast period.

**Table 3-5**  
**Building Permit Volume Forecast (2023-2027)**

Category	Baseline Model	Permit Forecast				
		2023	2024	2025	2026	2027
Group A/B (Assembly & Institutional)	5	5	-	15	10	13
Group D/E (Business/Personal Services & Mercantile)	6	24	48	49	71	78
Group F (Industrial)	15	18	38	7	10	13
Single/Semi-detached Dwellings, Townhouses, Duplexes and Back to Back	1,103	1,299	1,860	1,774	1,478	2,796
Medium Density Multi's & Stacked Towns (6 storeys or less)	84	78	106	141	132	199
Apartment Buildings (greater than 6 Storeys)	8	9	15	11	7	10
ICI Alterations	114	114	114	114	114	114
Residential Alterations	512	512	512	512	512	512
Other	412	412	412	412	412	412
Septic Inspection	0.1	0.1	0.1	0.1	0.1	0.1
Alternate Solution Application	1	1	1	1	1	1
Shoring (per linear metre)	1	1	1	1	1	1
Racking (no platforms/mezzanine) (per linear metre)	11	11	11	11	11	11
Conditional Building Permit	7	7	7	7	7	7
<b>Total</b>	<b>2,280</b>	<b>2,490</b>	<b>3,125</b>	<b>3,054</b>	<b>2,766</b>	<b>4,166</b>

**Table 3-6**  
**Reserve Fund Continuity No Fee Structure Changes (Indexing Only)**

Cost and Revenue Projections	Baseline Model	2023	2024	2025	2026	2027
Annual Costs	7,532,010	8,542,171	11,529,851	11,656,454	10,775,271	17,130,891
Projected Revenue	8,926,490	10,325,648	15,833,942	12,219,944	11,054,941	16,904,621
<b>Net Position</b>	<b>1,394,480</b>	<b>1,783,477</b>	<b>4,304,091</b>	<b>563,490</b>	<b>279,670</b>	<b>(226,270)</b>

Reserve Fund Continuity	Baseline Model	2023	2024	2025	2026	2027
Starting Balance	5,184,371	8,641,868	10,425,345	14,729,436	15,292,926	15,572,596
Contribution (Draw)	3,457,497	1,783,477	4,304,091	563,490	279,670	(226,270)
<b>Closing Balance</b>	<b>8,641,868</b>	<b>10,425,345</b>	<b>14,729,436</b>	<b>15,292,926</b>	<b>15,572,596</b>	<b>15,346,326</b>

<b>Annual Direct Costs</b>	<b>5,608,163</b>	<b>6,359,989</b>	<b>8,584,827</b>	<b>8,681,757</b>	<b>8,031,741</b>	<b>12,751,049</b>
<b>Reserve Fund Target (2.0 x Annual Direct Costs)</b>	<b>11,216,327</b>	<b>12,719,977</b>	<b>17,169,654</b>	<b>17,363,514</b>	<b>16,063,482</b>	<b>25,502,098</b>
<b>Multiple of Annual Direct Costs</b>	<b>1.5</b>	<b>1.6</b>	<b>1.7</b>	<b>1.8</b>	<b>1.9</b>	<b>1.2</b>

As shown in Table 3-6, the reserve fund balance would not achieve the target 2.0 times multiple of direct costs if no changes, other than indexing, are made to the Town's existing fees. As a result, targeted fee increases have been proposed to ensure the

forecast reserve fund balance achieves the Town's target at the end of the forecast period, and to address the concerns raised by stakeholders during the consultation session. One of the recommendation fee adjustments is to increase the permit fees for Single/Semi-detached Dwellings, Townhouses, Duplexes and Back-to-Back, and Medium Density Multi's & Stacked Towns (6 storeys or less) over a three-year period, while ensuring the proposed fee does not exceed the maximum fees witnessed in the surveyed municipalities. These proposed changes would increase these specific permit fees by 14% in each of the years 2023-2025, with 2% annual indexing in each of the years 2026 to 2027.

In addition to these adjustments, the Town is also proposing to adjust the shell and alternation permit fees for Group D (Business Personal Service), E (Mercantile) and F (Industrial) permit types, the sum of which would equal a finished permit fee. Also, for Group F (Industrial) permit types a declining block fee structure is proposed to provide a lower fee for permits over 10,000 square metres. Further adjustments are also being recommended by the Town to include a minimum fee of \$1,700 and maximum fee of \$25,000 for conditional permits, in addition to reducing the rate from 25% of full permit fee to 20%. All building permit fees, except for the residential permit adjustments noted above, will be indexed annually at 2% annually.

The forecast reserve fund balance reflecting the proposed rates is presented in Table 3-7. As shown below, the reserve fund balance would grow to 2.5 times multiple of direct costs in 2026 and decrease to 1.9 times direct costs in 2027, generally in line with the Town's reserve fund target multiple. This reserve fund position in 2027 will coincide with the Town's next fee review and allow the Town to incorporate revised activity forecasts and evaluate additional changes for the years after 2027. The proposed building permit fees are presented in Table 3-8.

**Table 3-7**  
**Reserve Fund Continuity Proposed Fee Changes**

<b>Cost and Revenue Projections</b>	<b>Baseline Model</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Annual Costs	7,532,010	8,542,171	11,529,851	11,656,454	10,775,271	17,130,891
Projected Revenue	8,926,490	10,224,230	16,492,905	14,608,694	12,862,641	20,725,528
<b>Net Position</b>	<b>1,394,480</b>	<b>1,682,059</b>	<b>4,963,054</b>	<b>2,952,240</b>	<b>2,087,370</b>	<b>3,594,637</b>
<b>Reserve Fund Continuity</b>	<b>Baseline Model</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Starting Balance	5,184,371	8,641,868	10,323,927	15,286,980	18,239,220	20,326,590
Contribution (Draw)	3,457,497	1,682,059	4,963,054	2,952,240	2,087,370	3,594,637
<b>Closing Balance</b>	<b>8,641,868</b>	<b>10,323,927</b>	<b>15,286,980</b>	<b>18,239,220</b>	<b>20,326,590</b>	<b>23,921,227</b>
<b>Annual Direct Costs</b>	<b>5,608,163</b>	<b>6,359,989</b>	<b>8,584,827</b>	<b>8,681,757</b>	<b>8,031,741</b>	<b>12,751,049</b>
<b>Reserve Fund Target (2.0 x Annual Direct Costs)</b>	<b>11,216,327</b>	<b>12,719,977</b>	<b>17,169,654</b>	<b>17,363,514</b>	<b>16,063,482</b>	<b>25,502,098</b>
<b>Multiple of Annual Direct Costs</b>	<b>1.5</b>	<b>1.6</b>	<b>1.8</b>	<b>2.1</b>	<b>2.5</b>	<b>1.9</b>



**Table 3-8  
Recommended Building Permit Fees**

Fee Schedule			2023	
Building Classification	Service Index	Fee	Proposed Fee	Proposed Increase
<b>CONSTRUCTION - New Buildings and Additions to Existing Buildings</b>				
<i>Group A (Assembly Uses)</i>				
All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (finished), Theatres, Arenas, Gymnasias, Indoor Pools	per sq.m.	\$25.28	\$25.79	2%
Portable Classrooms	flat rate	\$249.38	\$254.37	2%
<i>Group B (Care or Detention Uses)</i>				
All Group B Buildings	per sq.m.	\$27.92	\$28.48	2%
<i>Group C (Residential Uses)</i>				
Single/Semi-detached Dwellings, Townhouses and Duplexes	per sq.m.	\$16.67	\$18.96	14%
Medium Density Multi's & Stacked Towns (6 storeys or less)	per sq.m.	\$16.67	\$18.96	14%
Apartment Buildings (greater than 6 Storeys)	per sq.m.	\$16.67	\$17.00	2%
Hotels, Motels	per sq.m.	\$16.67	\$17.00	2%
Unfinished Basement/Foundation to accommodate a Building moved from elsewhere	per sq.m.	\$5.08	\$5.18	2%
Detached garage or other Accessory Structure (over 27.9 m2 or 300 ft2)	per sq.m.	\$8.72	\$8.89	2%
Detached garage or other Accessory Structure (up to 27.9 m2 or 300ft2)	flat rate	\$150.69	\$153.70	2%
Attached carport or garage attached to Detached/or Semi-detached or Townhouse dwellings	flat rate	\$150.69	\$153.70	2%
Unenclosed deck or porch	flat rate	\$150.69	\$153.70	2%
<i>Group D (Business and Personal Services Uses)</i>				
Shell Only	per sq.m.	\$17.00	\$13.67	-20%
Partitioned and/or Finished	per sq.m.	\$20.62	\$21.03	2%
<i>Group E (Mercantile Uses)</i>				
Shell Only	per sq.m.	\$15.09	\$12.34	-18%
Partitioned and/or Finished	per sq.m.	\$18.61	\$18.98	2%
Temporary Real Estate Sales Pavilion	per sq.m.	\$18.61	\$18.98	2%
<i>Group F (Industrial Uses)</i>				
Shell Only (under 10,000 sq.m.)	per sq.m.	\$12.55	\$12.33	-2%
Partitioned and/or Finished (under 10,00 sq.m.)	per sq.m.	\$13.53	\$18.97	40%
Shell Only (over 10,000 sq.m.)	per sq.m.	\$12.55	\$10.55	-16%
Partitioned and/or Finished (over 10,00 sq.m.)	per sq.m.	\$13.53	\$16.22	20%
Gas Station, Car Wash	per sq.m.	\$13.53	\$13.80	2%
Canopy over pump island, outside storage, etc.	flat rate	\$520.42	\$530.83	2%
Parking Garage	per sq.m.	\$6.82	\$6.96	2%
Farm Building	per sq.m.	\$4.06	\$4.14	2%
Greenhouse/Storage	per sq.m.	\$4.06	\$4.14	2%
Poly Hoop	per sq.m.	\$2.11	\$2.15	2%
Occupancy Permit All Occupancies	Per dwelling unit of per 300 sq.m. or part thereof for other building types	\$63.67	\$64.94	2%
Permanent Tent, Air-Supported Structure	per sq.m.	\$6.97	\$7.11	2%
Temporary Tent (s)	flat rate	\$244.08	\$248.96	2%
Temporary Building (trailer or buildings on construction site for office purposes, and other similar temporary buildings)	flat rate	\$318.86	\$325.24	2%
Move or Relocate a Building to an existing foundation (except portable classrooms)	flat rate	\$244.08	\$248.96	2%
Designated Structures - mobile homes and those listed in the Ontario Building Code	flat rate	\$451.01	\$460.03	2%
Shoring	per lin. m.	NEW	\$10.97	n/a
<b>CHANGE OF USE - No construction proposed or required</b>				
Change of Use	flat rate	\$244.08	\$248.96	2%
<b>ALTERATION (Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required))</b>				
<i>Group A, B and All Occupancies</i>	per sq.m.	\$6.05	\$6.17	2%
<i>Group D</i>	per sq.m.	\$6.05	\$7.36	22%
<i>Group E</i>	per sq.m.	\$6.05	\$6.64	10%
<i>Group F (under 10,000 sq.m.)</i>	per sq.m.	\$6.05	\$6.64	10%
<i>Group F (over 10,000 sq.m.)</i>	per sq.m.	\$6.05	\$5.68	-6%
<i>Miscellaneous</i>				
Parking Garage Repair	per sq.m.	\$2.59	\$2.64	2%
Farm Building Alterations	per sq.m.	\$2.59	\$2.64	2%
Racking (no platforms/mezzanine)	per lin. m.	NEW	\$10.97	n/a
<i>Group C (Residential Uses)</i>	per sq.m.	\$6.05	\$6.17	2%
Finished Basement	per sq.m.	\$6.05	\$6.17	2%
Secondary Suites	per sq.m.	\$8.85	\$9.03	2%
Basement walkouts, exterior stairs	flat rate	\$244.08	\$248.96	2%
Deck Alterations	flat rate	\$150.69	\$153.70	2%

**Table 3-8  
Recommended Building Permit Fees (cont'd)**

Fee Schedule			2023	
Building Classification	Service Index	Fee	Proposed Fee	Proposed Increase
<b>DEMOLITION</b>				
<i>All Occupancies</i>	flat rate	\$244.08	\$248.96	2%
<b>MECHANICAL WORK (Heating, Ventilating, Air-conditioning and Fire Protection NOT Proposed with the Original Building)</b>				
<i>Group A (Assembly Uses) , Group B (Care or Detention Uses) ,</i>	per sq.m.	\$0.92	\$0.94	2%
<i>Group D (Business and Personal Services Uses) Heating, Ventilating, Air-Conditioning</i>	per sq.m.	\$0.92	\$0.94	2%
<i>Group C (Residential Uses) , Group E (Mercantile Uses) ,</i>	per sq.m.	\$0.92	\$0.94	2%
<i>Group F (Industrial Uses) Heating, Ventilating, Air-Conditioning</i>	per sq.m.	\$0.92	\$0.94	2%
<i>All Occupancies</i>			\$0.00	2%
Sprinkler System	per sq.m.	\$0.92	\$0.94	2%
Fire Alarm	flat rate	\$631.42	\$644.05	2%
Electromagnetic Locks	flat rate	\$131.59	\$134.22	2%
Fireplace, Woodstove	flat rate	\$244.08	\$248.96	2%
Special Systems (Commercial Exhausts, Spray Booths, Dust Collectors, CO Detection, etc.)	flat rate	\$477.54	\$487.09	2%
<b>PLUMBING (Proposed Separately)</b>				
<i>All Occupancies</i>			\$0.00	2%
New/replacement drainage system, water supply system or parts thereof	flat rate	\$244.08	\$248.96	2%
Site Servicing (sanitary, storm, water)	flat rate	\$3.46	\$3.53	2%
<b>PRIVATE SANITARY SEWAGE DISPOSAL SYSTEMS (Proposed Separately or in relation to other construction)</b>				
<i>All Occupancies</i>			\$0.00	2%
Evaluation of a Building Addition or Change of Use	flat rate	\$189.96	\$193.76	2%
Evaluation and Inspection related to replacement or repair of a tank or leaching bed	flat rate	\$382.03	\$389.67	2%
New/replacement System	flat rate	\$764.07	\$779.35	2%
Septic System Assessment/Inspection (Provincially Mandated)	flat rate	\$100.81	\$102.83	2%
<b>SIGNS</b>				
		1.6% of prescribed value or minimum \$244.08	1.6% of prescribed value or minimum \$248.96	n/a
<b>ADMINISTRATIVE FEES</b>				
<i>Order to Comply</i>	flat rate	\$313.06	\$319.32	2%
<i>Stop Work Order</i>	flat rate	\$625.05	\$637.55	2%
<i>Registration of Order on Title</i>	flat rate	Actual Legal Cost	Actual Legal Cost	n/a
<i>Discharge of Order on Title</i>	flat rate	Actual Legal Cost	Actual Legal Cost	n/a
<i>Permit Transfer</i>	flat rate	\$159.18	\$162.36	2%
<i>Subsequent Re-Inspection</i>	flat rate	\$96.57	\$98.50	2%
<i>Elective Changes (Revisions)</i>	flat rate	\$403.26	\$411.33	2%
<i>Special Inspections</i>	flat rate	\$96.57	\$98.50	2%
<i>Partial Building Permit</i>	flat rate	\$700.40	\$714.41	2%
<i>Limiting Distance Agreement</i>	flat rate	\$594.28	\$606.17	2%
<i>Alternate Solution Application</i>	flat rate	\$1,310.59	\$1,336.80	2%
<b>OTHER</b>				
<i>Other</i>		\$244.08	\$248.96	2%
<i>Conditional Permit *</i>	% of the Complete Building permit	25%	20% (min. \$1,700, max. \$25,000)	n/a

## 3.5 Engineering and Inspection Fees

The Town imposes engineering and inspection fees on subdivision, site plan and condominium applications. These user fees are imposed based on the construction value of internal municipal infrastructure. The review of engineering and inspection fees was undertaken by analyzing the Town's development applications T-Jobs database, specifically the applications reviewed since 2017, the year the fees were last adjusted.

Total expenses were compared to the revenue collected based on the Town's current fees. The analysis, presented in Table 3-9, indicates that the Town's current rates would not recover the total expenses, resulting in a deficit of approximately of approximately \$297,800.

**Table 3-9  
Engineering and Inspection Review Cost Impact**

Construction Value Range	Expense	Actual Revenue	(Surplus)/ Deficit	Construction Value	Construction Value (Distribution)	Expense per Construction Value
- to 249,999	174,911	(39,412)	135,500	303,167	0.4%	0.577
250,000 to 499,999	249,915	(100,402)	149,513	1,115,576	1%	0.224
500,000 to 749,999	133,912	(87,908)	46,004	1,255,834	2%	0.107
750,000 to 1,499,999	276,033	(215,009)	61,024	3,071,557	4%	0.090
1,500,000 to 4,999,999	1,295,698	(1,874,865)	(579,167)	26,783,791	34%	0.048
5,000,000 to unlimited	2,332,647	(1,847,756)	484,891	46,193,883	59%	0.050
<b>Total</b>	<b>4,463,117</b>	<b>(4,165,352)</b>	<b>297,766</b>	<b>78,723,808</b>	<b>100%</b>	<b>0.057</b>

Changes to the Town's engineering and inspection fees have been proposed to achieve full cost recovery, while having regard for the fees imposed by other municipalities. Specifically, the fees imposed for developments where the construction value is greater than \$500,000 and less than \$1.5 million are proposed to increase from 7% to 8%. The fees imposed on developments with construction values of at least \$5.0 million is proposed to increase from 4% to 5%. The assessment of costs and revenues at both current and proposed rates is presented in Table 3-10.

**Table 3-10  
Comparison of Current and Recommended Engineering and Inspection Fees**

Construction Value Range	Current Fees			Proposed Fees			% Increase
	Current Fee Structure (% of Construction Value)	Revenue - Current Fee Structure	(Surplus)/ Deficit	Full Cost Fees (% of Construction Value)	Revenue - Proposed Fee Structure	(Surplus)/ Deficit	
- to 249,999	13%	(39,412)	135,500	13%	(39,412)	135,500	0%
250,000 to 499,999	9%	(100,402)	149,513	9%	(100,402)	149,513	0%
500,000 to 749,999	7%	(87,908)	46,004	8%	(100,080)	33,833	14%
750,000 to 1,499,999	7%	(215,009)	61,024	8%	(244,778)	31,256	14%
1,500,000 to 4,999,999	7%	(1,874,865)	(579,167)	7%	(1,874,865)	(579,167)	0%
5,000,000 to unlimited	4%	(1,847,756)	484,891	5%	(2,103,582)	229,065	14%
Condo	2.5% or \$6,000, whichever is greater			2.5% or \$6,000, whichever is greater			
<b>Total</b>		<b>(4,165,352)</b>	<b>297,766</b>		<b>(4,463,118)</b>	<b>-</b>	

## 3.6 Other Development Fees

### 3.6.1 Per Unit Processing Fee

Staff activities recovered through the Per Unit Processing Fee cost the Town approximately \$0.52 million annually. Annual revenues, based on average historical activity levels and the Town's current fee structure recover the full costs of service generally recovery the full costs of service. As a result, it is recommended that the current fee of \$522 be maintained.

### 3.6.2 Streetlighting and Winter Maintenance

The Town currently imposes charges on unassumed subdivisions for hydro and maintenance activities. The Town's streetlighting fees are imposed per streetlight for hydro costs incurred by the Town on subdivisions from date of subdivision agreement to assumption. Similarly, the Town imposes winter maintenance fee for roads which is imposed on a per lane kilometer basis and per metre of sidewalks within subdivision from date of subdivision agreement to assumption. The fees recover the full cost per kilometer of roadway and sidewalk maintenance until the asset is assumed by the Town.

Although the costs for winter maintenance, streetlights, and traffic lights are not included in the modeling, Town staff undertook a review of these fees and the recommendations have been included in the report. Staff reviewed the recent cost estimates for hydro and maintenance to determine the required fee adjustments. The proposed fees are presented in Table 3-11 below.

**Table 3-11**  
**Other Development Fees**

Description	Current Fee	Proposed Fee	Increase (\$)	Increase (%)
Winter Maintenance				
Roadway - per lane km	3,148	3,414	266	8%
Sidewalk - per km	1,062	1,142	80	8%
Streetlights (per Streetlight)				
Hydro Power	133	113	(20)	-15%
Maintenance	18	16	(1)	-8%
Traffic Lights				
Traffic Lights (per signalized intersection, per year)	5,431	5,566	134	2%

## 3.7 Proposed Development User Fees Impacts

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To understand the impacts of the proposed full cost recovery development user fees, an impact analysis for sample developments has been prepared. The development user fee comparison includes planning application fees, building permit fees, and development charges for each development sample. Engineering and inspection fees have not been included in the impact analysis due to the variation in fee structures across municipalities. The comparison illustrates the impacts of the recommended development user fees in the context of the total development fees payable to provide a broader context for the fee considerations. In addition to providing the fee impacts for the Town of Milton, Figures 3-1 through 3-3 provide development fee comparisons for select municipalities.

Three development types have been considered including:

- Low-Density – example includes a 200-unit, low density residential development requiring an official plan amendment, plan of subdivision, and zoning by-law amendment;
- Retail – example includes a 1,000 square metre retail development requiring site plan control and zoning by-law amendment; and
- Industrial – example includes a 10,000 square metre industrial development requiring site plan control and zoning by-law amendment.

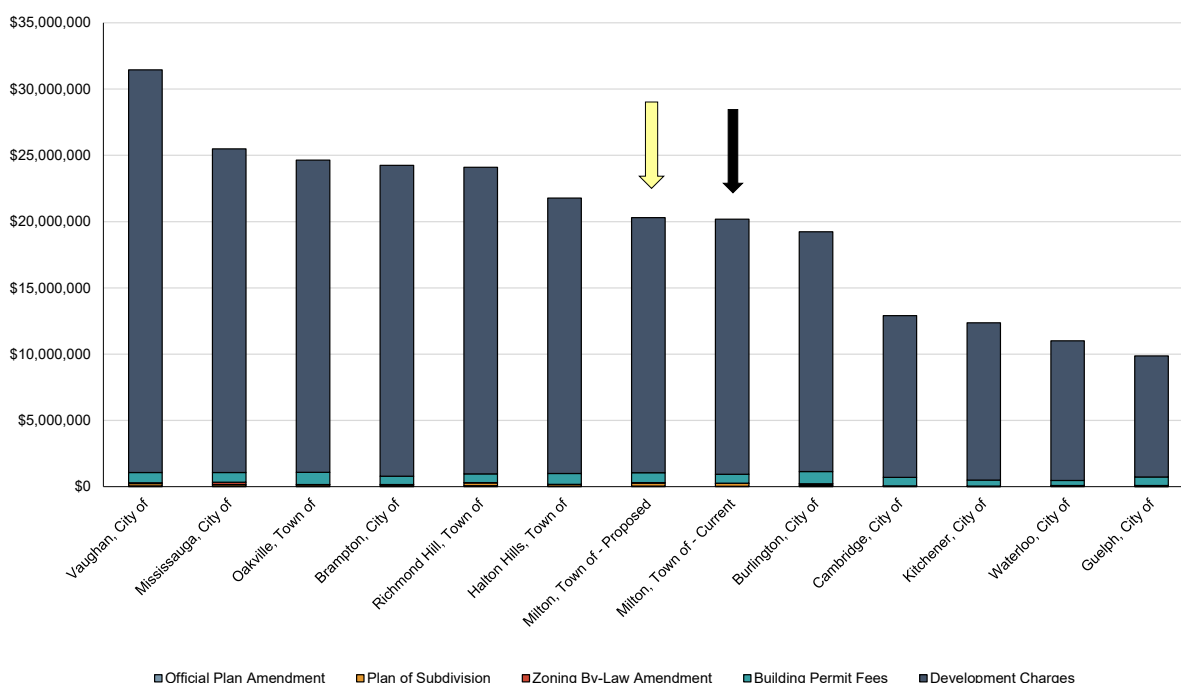
### 3.7.1 Low-Density Residential Development

The Town's current development fees imposed on a 200-unit single detached residential subdivision include plan of subdivision application fees, building permit fees and development charges imposed by the Town, Halton Region, and School Boards. On a per unit basis, these fees total \$100,900. Planning application and building permit fees account for \$4,681 or 4% of the total per unit fees imposed. These development user fees on a per unit basis comprise for \$155 for an official plan amendment (O.P.A.), \$1,152 for plan of subdivision application, \$73 for zoning by-law amendment (Z.B.A.), and \$3,301 for residential building permit fees.

The recommended fees would increase the total fees payable by \$656 per unit or an increase of 0.7% in total development costs. The recommended fee would increase the subdivision application fees by \$41/unit (+4%). The fees for O.P.A. and Z.B.A. would also increase by \$120 (+77%) and \$41 (+57%) respectively. Lastly, building permit fees

increase by \$453 per unit from \$3,301 to \$3,754 (14%). With the proposed increases, the Town's overall ranking would be unchanged at 7th place relative to the 12 municipalities included in the survey and shown in Figure 3-1 below.

**Figure 3-1**  
**Survey of fees Related to a Low-Density Residential Development**  
**(200-Unit Single Detached Units, 198 sq.m. GFA each)**



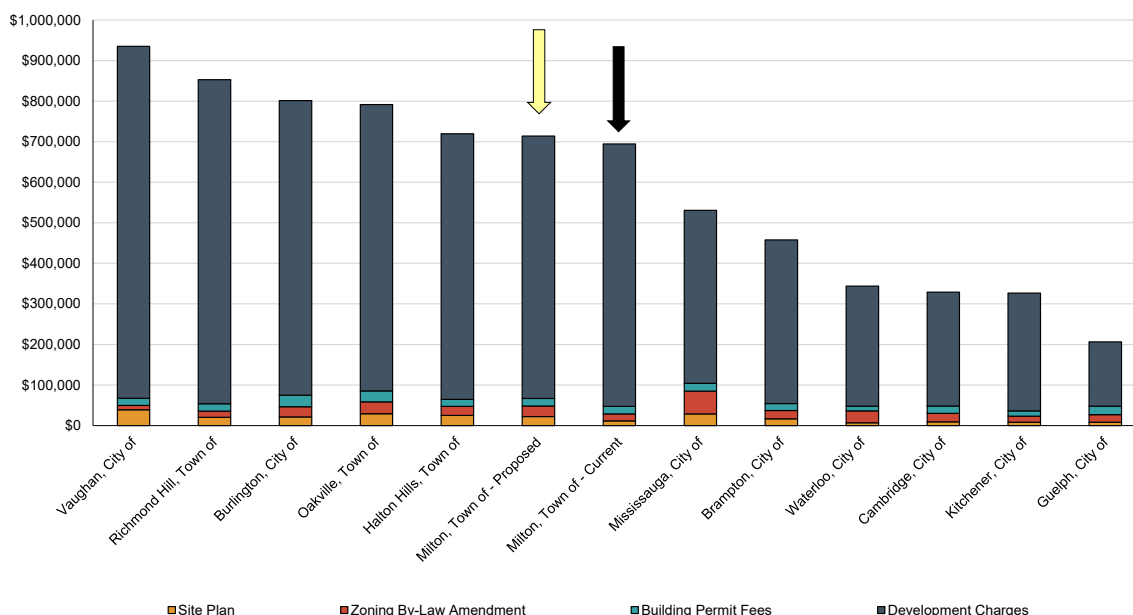
### 3.7.2 Retail Development Impacts

Development user fees currently payable for this sample application total \$694,300. Site plan, zoning by-law amendment, and building permit fees for this development would total \$11,500, \$17,000, and \$18,600 respectively. Total development charges would total \$647,200 or 89% of total development costs. The recommended fees would increase the total fees payable by \$20,300 or an increase of 3%.

Under the recommended fee structure, site plan application fees would increase by \$10,600 (+94%) from \$11,500 to \$22,300. Zoning by-law amendment fees would increase by \$9,100 (+54%) to \$26,100. Lastly, building permit fees would increase at the rate of inflation i.e. assumed 2%. As shown in Figure 3-2 below, the Town's overall ranking would not change relative to the 11 comparator municipalities and shown in

Figure 3-2 below. The Town's fees would continue to be comparable to those in other Halton municipalities.

**Figure 3-2**  
**Survey of Fees Related to Retail Development (1,000 sq.m. GFA)**

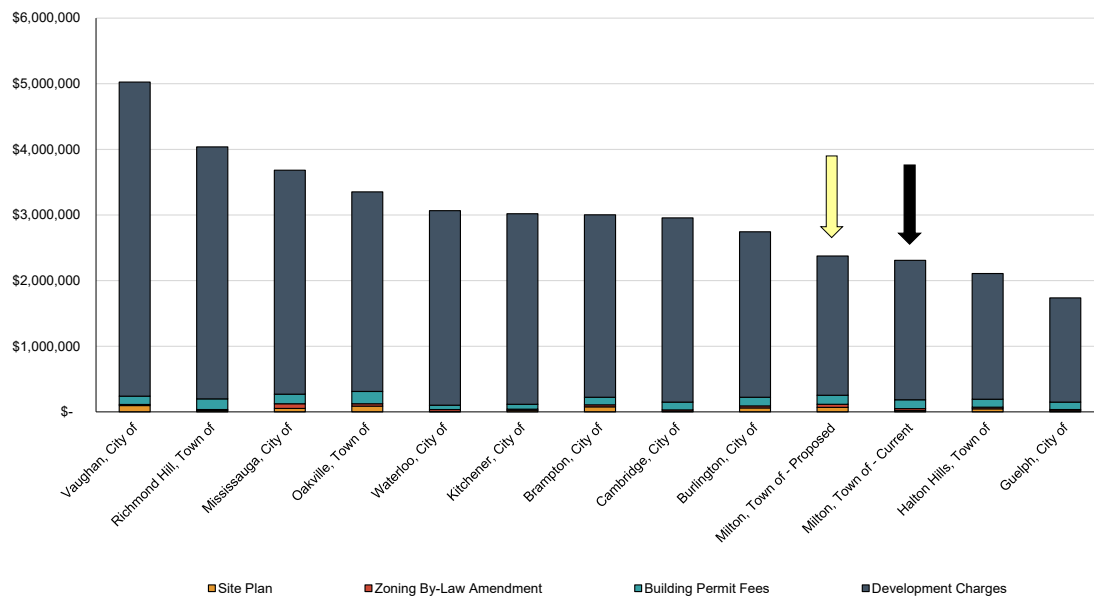


### 3.7.3 Industrial Development Impacts

Existing development fees imposed for a 10,000 square metre industrial development would total \$2.3 million, of which 8% or \$186,000 is for planning application and building permit fees. Planning application fees account for \$50,800 while building permit fees total \$135,000. 92% of the costs (\$2.1 million) are for development charges.

Under the recommended fee structure, site plan application fees would increase from \$20,900 to \$70,600 and Z.B.A. fees would increase by \$15,900 to \$45,900. As no fee changes are proposed to the building permit fees beyond annual indexing, the building permit fees would increase at the rate of inflation i.e. assumed 2%. The Town's overall ranking would be unchanged at 10th place relative to the comparator municipalities as presented in Figure 3-3.

**Figure 3-3**  
**Survey of Fees Related to Industrial Development (10,000 sq.m. GFA)**



### 3.8 Development User Fees Summary

The combined impact of the above recommended planning, building, and engineering and inspection fees is presented in Table 3-12. Annual revenues would increase from \$12.71 million (96% cost recovery), to \$13.99 million (106% cost recovery).

Engineering and inspection fees would recover the full costs of service. The proposed planning application fees would recover 86% of costs compared to 54% under current fees. Building permits fees cost are forecast to recover 117% of total costs. It is important to note that the “over-recovery” in building permit fees reflects the amount required to build sufficient reserves, which is discussed in detail in Section 2.8 and 3.4 of this report.



**Table 3-12**  
**Consolidated Development User Fees Impacts Recommended Fees (2022\$)**

Service Area	Total Costs	Modelled Revenue at Current Fees			Recommended Fees		
		Annual Revenue	Surplus/ (Deficit)	Cost Recovery %	Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
<b>Development Fees</b>							
Planning	<b>3,911,083</b>	2,089,807	(1,821,276)	53%	3,370,184	(540,899)	86%
Building	<b>7,532,010</b>	8,926,490	1,394,480	119%	8,836,687	1,304,676	117%
Engineering & Inspection Fees*	<b>1,260,697</b>	1,176,587	(84,110)	93%	1,260,697	-	100%
Per Unit Processing Fee	<b>519,692</b>	519,181	(511)	100%	519,692	-	100%
<b>Total - Development Fees</b>	<b>13,223,483</b>	<b>12,712,065</b>	<b>(511,417)</b>	<b>96%</b>	<b>13,987,260</b>	<b>763,778</b>	<b>106%</b>

\* Estimated annual costs

# Chapter 4

## Municipal Act User Fees Review

## 4. Municipal Act User Fees Review

### 4.1 Introduction

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The fees within the scope of the user fees review that are imposed under the authority of the *Municipal Act* relate to the following major user fee categories.

- Other Engineering Fees;
- Clerks/Licensing Fees;
- Milton Education Village and Innovation Centre Fees;
- Corporate Services Fees;
- Fire Fees; and
- Town-Wide Fees.

This chapter quantifies the full cost of service, level of full cost recovery being achieved within existing fee structures, and the recommended user fees in 2022\$ values. Please note that further inflationary costs increases would be applied to the 2022 fee recommendations for implementation in 2023.

A municipal fee survey for all user fees has been included in Appendix A for market comparison purposes. The survey results were considered in discussions with Town staff in determining recommended user fees.

### 4.2 Other Engineering Fees

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Summarized in Table 4-1 are the results associated with other engineering user fee services (i.e. engineering services not recovered under the Town's Engineering and Inspection Fees). The table provides the annual direct, indirect and capital costs derived from the Town's A.B.C. model for service delivery at average historical activity levels. In addition to the fees currently in the Town's user fee by-law, new fees related to the CLI ECA program have been included in the model. Staff have prepared a separate report that will be presented to Council on these fees.

In total, other engineering user fee activities account for approximately \$0.61 million annually in service costs. \$0.47 million of these costs represent the direct costs of processing while \$104,600 are for indirect costs (17%) and \$30,000 are for capital costs (5%). Annual revenues based on average historical activity levels and the Town's



current fee structure are estimated at approximately \$0.17 million. The A.B.C. model results suggest that other engineering fees are recovering approximately 28% of total annual service costs.

User fee recommendations provided in Table 4-2 were determined based on the A.B.C. model result for each fee type/costing category, as well as consideration for market competitiveness in comparator municipalities and discussions with Town staff. The municipal survey results are provided in Appendix B to this report. Fees for processing Encroachment Agreements will be increased to full cost over three years beginning in 2023. As a result of these recommended user fees and underlying activity levels, it is anticipated that the Town revenues would increase to 46% of costs for Other Engineering Fees.



**Table 4-1**  
**Other Engineering Fees Full Cost Impacts by Costing Category (2022\$)**

Other Engineering Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Banner Program: Banner Permit	31	42	74	18	4	95	65	(30)	95	-
Banner Program: Reimbursement of banner installation costs	10	1	10	3	1	14	9	(5)	14	(0)
Compliance Letters	374	315	689	136	30	855	634	(222)	634	(222)
Curb Cut	2,382	571	2,953	857	270	4,080	4,080	-	4,080	-
Decorative Street Name Signs	-	-	-	-	-	-	40	40	40	40
Encroachment Agreement: Processing Fee	770	941	1,711	396	87	2,194	1,350	(844)	1,631	(563)
Encroachment Agreement: Renewal Fee	15	19	34	8	2	44	27	(17)	44	-
Encroachment Agreement: Rental Fee	-	-	-	-	-	-	-	-	-	-
Entrance Culvert Installation Rates (\$/metre)	-	-	-	-	-	-	-	-	-	-
Entrance Permit - Non-Residential	3,364	794	4,158	1,238	386	5,782	2,985	(2,797)	5,782	-
Entrance Permit - Residential	4,946	1,370	6,317	1,776	558	8,651	6,946	(1,705)	8,651	(0)
Filing Permit Fee	1,118	1,353	2,470	466	117	3,054	3,418	363	3,418	363
Inspection fees (Access, holdback, construction damage deposit)	18,921	25,284	44,204	9,956	2,176	56,336	12,056	(44,281)	26,789	(29,547)
MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application)	52,582	10,586	63,168	18,053	5,614	86,835	Per Legislation		Per Legislation	
Piling and Shoring Agreement Fee	10,036	1,525	11,561	3,418	1,063	16,041	2,672	(13,369)	1,518	(14,523)
Publication Distribution Box - New Location Permit Fee (Per Box)	7	9	16	4	1	21	25	4	25	4
Publication Distribution Box - Test Location Permit Fee (Per Box)	7	9	16	4	1	21	12	(10)	21	-
Publication Distribution Box - Renewal Location Permit Fee (Per Box)	3	5	8	2	0	11	6	(5)	11	-
Road Occupancy Permit - General	6,550	1,078	7,628	2,416	751	10,795	24,388	13,593	24,388	13,593
Road Occupancy Permit - Storage	333	482	815	190	42	1,047	437	(610)	1,047	0
Rural House Numbering	2	2	4	-	-	4	24	20	24	20
Signal Timing Plan	3	5	8	2	0	11	16	6	16	6
Site Alteration Permit	37,743	8,810	46,553	13,742	4,288	64,584	7,663	(56,920)	46,500	(18,084)
Site Alteration Per Hectare Fee	57,307	12,471	69,778	21,548	6,701	98,027	3,340	(94,687)	3,368	(94,659)
Site Alteration Extensions	-	-	-	-	-	-	-	-	-	-
Special Event Permit Fees (Non-Charitable Events)	388	527	915	222	48	1,185	1,730	545	1,730	545
Special Traffic Data or Analysis Request (per hour)	1,463	1,882	3,345	792	173	4,311	3,850	(461)	3,850	(461)
Spillage or Tracking Cleanup (per event)	-	-	-	-	-	-	Cost plus 40%		Cost plus 40%	
Temporary Stop Sign Rental (per day)	-	-	-	-	-	-	-	-	-	-
Access to private property via Town owned lands - Application Fee	43	34	77	8	4	89	96	7	51	(38)
Access to private property via Town owned lands - Daily Rate	5	5	9	1	0	11	5	(6)	5	(6)
Access to private property via Town owned lands - Base Permit Fee	56	35	91	11	5	107	111	3	111	3
Application for Communications Tower (on Town owned property)										-
Application for Communications Tower (on other property)										-
Traffic Count Data - ATR or TMC (per location)	659	847	1,505	357	78	1,940	1,467	(473)	1,940	-
Wide Load Permit	1,192	1,727	2,920	681	149	3,750	4,145	395	4,145	395
Engineering Plan Request (Digital or Printed)	6	2	8	3	1	12	4	(8)	12	-
Windrow Program	4,035	87,683	91,717	792	316	92,826	5,569	(87,257)	5,569	(87,257)
Pre-Draft Plan Review	2,358	362	2,719	811	252	3,783	2,736	(1,047)	2,736	(1,047)
Additional Engineering Submissions	842	129	971	290	90	1,351	1,092	(259)	1,351	-
Additional Landscape Submissions	94	94	188	18	7	213	139	(74)	213	-
<b>Municipal Access Agreement with Telecom Companies</b>										
Road Occupancy Permit (ROP) fee (annual blanket fee)	-	-	-	-	-	-	23,560	23,560	23,560	23,560
Plus ROP Application fee (Annual - based on number of applications in prior year) 0 to 100 Applications (covered by the blanket fee)	-	-	-	-	-	-	-	-	-	-
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 101 to 500 Applications	-	-	-	-	-	-	487	487	487	487
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 501 to 1,000 Applications	-	-	-	-	-	-	974	974	974	974
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 1,001 to 2,000 Applications	-	-	-	-	-	-	1,217	1,217	1,217	1,217
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) Over 2,000 Applications	-	-	-	-	-	-	1,826	1,826	1,826	1,826



**Table 4-1**  
**Other Engineering Fees Full Cost Impacts by Costing Category (2022\$) – cont'd**

Other Engineering Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Municipal Consent Permit application fee (per street - including a wrap-around to a side street of no more than 20 metres)	32,341	39,939	72,279	16,069	3,628	91,976	51,562	(40,415)	51,562	(40,415)
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 years or less	-	-	-	-	-	-	3	3	3	3
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 to 4 years	-	-	-	-	-	-	3	3	3	3
Pavement Degradation fees (per metre squared based on age of pavement cut) 4 to 7 years	-	-	-	-	-	-	2	2	2	2
Pavement Degradation fees (per metre squared based on age of pavement cut) 7 to 10 years	-	-	-	-	-	-	1	1	1	1
Pavement Degradation fees (per metre squared based on age of pavement cut) 10 or more years	-	-	-	-	-	-	1	1	1	1
CLI ECA - Stormsewers	11,438	1,882	13,320	3,969	1,234	18,524	-	(18,524)	18,500	(24)
CLI ECA - Ponds	14,224	2,318	16,542	4,949	1,539	23,030	-	(23,030)	23,000	(30)
CLI ECA - Oil Grit Separators	1,668	279	1,948	577	179	2,704	-	(2,704)	2,700	(4)
CLI ECA - Low Impact Development	2,288	376	2,664	794	247	3,705	-	(3,705)	3,700	(5)
<b>Grand Total</b>	<b>269,603</b>	<b>203,791</b>	<b>473,394</b>	<b>104,579</b>	<b>30,044</b>	<b>608,017</b>	<b>170,770</b>	<b>(437,248)</b>	<b>277,342</b>	<b>(330,676)</b>



**Table 4-2  
Recommended Other Engineering Fees (2022\$)**

Other Engineering Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Banner Program: Banner Permit	108	159	51	47.0%
Banner Program: Reimbursement of banner installation costs	93	139	46	49.0%
Compliance Letters	396	396	-	0.0%
Curb Cut	Cost plus 40%	Cost plus 40%	n/a	n/a
Decorative Street Name Signs	397	397	-	0.0%
Encroachment Agreement: Processing Fee	1,350	1,631	281	20.8%
Encroachment Agreement: Renewal Fee	270	439	169	62.5%
Encroachment Agreement: Rental Fee	207	250	43	20.8%
Entrance Culvert Installation Rates (\$/metre)	871	871	-	0.0%
Entrance Permit - Non-Residential	878	1,701	823	93.7%
Entrance Permit - Residential	457	569	112	24.5%
Filming Permit Fee	356	356	-	0.0%
Inspection fees (Access, holdback, construction damage deposit)	213	473	260	122.2%
MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application)	Per Legislation	Per Legislation	n/a	n/a
Piling and Shoring Agreement Fee	\$890.81 + Actual Legal	\$506 plus Actual Legal	n/a	n/a
Publication Distribution Box - New Location Permit Fee (Per Box)	252	252	-	0.0%
Publication Distribution Box - Test Location Permit Fee (Per Box)	115	212	97	84.1%
Publication Distribution Box - Renewal Location Permit Fee (Per Box)	56	106	50	89.0%
Road Occupancy Permit - General	797	797	-	0.0%
Road Occupancy Permit - Storage	91	218	127	139.6%
Rural House Numbering	237	237	-	0.0%
Signal Timing Plan	163	163	-	0.0%
Site Alteration Permit	412	2,500	2,088	506.8%
Site Alteration Per Hectare Fee	354	357	3	0.8%
Site Alteration Extensions	-	1,250	1,250	n/a
Special Event Permit Fees (Non-Charitable Events)	309	309	-	0.0%
Special Traffic Data or Analysis Request (per hour)	385	385	-	0.0%
Spillage or Tracking Cleanup (per event)	Cost plus 40%	Cost plus 40%	n/a	n/a
Temporary Stop Sign Rental (per day)	314	314	-	0.0%
Access to private property via Town owned lands - Application Fee	958	506	(452)	-47.2%
Access to private property via Town owned lands - Daily Rate	45	45	-	0.0%
Access to private property via Town owned lands - Base Permit Fee	1,105	1,105	-	0.0%
Traffic Count Data - ATR or TMC (per location)	163	216	53	32.2%
Wide Load Permit	241	241	-	0.0%
Engineering Plan Request (Digital or Printed)	37	117	80	215.3%
Windrow Program	63	63	-	0.0%
Pre-Draft Plan Review	6,840	6,840	-	0.0%
Additional Engineering Submissions	2,730	3,377	647	23.7%
Additional Landscape Submissions	1,390	2,129	739	53.2%
Road Occupancy Permit (ROP) fee (annual blanket fee)	6,200	6,200	-	0.0%
Plus ROP Application fee (Annual - based on number of applications in prior year) 0 to 100 Applications (covered by the blanket fee)	-	-	-	n/a
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 101 to 500 Applications	4,869	4,869	-	0.0%
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 501 to 1,000 Applications	9,737	9,737	-	0.0%



**Table 4-2**  
**Recommended Other Engineering and Per Unit Processing Fees (2022\$) – cont'd**

Other Engineering Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 1,001 to 2,000 Applications	12,171	12,171	-	0.0%
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) Over 2,000 Applications	18,255	18,255	-	0.0%
Municipal Consent Permit application fee (per street - including a wrap-around to a side street of no more than 20 metres)	524	524	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 years or less	32	32	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 to 4 years	27	27	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 4 to 7 years	17	17	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 7 to 10 years	11	11	-	0.0%
Pavement Degradation fees (per metre squared based on age of pavement cut) 10 or more years	5	5	-	0.0%
CLIECA - Stormsewers	-	3,700	3,700	n/a
CLIECA - Ponds	-	4,600	4,600	n/a
CLIECA - Oil Grit Separators	-	2,700	2,700	n/a
CLIECA - Low Impact Development	-	3,700	3,700	n/a

## 4.3 Clerks/Licensing Fees

Summarized in Table 4-3 are the results associated with clerks/licensing user fee services derived from the Town's A.B.C. model. The user fee categories and full cost of service (annual direct, indirect, and capital costs) are identified. In total, the costs of clerks/licensing user fee activities are approximately \$913,300 annually. The majority of these costs (i.e. \$751,700 or 82%) reflect the annual direct costs of processing activities. Indirect and capital costs account for remaining 18% of annual costs or \$161,700 annually. Annual revenues based on the Town's current fee structure and average historical activity levels are estimated at approximately \$908,800 or 99.5% of processing costs.

User fee recommendations provided in Table 4-4 were determined based on the A.B.C. result for each fee type/costing category, as well as consideration for market competitiveness in comparator municipalities (see Appendix A) and discussions with Town staff. As a result of these recommendations, it is anticipated that clerks/licensing cost recovery will increase to full cost recovery levels.





**Table 4-3**  
**Clerks/Licensing Fees Full Cost Impacts by Fee Type (or Costing Category)**  
**(2022\$)**

CLERKS/ LICENSING Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Adult Entertain Entertainer License/ ReMPlal	33	15	48	8	1	58	48	(10)	50	(8)
Adult Entertain Operator License/ ReMPlal	42	19	61	11	1	73	424	350	424	350
Adult Entertain Owner License/ ReMPlal	40	18	58	10	1	69	424	355	424	355
Adult Video Class A License/ ReMPlal	40	18	58	10	1	69	92	23	92	23
Adult Video Class B License/ ReMPlal	793	361	1,154	201	28	1,383	1,478	95	1,478	95
Animal Control - Spayed / Neutered / ReMPlal	336	7,020	7,356	94	20	7,470	39,521	32,051	40,419	32,949
Animal Control - Non-Spayed / Non-Neutered / ReMPlal	1,012	2,455	3,467	283	61	3,811	21,104	17,294	11,043	7,232
Animal Control - with Microchip (Spayed / Neutered) ReMPlal	858	2,843	3,701	240	52	3,992	13,579	9,587	16,515	12,523
Animal Control - with Microchip (Non-Spayed / Non-Neutered) ReMPlal	229	311	540	64	14	618	2,125	1,507	1,494	876
Animal Control - Replacement Tag	32	38	69	9	2	80	96	16	96	16
Animal Control - Late Payment	719	474	1,193	201	43	1,437	3,208	1,771	3,208	1,771
Appeal Fee (Licensing / Muzzle Orders)	1,379	603	1,983	335	47	2,366	2,412	46	2,412	46
Appeal Fee (Property Standards)	1,379	603	1,983	335	47	2,366	1,863	(503)	1,863	(503)
Domestic Animal Return fee - per repeat occurrence	13	5	17	3	1	21	12	(9)	12	(9)
Late Licensing Fee	2	1	3	1	0	4	1	(3)	4	0
Licensing Appointment - Fail to Attend	65	36	101	20	3	124	60	(64)	60	(64)
Body Rub Parlour Attendant License/ ReMPlal	31	15	47	9	1	56	40	(16)	40	(16)
Body Rub Parlour Operator License/ ReMPlal	60	21	81	16	3	100	44	(56)	86	(14)
Body Rub Parlour Owner License/ ReMPlal	48	22	71	12	2	85	100	15	100	15
Business License Transfer Fee	403	224	627	124	18	769	450	(320)	450	(320)
Commercial Refreshment Vehicle - A	2,092	1,050	3,141	583	83	3,807	5,386	1,578	5,386	1,578
Commercial Refreshment Vehicle - B	24	12	37	7	1	44	37	(7)	37	(7)
Commercial Refreshment Vehicle - C	20	10	30	6	1	37	23	(14)	37	0
Commercial Refreshment Vehicle - D	20	10	30	6	1	37	37	1	37	1
Commercial Refreshment Vehicle Driver	7,040	2,127	9,167	1,904	373	11,444	1,258	(10,186)	3,049	(8,395)
Commercial Refreshment Vehicle Transfer/Change of Vehicle Fee	28	13	41	7	1	49	29	(20)	29	(20)
Extended On-Street Parking Application Fee	7,052	3,111	10,163	1,729	245	12,137	4,305	(7,832)	4,305	(7,832)
Grow Op / Drug Lab Inspection Fee	37	16	53	9	1	63	66	3	66	3
Kennels	4,424	2,008	6,432	1,176	175	7,783	4,528	(3,255)	4,528	(3,255)
Late Vehicle Inspection Fee	6	3	9	2	0	11	13	1	13	1
Letter of Compliance	175	82	257	46	6	309	126	(183)	160	(149)
Line Fences Act Application Fee	11	4	15	2	0	17	37	20	37	20
Line Fences Act Fence viewer Attendance Fee (per Fence viewer)	40	16	55	9	1	65	10	(55)	10	(55)
Lotteries/ Bingos	3,072	1,449	4,521	805	114	5,440	-	(5,440)	-	(5,440)
Municipal Clearance Letter (LLBO)	40	12	52	9	2	63	38	(25)	38	(25)
Noise Exemption Application Fee	2,812	1,186	3,998	620	88	4,706	3,254	(1,452)	4,723	17
Pay Duty Officer (per hour)	5	2	7	1	0	8	10	2	10	2
Personal Service Business	35,903	17,418	53,321	9,678	1,370	64,368	34,854	(29,514)	37,184	(27,184)
Personal Service Business with Body Rub	1,923	933	2,856	518	73	3,448	4,147	699	4,147	699
Portable Signs (per 21 day period)	35,935	17,849	53,784	9,917	1,403	65,104	41,038	(24,066)	41,038	(24,066)
Portable Signs Change Fee (date/time)	2	1	3	1	0	4	3	(1)	3	(1)
Replacement Commercial Plates	2	1	3	1	0	4	10	7	10	7
Request for Reopening Parking Matters (per Parking Infraction Notice)	315	175	490	97	14	601	298	(304)	298	(304)
Salvage/Scrap Yard	2,252	739	2,991	606	114	3,711	2,228	(1,483)	2,228	(1,483)
Sign Removal Fee (Town Storage) - illegally placed signs - per sign fee	131	62	193	34	5	232	174	(58)	174	(58)
Signage on Town Road Allowances	486	63	549	133	33	715	708	(7)	708	(7)
Special Vehicle Parking Exemption Application fee	7	3	10	2	0	12	2	(10)	2	(10)
Re-Site Inspection (By-Law/Licensing/Animal Control)	6,454	2,440	8,893	1,621	346	10,861	6,468	(4,393)	6,468	(4,393)
Re-Site Inspection After-Hours (By-Law/Licensing/Animal Control)	15	6	20	4	1	25	27	2	27	2
Taxi Driver Test	287	160	447	89	13	548	364	(184)	550	2
Taxi Driver Study and Application Package	162	90	252	50	7	309	96	(213)	96	(213)
Taxi Meter Seal Replacement	44	21	64	11	2	77	84	7	84	7
Taxi Photo ID Card Replacement	2	1	3	1	0	4	2	(2)	4	0
Taxi Plate Transfer/Change of Vehicle or Re-inspection Fee	8	4	12	2	0	15	21	6	21	6
Taxi/Limo Broker License / ReMPlal	897	432	1,329	240	34	1,603	1,035	(568)	1,610	7
Taxi/Limo Driver License / ReMPlal	14,202	6,794	20,996	3,775	534	25,305	7,150	(18,155)	14,800	(10,705)
Taxi/Limo Owner License / ReMPlal	11,987	5,734	17,721	3,186	451	21,357	23,252	1,895	23,252	1,895
Transient Trader Class 1 - Day Sales	8,337	4,056	12,393	2,253	319	14,965	10,756	(4,209)	15,027	62
Transient Trader Class 2 - Seasonal Sales	1,270	618	1,887	343	49	2,279	1,638	(641)	2,288	9
Transient Trader Class 3 - Door to Door Sales	317	154	472	86	12	570	795	225	795	225
Transient Trader Class 4 - Antique / Collectible Sales	21	10	31	6	1	38	27	(11)	38	0
Transient Trader Class 5 - Craft Show	494	240	734	133	19	886	637	(249)	890	4



**Table 4-3**  
**Clerks/Licensing Fees Full Cost Impacts by Fee Type (or Costing Category)**  
**(2022\$) – Cont'd**

CLERKS/ LICENSING Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Transient Trader Class 6 - Manufacturing Show	212	103	315	57	8	380	273	(107)	381	2
Transient Trader Class 7 - Flea Market	21	10	31	6	1	38	27	(11)	38	0
Transient Trader Class 8 - General	423	206	629	114	16	760	546	(214)	763	3
Commissioner of Oaths (1 - 5 pages)	7,346	3,022	10,368	1,679	238	12,285	14,297	2,012	14,297	2,012
Commissioner of Oaths (6 - 10 pages)	338	139	477	77	11	565	530	(35)	530	(35)
Commissioner of Oaths (11 - 20 pages)	66	27	93	15	2	110	73	(37)	73	(37)
Commissioner of Oaths (21+ pages)	131	54	185	30	4	220	87	(133)	87	(133)
Death Registration: In-Town	9,185	1,368	10,553	1,965	807	13,325	9,771	(3,554)	9,771	(3,554)
Death Registration: Out-of-Town	34,244	5,099	39,343	7,326	3,009	49,678	55,755	6,077	55,755	6,077
Discharge of an Order - Registered Order To Comply	84	3	87	17	5	108	656	547	656	547
Expedited Service	-	-	-	-	-	-	1	1	1	1
Freedom of Information Request - Application Fee	14,607	6,981	21,589	3,879	549	26,016	-	(26,016)	-	(26,016)
Freedom of Information Request	32	6	38	8	2	48	-	(48)	-	(48)
Heritage Property Check	3	1	5	1	0	6	2	(4)	2	(4)
Marriage License	11,152	6,193	17,344	3,441	487	21,272	58,656	37,384	45,120	23,848
Online Parking Ticket Payment Service Charge	-	-	-	-	-	-	0	0	0	0
Release of Agreement	300	38	337	84	26	448	677	228	677	228
Replacement Marriage License	74	41	115	23	3	141	132	(9)	132	(9)
Special Research/Information Request (per hour)	7	5	12	2	1	15	24	9	24	9
Town Subdivision / Vacant Land Condo Agreement	34,738	5,315	40,054	4,836	1,140	46,030	30,315	(15,715)	42,163	(3,867)
Nomination Filing Fee - Mayor	171	17	188	35	16	239	-	(239)	-	(239)
Nomination Filing Fee - All Other Positions	2,854	282	3,136	585	271	3,991	-	(3,991)	-	(3,991)
Election Sign Permit Fee for Council Candidates Running at Large, Provincial Candidates, Federal Candidates and Third Parties	951	94	1,045	195	90	1,330	5,000	3,670	5,000	3,670
Election Sign Permit Fee for Others (Including School Trustee Candidates)	6	1	6	1	1	8	15	7	15	7
Marriage Ceremony	9	5	13	3	0	17	9	(8)	17	0
Short Term Rental Licensing Fee	3,367	1,096	4,463	938	141	5,543	5,364	(179)	5,364	(179)
Certified Registered Owner Document	24,278	13,482	37,760	7,491	1,060	46,310	55,740	9,430	55,740	9,430
Late Payment of an Administrative Penalty	40,577	22,532	63,109	12,519	1,772	77,400	139,740	62,340	139,740	62,340
MTO Search Fee	129,283	71,791	201,074	39,888	5,645	246,607	215,670	(30,937)	215,670	(30,937)
MTO Plate Denial	36,417	20,222	56,640	11,236	1,590	69,466	72,462	2,996	72,462	2,996
Screening Fail to Appear	1,153	503	1,655	279	40	1,974	550	(1,424)	550	(1,424)
Hearing Fail to Appear	273	623	896	76	11	983	400	(583)	400	(583)
<b>Grand Total</b>	<b>508,167</b>	<b>243,475</b>	<b>751,642</b>	<b>138,500</b>	<b>23,182</b>	<b>913,323</b>	<b>908,820</b>	<b>(4,503)</b>	<b>919,700</b>	<b>6,376</b>



**Table 4-4**  
**Recommended Clerks/Licensing Fees (2022\$)**

CLERKS/ LICENSING Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Adult Entertain Entertainer License/ ReMPlal	483	496	13	2.7%
Adult Entertain Operator License/ ReMPlal	4,238	4,238	-	0.0%
Adult Entertain Owner License/ ReMPlal	4,238	4,238	-	0.0%
Adult Video Class A License/ ReMPlal	918	918	-	0.0%
Adult Video Class B License/ ReMPlal	739	739	-	0.0%
Animal Control - Spayed / Neutered / ReMPlal	44	45	1	2.3%
Animal Control - Non-Spayed / Non-Neutered / ReMPlal	86	45	(41)	-47.7%
Animal Control - with Microchip (Spayed / Neutered) ReMPlal	37	45	8	21.6%
Animal Control - with Microchip (Non-Spayed / Non-Neutered) ReMPlal	64	45	(19)	-29.7%
Animal Control - Replacement Tag	15	15	-	0.0%
Animal Control - Late Payment	10	10	-	0.0%
Appeal Fee (Licensing / Muzzle Orders)	804	804	-	0.0%
Appeal Fee (Property Standards)	621	621	-	0.0%
Domestic Animal Return fee - per repeat occurrence	117	117	-	0.0%
Late Licensing Fee	10	36	26	255.2%
Licensing Appointment - Fail to Attend	17	17	-	0.0%
Body Rub Parlour Attendant License/ ReMPlal	399	399	-	0.0%
Body Rub Parlour Operator License/ ReMPlal	441	863	422	95.7%
Body Rub Parlour Owner License/ ReMPlal	1,001	1,001	-	0.0%
Business License Transfer Fee	62	62	-	0.0%
Commercial Refreshment Vehicle - A	528	528	-	0.0%
Commercial Refreshment Vehicle - B	373	373	-	0.0%
Commercial Refreshment Vehicle - C	229	368	139	60.8%
Commercial Refreshment Vehicle - D	373	373	-	0.0%
Commercial Refreshment Vehicle Driver	85	206	121	142.4%
Commercial Refreshment Vehicle Transfer/Change of Vehicle Fee	291	291	-	0.0%
Extended On-Street Parking Application Fee	41	41	-	0.0%
Grow Op / Drug Lab Inspection Fee	660	660	-	0.0%
Kennels	462	462	-	0.0%
Late Vehicle Inspection Fee	125	125	-	0.0%
Letter of Compliance	63	80	17	27.0%
Line Fences Act Application Fee	371	371	-	0.0%
Line Fences Act Fence viewer Attendance Fee (per Fence viewer)	101	101	-	0.0%
Lotteries/ Bingos	legislated at 3%	legislated at 3%	n/a	n/a
Municipal Clearance Letter (LLBO)	380	380	-	0.0%
Noise Exemption Application Fee	187	271	84	45.2%
Pay Duty Officer (per hour)	98	98	-	0.0%
Personal Service Business	389	415	26	6.7%
Personal Service Business with Body Rub	864	864	-	0.0%
Portable Signs (per 21 day period)	71	71	-	0.0%
Portable Signs Change Fee (date/time)	26	26	-	0.0%
Replacement Commercial Plates	103	103	-	0.0%
Request for Reopening Parking Matters (per Parking Infraction Notice)	35	35	-	0.0%
Salvage/Scrap Yard	557	557	-	0.0%
Sign Removal Fee (Town Storage) - illegally placed signs - per sign fee	87	87	-	0.0%
Signage on Town Road Allowances	354	354	-	0.0%
Special Vehicle Parking Exemption Application fee	20	20	-	0.0%



**Table 4-4  
Recommended Clerks/Licensing Fees (2022\$) – Cont'd**

CLERKS/ LICENSING Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Re-Site Inspection (By-Law/Licensing/Animal Control)	147	147	-	0.0%
Re-Site Inspection After-Hours (By-Law/Licensing/Animal Control)	265	265	-	0.0%
Taxi Driver Test	47	71	24	51.1%
Taxi Driver Study and Application Package	11	11	-	0.0%
Taxi Meter Seal Replacement	42	42	-	0.0%
Taxi Photo ID Card Replacement	15	36	21	136.8%
Taxi Plate Transfer/Change of Vehicle or Re-inspection Fee	207	207	-	0.0%
Taxi/Limo Broker License / ReMPlal	345	537	192	55.5%
Taxi/Limo Driver License / ReMPlal	143	292	149	104.2%
Taxi/Limo Owner License / ReMPlal	551	551	-	0.0%
Transient Trader Class 1 - Day Sales	273	381	108	39.7%
Transient Trader Class 2 - Seasonal Sales	273	381	108	39.7%
Transient Trader Class 3 -Door to Door Sales	530	530	-	0.0%
Transient Trader Class 4 - Antique / Collectible Sales	273	381	108	39.7%
Transient Trader Class 5 - Craft Show	273	381	108	39.7%
Transient Trader Class 6 - Manufacturing Show	273	381	108	39.7%
Transient Trader Class 7 - Flea Market	273	381	108	39.7%
Transient Trader Class 8 - General	273	381	108	39.7%
Commissioner of Oaths (1 - 5 pages)	31	31	-	0.0%
Commissioner of Oaths(6 - 10 pages)	50	50	-	0.0%
Commissioner of Oaths (11 - 20 pages)	73	73	-	0.0%
Commissioner of Oaths (21+ pages)	87	87	-	0.0%
Death Registration: In-Town	49	49	-	0.0%
Death Registration: Out-of-Town	75	75	-	0.0%
Discharge of an Order - Registered Order To Comply	437	437	-	0.0%
Expedited Service	10	10	-	0.0%
Freedom of Information Request - Application Fee	Per Legislation	Per Legislation	n/a	n/a
Freedom of Information Request	Actual Cost	Actual Cost	n/a	n/a
Heritage Property Check	15	15	-	0.0%
Marriage License	195	150	(45)	-23.1%
Online Parking Ticket Payment Service Charge	2	2	-	0.0%
Release of Agreement	290	290	-	0.0%
Replacement Marriage License	66	66	-	0.0%
Special Research/Information Request (per hour)	241	241	-	0.0%
Town Subdivision / Vacant Land Condo Agreement	6,063	8,433	2,370	39.1%
Nomination Filing Fee - Mayor	Per Legislation	Per Legislation	n/a	n/a
Nomination Filing Fee - All Other Positions	Per Legislation	Per Legislation	n/a	n/a
Election Sign Permit Fee for Council Candidate Running at Large, Provincial Candidates, Federal Candidates and Third Parties	300	300	-	0.0%
Election Sign Permit Fee for Others (Including School Trustee Candidates)	150	150	-	0.0%
Marriage Ceremony	85	166	81	95.0%
Short Term Rental Licensing Fee	315.10	315.10	-	0.0%
Certified Registered Owner Document	20	20	-	0.0%
Late Payment of an Administrative Penalty	30	30	-	0.0%
MTO Search Fee	10	10	-	0.0%
MTO Plate Denial	26	26	-	0.0%
Screening Fail to Appear	50	50	-	0.0%
Hearing Fail to Appear	100	100	-	0.0%



## 4.4 Milton Education Village Innovation Centre Fees

The costs of providing services through the Milton Education Village Innovation Centre (MEVIC) were analyzed as facility or program related costs. Summarized in Table 4-5 are the annual direct, indirect, and capital costs of providing services through the MEVIC and the associated cost recovery levels based on augmented historical average activity levels and 2022 fees. Average annual usage of the atrium has been revised to reflect anticipated increase in usage by with audio visual upgrades that will be undertaken.

**Table 4-5**  
**MEVIC Fees Full Cost Impacts by Fee Type (or Costing Category) (2022\$)**

MEVIC Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
<b>Co-Working Desk (Individual)</b>										
Drop In (per day)	4,047	16,288	20,335	936	30,876	52,148	200	(51,948)	200	(51,948)
One a week (per month)	8,094	32,577	40,670	1,872	61,753	104,295	400	(103,895)	400	(103,895)
<b>Co-Working Desk (Team)</b>										
Drop In (per day)	311	1,253	1,564	72	2,375	4,011	480	(3,531)	480	(3,531)
Business Meetings	n/a	n/a	n/a	n/a	n/a	n/a				
<b>MEVIC Membership</b>										
Per Month	n/a	n/a	n/a	n/a	n/a	n/a				
Per Year	n/a	n/a	n/a	n/a	n/a	n/a	21,000	21,000	21,000	21,000
<b>MEVIC Membership Upgrade - Joint Memberships</b>										
Per Month	n/a	n/a	n/a	n/a	n/a	n/a				
Per Year	n/a	n/a	n/a	n/a	n/a	n/a				
<b>MEVIC Membership Upgrade - Dedicated Desk</b>										
Per Month	n/a	n/a	n/a	n/a	n/a	n/a				
Per Year	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Office Rental - per year</b>	5,390	21,694	27,083	1,247	41,122	69,452	67,200	(2,253)	80,298	10,845
<b>Board Room / Meeting Room Rental</b>										
Per Hour	n/a	n/a	n/a	n/a	n/a	n/a				
Per Day	2,169	8,729	10,898	502	16,547	27,946	24,000	(3,946)	24,000	(3,946)
<b>Atrium Rental</b>										
Per Hour	n/a	n/a	n/a	n/a	n/a	n/a				
Per Day	9,312	37,481	46,793	2,154	71,049	119,996	19,000	(100,996)	19,000	(100,996)
<b>Workshop Room Rental</b>										
Per Hour	n/a	n/a	n/a	n/a	n/a	n/a				
Per Day	2,690	10,827	13,517	622	20,523	34,662	9,600	(25,062)	9,600	(25,062)
<b>Project Office Rental</b>										
Per Day	n/a	n/a	n/a	n/a	n/a	n/a				
Per Month	1,144	4,603	5,747	265	8,726	14,737	15,600	863	15,600	863
<b>Wired Internet Connection</b>										
Per Day	n/a	n/a	n/a	n/a	n/a	n/a				
Per Month	n/a	n/a	n/a	n/a	n/a	n/a	3,635	3,635	3,635	3,635
<b>Server Room (per month)</b>	n/a	n/a	n/a	n/a	n/a	n/a				
<b>LCD/Laptop Rental (per use)</b>	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Event Staff Service Fee (per hour: minimum of 3 hours) - High Profile Event</b>	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Event Staff Service Fee (per hour: minimum of 3 hours) - Low Profile Event</b>	n/a	n/a	n/a	n/a	n/a	n/a				
<b>Business Advisory Package &amp; Programming</b>	63,224	63,180	126,404	21,089	11,125	158,618		(158,618)		(158,618)
<b>Grand Total</b>	<b>96,380</b>	<b>196,632</b>	<b>293,012</b>	<b>28,757</b>	<b>264,096</b>	<b>585,865</b>	<b>161,115</b>	<b>(424,750)</b>	<b>174,213</b>	<b>(411,652)</b>

Total costs of providing services are \$585,900 annually including direct costs of \$293,000 (50%), indirect costs of \$28,800 (5%), and capital costs of \$264,100 (45%). Estimated annual revenues recover \$161,100 or 28% of total costs. In discussions with Town staff the services offered through the MEVIC are perceived to have a community benefit and should not be designed to achieve full cost recovery levels. Furthermore, market comparator fees presented in Appendix A would suggest that moving to full cost



recovery fees would result in the cost of service being prohibitive. Recommended fees are presented in Table 4-6. Increases in fees (mainly associated with increased office rental fees) will increase cost recovery levels to approximately 30%, well below full cost recovery.

**Table 4-6  
Recommended MEVIC Fees (2022\$)**

MEVIC Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
<b>Co-Working Desk (Individual)</b>			-	n/a
Drop In (per day)	30	30	-	0.0%
One a week (per month)	60	60	-	0.0%
<b>Co-Working Desk (Team)</b>			-	n/a
Drop In (per day)	80	80	-	0.0%
Business Meetings	20	20	-	0.0%
<b>MEVIC Membership</b>			-	n/a
Per Month	250	250	-	0.0%
Per Year	1,400	1,400	-	0.0%
<b>MEVIC Membership Upgrade - Joint Memberships</b>			-	n/a
Per Month	100	100	-	0.0%
Per Year	600	600	-	0.0%
<b>MEVIC Membership Upgrade - Dedicated Desk</b>		-	-	n/a
Per Month	90	90	-	0.0%
Per Year	650	650	-	0.0%
<b>Office Rental - per year</b>	35.80/sq.ft	36.80/sq.ft	1.00	2.8%
<b>Board Room / Meeting Room Rental</b>			-	n/a
Per Hour	40	40	-	0.0%
Per Day	200	200	-	0.0%
<b>Atrium Rental</b>			-	n/a
Per Hour	150	150	-	0.0%
Per Day	1,000	1,000	-	0.0%
<b>Workshop Room Rental</b>			-	n/a
Per Hour	90	90	-	0.0%
Per Day	600	600	-	0.0%
<b>Project Office Rental</b>			-	n/a
Per Day	65	65	-	0.0%
Per Month	1,300	1,300	-	0.0%
<b>Wired Internet Connection</b>			-	n/a
Per Day	11	11	-	0.0%
Per Month	101	101	-	0.0%
<b>Server Room (per month)</b>		-	-	n/a
<b>LCD/Laptop Rental (per use)</b>	50	50	-	0.0%
<b>Event Staff Service Fee (per hour; minimum of 3 hours) - High Profile Event</b>	79.10	79.10	-	0.0%
<b>Event Staff Service Fee (per hour; minimum of 3 hours) - Low Profile Event</b>	51.51	79.10	28	53.6%
<b>Business Advisory Package &amp; Programming</b>	n/a	n/a	n/a	n/a



## 4.5 Corporate Services Fees

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The full cost of providing corporate services user fee activities is presented in Table 4-7. Corporate services fees include finance, purchasing, tax, and maps/GIS Data fees. Total annual direct, indirect, and capital costs are \$1.14 million. Of these costs, \$904,200 are direct, \$159,700 are indirect costs, and \$73,900 are capital costs. Historical average activity levels and 2022 user fees would suggest that corporate services fees are recovering \$612,900 or 54% of costs.

The under-recovery of costs can mostly be attributed to Mortgage Company Processing Fees, Overdue Tax Notices, and Tax Transfer of Funds. These three application types make up \$290,400 of the total annual shortfalls (or 55% of the total annual deficit). As these application type makes up the majority of the annual shortfalls and have large annual applications, recommendations have been made to move these fees closer to full cost recovery as they will have the largest impact. Most other corporate services fees are recommended to remain unchanged. However, specific fee recommendations to increase fees to full cost recovery levels are provided where existing fees significantly under recover costs and where appropriate within the context of the municipal comparators. As a result of these recommended user fees and underlying activity levels, it is anticipated that revenues from these user fees will increase by 19%, increasing cost recovery levels from 54% to 64%.





**Table 4-7**  
**Corporate Services Fees Full Cost Impacts by Fee Type (or Costing Category)**  
**(2022\$)**

Corporate Services Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/(Deficit)	Modeled Revenues	Net Surplus/(Deficit)
Finance										
Development Charge Inquiries	5	0	6	1	0	7	8	1	8	1
Finance Compliance Requests	891	756	1,647	333	74	2,054	1,312	(742)	1,504	(550)
Administration fee for Accounts Receivable Transfer to Tax	7,481	702	8,183	1,457	674	10,314	3,774	(6,540)	3,774	(6,540)
Administration fee Accounts Receivable Transfer to Collection Agency	3,028	287	3,315	596	276	4,187	1,734	(2,453)	1,734	(2,453)
Purchasing										
Bid Documents without Drawings	43,489	3,711	47,200	7,701	3,565	58,466	9,180	(49,286)	10,125	(48,341)
Bid Documents without Drawings - Proposals	90,324	6,873	97,196	14,261	6,602	118,060	15,250	(102,810)	15,625	(102,435)
Large Tender Documents with Extensive Drawings1	259	19	278	39	18	335	335	-	335	-
Tender Documents (with drawings)	84,341	7,216	91,558	14,974	6,932	113,464	30,000	(83,464)	37,500	(75,964)
Special Research/Information Request (per hour)	7	5	12	2	1	15	13	(2)	15	-
Tax										
Administration fee for Other Charges Added to Tax Roll	7,561	700	8,261	1,453	673	10,387	5,870	(4,517)	7,631	(2,756)
Ownership Change	98,971	10,339	109,310	21,455	9,932	140,696	129,325	(11,371)	141,449	753
Cheque Pull / Re-file	2	0	3	1	0	3	2	(1)	3	(1)
Processed Cheque Copy	1	0	2	0	0	2	2	(0)	2	(0)
Tax Certificates	43,575	4,334	47,909	8,994	4,163	61,066	82,056	20,990	82,056	20,990
Tax Transfer of Funds	79,509	7,365	86,875	15,284	7,075	109,234	24,692	(84,542)	37,038	(72,196)
Tax Statements/ Receipts/ Duplicate or Reprint Billings	19,611	1,992	21,603	4,134	1,914	27,651	35,590	7,939	35,590	7,939
Tax Sale Tender Package 3	77	5	82	10	5	97	7	(90)	7	(90)
Mortgage Company Processing Fee per roll number (each: interim and final)	188,645	16,723	205,368	34,701	16,064	256,132	138,000	(118,132)	138,000	(118,132)
Overdue Tax Notice	155,764	16,509	172,273	34,258	15,859	222,389	134,667	(87,722)	215,467	(6,922)
Tax Sale: Negotiation, preparation, execution and registration of an Extension Agreement	160	17	177	17	7	201	120	(81)	120	(81)
Application Review Fee for Older Adult Tax Deferral Program	193	18	211	37	17	265	50	(215)	50	(215)
Registration of Deferral Fee for Older Adult Tax Deferral Program	19	2	21	4	2	27	20	(7)	20	(7)
Maps/GIS Data										
Custom Maps	1,221	1,444	2,664	-	-	2,664	938	(1,726)	2,534	(130)
Pre-created maps - standard sized (letter, legal, ledger): ward maps, urban street directory, map imagery from council reports	0	0	0	-	-	0	0	(0)	0	(0)
Pre-created maps - oversized (larger than ledger): ward maps, urban street directory, map imagery from council reports	0	0	1	-	-	1	0	(0)	0	(0)
Grand Total	825,134	79,018	904,152	159,712	73,852	1,137,717	612,945	(524,771)	730,587	(407,129)

Through discussions with Town staff, recommended fees have been determined and are presented in Table 4-8.





**Table 4-8  
Recommended Corporate Services Fees (2022\$)**

Corporate Services Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
<b>Finance</b>				
Development Charge Inquiries	82	82	-	0.0%
Finance Compliance Requests	82	94	12	14.6%
Financial Publications - Hard Copy	Actual Cost	Actual Cost	n/a	n/a
Administration fee for Accounts Receivable Transfer to Tax				
\$0-\$499.99 including accrued interest	50	50	-	0.0%
\$500+ including accrued interest	170	250	80	47.1%
Administration fee Accounts Receivable Transfer to Collection Agency				
\$0-\$499.99 including accrued interest	\$50 + 25% of outstanding balance	\$50 + 25% of outstanding balance	-	0.0%
\$500+ including accrued interest	\$170 + 25% of outstanding balance	\$250 + 25% of outstanding balance	n/a	n/a
<b>Purchasing</b>				
Bid Documents without Drawings	68	75	7	10.3%
Bid Documents without Drawings - Proposals	122	125	3	2.5%
Large Tender Documents with Extensive Drawings	Actual Cost	Actual Cost	n/a	n/a
Tender Documents (with drawings)	100	125	25	25.0%
Special Research/Information Request (per hour)	131	149	18	13.5%
<b>Tax</b>				
Administration fee for Other Charges Added to Tax Roll	50	65	15	30.0%
Ownership Change	32	35	3	9.4%
Cheque Pull / Re-file	20	25	5	25.0%
Processed Cheque Copy	20	20	-	0.0%
Tax Certificates	65	65	-	0.0%
Tax Transfer of Funds	20	30	10	50.0%
Tax Statements/ Receipts/ Duplicate or Reprint Billings	25	25	-	0.0%
Tax Sale Tender Package 3	68	68	-	0.0%
Mortgage Company Processing Fee per roll number (each: interim and final)	10	10	-	0.0%
Overdue Tax Notice	5	8	3	60.0%
Tax Sale: Negotiation, preparation, execution and registration of an Extension Agreement	1,200	1,200	-	0.0%
Advertising/Conducting Tax Sale	Actual Cost	Actual Cost	n/a	n/a
Tax Sale Registration Recovery Service Fees External Agent – Actual costs to execute the Tax Sale Registrations and Tax Sales	Actual Cost	Actual Cost	n/a	n/a
Tax Sale Registration Recovery Service Fees Internal Staff	10% of Total External Agent Costs	10% of Total External Agent Costs	n/a	n/a
Application Review Fee for Older Adult Tax Deferral Program	50	50	-	0.0%
Registration of Deferral Fee for Older Adult Tax Deferral Program	200	200	-	0.0%
<b>Maps/GIS Data</b>				
Custom Maps	Calculation Map Specific (Hourly rate \$67 + materials)	Calculation Map Specific (Hourly rate \$181+ materials)	n/a	n/a
Pre-created maps - standard sized (letter, legal, ledger): ward maps, urban street directory, map imagery from council reports	10	25	15	150.0%
Pre-created maps - oversized (larger than ledger): ward maps, urban street directory, map imagery from council reports	20	35	15	75.0%



## 4.6 Fire Fees

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Summarized in Table 4-9 are the full cost of service results from the A.B.C. model for fire user fee services. In total, fire user fee activities account for approximately \$744,500 annually in service costs. Approximately 76% of these costs (i.e. \$568,600) reflect the annual direct costs of processing activities. Indirect and capital costs account for remaining 19% and 4% of annual costs, respectively. Annual revenues associated with fire user fee activities have been calculated at \$331,600, or 45% of the full cost of service. This level of cost recovery would result in \$412,900 of the full cost of service being funded from non-user fee sources. The majority of this shortfall (i.e. \$271,200) is attributed to the costs of responding to false alarms as the Town only begins charging for these responses after the 2<sup>nd</sup> false alarm response. New user fee categories have also been included for a variety of services related to the rental of training grounds and associated amenities.



**Table 4-9**  
**Fire User Fees Full Cost Impacts by Fee Type (or Costing Category) (2022\$)**

Fire Services Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Burning Permit By-law Violations (per hour/per truck, minimum hour charge)	28,542	2,269	30,811	7,864	1,783	40,458	36,831	(3,627)	36,831	(3,627)
Burning Permit Issuance (Container and Brush)	59,730	5,739	65,469	17,302	4,065	86,836	46,935	(39,901)	46,935	(39,901)
Large Burning Permit Issuance (Industrial/Commercial/Agricultural)	10,435	897	11,332	2,923	576	14,831	11,896	(2,936)	11,896	(2,936)
File Search	9	1	10	2	1	12	9	(3)	12	-
Fire Extinguisher Training (up to 20 Students)	15,241	1,159	16,401	4,127	652	21,179	22,400	1,221	22,400	1,221
Fire Extinguisher Training (up to 20 Students) - Additional Fee for each additional student	-	-	-	-	-	-	2	2	2	2
Fire Reports	1,425	149	1,573	461	102	2,136	2,111	(24)	2,136	-
Fireworks (Family) Discharge Permit	209	16	225	56	9	290	-	(290)	290	-
Fireworks (Family) Sale Permit	887	74	961	264	42	1,267	1,135	(131)	1,267	-
Fireworks (Exhibition) Discharge Permit	1,210	91	1,301	324	51	1,677	1,277	(400)	1,632	(45)
Carbon Monoxide Alarms	5,187	1,503	6,690	1,377	260	8,327	1,332	(6,996)	1,332	(6,996)
Signage	5	0	6	1	0	7	6	(1)	-	(7)
Smoke Alarms	8,176	1,083	9,259	2,171	410	11,841	412	(11,429)	1,135	(10,706)
Lock Box	1,446	1,529	2,975	392	76	3,443	1,086	(2,357)	3,443	-
All Other Incidents: Initial Response: each apparatus per hour	7,107	576	7,683	1,988	474	10,145	10,882	737	10,882	737
All Other Incidents: Additional Hours Apparatus Fee - charged per apparatus for each 1/2 hour (or part thereof) after initial response	391	32	422	109	26	557	314	(243)	314	(243)
All Other Incidents: Overtime Personnel (as applicable) 100% cost	57	3	60	11	3	73	73	-	73	-
All Other Incidents: Replacement of Equipment & resources used 100%	37	4	41	11	11	63	63	-	63	-
All Other Incidents: Administration cost (100%)	2	0	3	0	0	3	3	-	3	-
All Other Incidents: Pumper and Hazmat Trailer and appropriate personnel per hour	40	3	43	11	3	56	60	3	60	3
All Other Incidents: False Alarms (per hour/per truck, minimum hour charge)	212,442	16,496	228,938	57,352	12,503	298,794	14,134	(284,660)	14,134	(284,660)
Special Events - Request for Attendance (per hour/per truck)	38	3	41	10	2	54	60	6	60	6
Special Events - Request for Staff	38	3	41	10	2	53	-	(53)	-	(53)
Review and Approval of Risk and Safety Management Plans: Existing 5000 USWG or less	78	5	83	18	3	104	309	205	309	205
Review and Approval of Risk and Safety Management Plans: New/Modified 5000 USWG or less	207	14	221	49	8	278	621	343	621	343
Review and Approval of Risk and Safety Management Plans: Existing greater than 5000 USWG	104	7	111	25	4	139	2,791	2,652	2,791	2,652
Review and Approval of Risk and Safety Management Plans: New/Modified greater than 5000	207	14	221	49	8	278	3,102	2,824	3,102	2,824
Review and Approval of Risk and Safety Management Plans: If necessary to retain 3rd part engineer or other firm	-	-	-	-	-	-	-	-	-	-
Response to Motor Vehicle Collisions	169,723	13,589	183,312	47,397	10,386	241,095	173,771	(67,325)	173,771	(67,325)
Inspections per hour	9	1	10	2	0	13	14	1	14	1
Training Grounds Rental - Vehicle Compound	11	1	12	2	1	15	-	(15)	15	-
Training Grounds Rental - Search Tower	11	1	12	2	1	15	-	(15)	15	-
Training Grounds Rental - Pumping Station; Drafting, Hydrant, Sprinkler	11	1	12	2	1	15	-	(15)	15	-
Training Grounds Rental - Forcible Entry/Cutting Station	11	1	12	2	1	15	-	(15)	15	-
Training Grounds Rental - Classroom, A, B A&B	11	1	12	2	1	16	-	(16)	16	-
Training Grounds Rental - Low Profile Prop	11	1	12	2	1	15	-	(15)	15	-
Fire Route Application	26	2	28	7	1	36	-	(36)	36	-
Code Compliance Alternative Solution Review	195	12	207	48	9	265	-	(265)	265	-
Occupant Load Calculation	25	2	27	7	1	34	-	(34)	34	-
Print copies of documents	12	1	12	3	0	16	-	(16)	16	-
Boarding and Securing Properties	44	3	48	12	2	62	-	(62)	62	-
EVT Services	9	1	10	2	1	13	-	(13)	14	1
<b>Grand Total</b>	<b>523,358</b>	<b>45,287</b>	<b>568,645</b>	<b>144,403</b>	<b>31,480</b>	<b>744,527</b>	<b>331,627</b>	<b>(412,900)</b>	<b>336,023</b>	<b>(408,505)</b>



Recommended fire user fees have been discussed with Town staff and are presented in Table 4-10. Fees have been recommended based on a variety of factors including; provincially mandated fees (e.g. assistance on provincial highways), affordability concerns and policy objectives such as encouraging fire safety/prevention (e.g. smoke alarms), and full cost recovery levels (e.g. fire works permits).

Based on the recommended fees presented in Table 4-10 and average historical activity levels, cost-recovery of fire user fees is anticipated to remain relatively unchanged.



**Table 4-10  
Recommended Fire User Fees (2022\$)**

Fire Services Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Burning Permit By-law Violations (per hour/per truck, minimum hour charge)	598	598	-	0.0%
Burning Permit Issuance (Container and Brush)	52	52	-	0.0%
Large Burning Permit Issuance (Industrial/Commercial/Agricultural)	153	153	-	0.0%
File Search	93	125	32	34.8%
Fire Extinguisher Training (up to 20 Students)	400	400	-	0.0%
Fire Extinguisher Training (up to 20 Students) - Additional Fee for each additional student	15	15	-	0.0%
Fire Reports	107	108	1	1.2%
Fireworks (Family) Discharge Permit	-	32	32	n/a
Fireworks (Family) Sale Permit	132	147	15	11.6%
Fireworks (Exhibition) Discharge Permit	266	340	74	27.8%
Carbon Monoxide Alarms	46	46	-	0.0%
Signage	64	-	(64)	-100.0%
Smoke Alarms	9	25	16	175.6%
Lock Box	115	366	251	217.1%
All Other Incidents: Initial Response: each apparatus per hour	598	598	-	0.0%
All Other Incidents: Additional Hours Apparatus Fee - charged per apparatus for each 1/2 hour (or part thereof) after initial response	314	314	-	0.0%
All Other Incidents: Overtime Personnel (as applicable) 100% cost	100% of Cost	100% of Cost	n/a	n/a
All Other Incidents: Replacement of Equipment & resources used 100% cost	100% of Cost	100% of Cost	n/a	n/a
All Other Incidents: Administration cost (100%)	100% of Cost	100% of Cost	n/a	n/a
All Other Incidents: Pumper and Hazmat Trailer and appropriate personnel per hour	598	598	-	0.0%
All Other Incidents: False Alarms (per hour/per truck, minimum hour charge)	598	761	163	27.3%
Special Events - Request for Attendance (per hour/per truck)	598	598	-	0.0%
Special Events - Request for Staff	100% of Cost	100% of Cost	n/a	n/a
Review and Approval of Risk and Safety Management Plans: Existing 5000 USWG or less	309	309	-	0.0%
Review and Approval of Risk and Safety Management Plans: New/Modified 5000 USWG or less	621	621	-	0.0%
Review and Approval of Risk and Safety Management Plans: Existing greater than 5000 USWG	2,791	2,791	-	0.0%
Review and Approval of Risk and Safety Management Plans: New/Modified greater than 5000 USWG	3,102	3,102	-	0.0%
Review and Approval of Risk and Safety Management Plans: If necessary to retain 3rd part engineer or other firm	Calculated at Cost	Calculated at Cost	n/a	n/a
Response to Motor Vehicle Collisions	510	510	-	0.0%
Inspections per hour	135	135	(0)	-0.2%
Training Grounds Rental - Vehicle Compound	n/a	153	n/a	n/a
Training Grounds Rental - Search Tower	n/a	150	n/a	n/a
Training Grounds Rental - Pumping Station; Drafting, Hydrant, Sprinkler	n/a	150	n/a	n/a



**Table 4-10**  
**Recommended Fire User Fees (2022\$) – Cont'd**

Fire Services Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Training Grounds Rental - Forcible Entry/Cutting Station	n/a	150	n/a	n/a
Training Grounds Rental - Classroom, A, B A&B	n/a	157	n/a	n/a
Training Grounds Rental - Low Profile Prop	n/a	150	n/a	n/a
Fire Route Application	n/a	360	n/a	n/a
Code Compliance Alternative Solution Review	n/a	2,647	n/a	n/a
Occupant Load Calculation	n/a	345	n/a	n/a
Print copies of documents	n/a	160	n/a	n/a
Boarding and Securing Properties	n/a	618	n/a	n/a
EVT Services	n/a	135	n/a	n/a

## 4.7 Town-Wide User Fees

Within the Town's user fee by-law are Town-wide fees that could be charged by multiple departments. The full direct, indirect, and capital costs of these fees are \$83,000.

Table 4-11 presents annual service costs by user fee and the modelled annual revenue for current and proposed 2022 fees based on average annual historical user fee volumes.

**Table 4-11**  
**Town-Wide User Fees Full Cost Impacts by Fee Type (or Costing Category)**  
**(2022\$)**

Townwide Services Fees	Direct Costs			Indirect Costs	Capital Costs	Total Costs	Current Fees		Recommended Fees	
	Salary, Wage and Benefits	Other Direct Costs	Total				Modeled Revenues	Net Surplus/ (Deficit)	Modeled Revenues	Net Surplus/ (Deficit)
Chargeback Administration Fee	22,558	16,973	39,531	4,915	1,995	46,440	2,000	(44,440)	2,000	(44,440)
Payment Issuance Fee	5,366	530	5,896	1,099	509	7,504	2,820	(4,684)	3,760	(3,744)
Dishonoured Payment	5,701	548	6,249	1,137	526	7,912	8,700	788	8,700	788
Preparation of Agreements (related to real property, tax rolls and subdivisions)	7	5	12	2	1	15	51	36	51	36
Request from off-site storage	4,317	891	5,208	928	322	6,457	-	(6,457)	-	(6,457)
Road Closures for Special Events	2,218	9,951	12,170	2,461	712	15,342	-	(15,342)	5,840	(9,502)
<b>Grand Total</b>	<b>40,168</b>	<b>28,897</b>	<b>69,065</b>	<b>10,542</b>	<b>4,064</b>	<b>83,671</b>	<b>13,773</b>	<b>(69,899)</b>	<b>20,553</b>	<b>(63,119)</b>

Current user fees are recovering approximately 16% of the costs of service.

Recommendations have been made to increase fees that are below full cost recovery levels to the top of market to have regard for the competitiveness and affordability of the fees. Recommended fees are presented in Table 4-12. Based on the proposed



recommendations, user fee revenues would increase by 49%, increasing annual cost recovery levels from 16% to 25%.

**Table 4-12**  
**Recommended Town-Wide User Fees (2022\$)**

Townwide Services Fees	Current Fee	Proposed Fee	Change (\$)	Change (%)
Chargeback Administration Fee	10% of chargeback	10% of chargeback	-	n/a
Payment Issuance Fee	30	40	10	33.3%
Documents (courier cost and retrieval)	Actual cost	Actual cost	n/a	n/a
Dishonoured Payment	50	50	-	0.0%
Photocopies (per page)	0.57	0.57	-	0.0%
Preparation of Agreements (related to real property, tax rolls and subdivisions)	506	506	-	0.0%
Preparation of Non-Standard Agreements (e.g. servicing agreement to put to road, construction of public infrastructure that fall outside the subdivision process and cost sharing of municipal servicing, advancing capital works etc.)	4,709	8,218	3,509	74.5%
Request from off-site storage	Actual cost + \$72.00	Actual cost + \$72.00	n/a	n/a
Subpoena Fee (per hour) - related to tax sale, property deeds, subdivisions	100% of Cost	100% of Cost	n/a	n/a
Road Closures for Special Events		365	365	n/a

## 4.8 Municipal Act User Fees Summary

For each *Municipal Act* user fee service area, the full costs of service have been analyzed as well as the cost recovery levels based on current and recommended user fees. The cost recovery levels, based on recommended fees, vary by service area dependent on contributing factors such as market competitiveness, full costs, and policy decisions.

Summarized in Table 4-13 below are the full costs of providing services related to user fees by service area, which was presented in detail in this chapter. Furthermore, anticipated cost recovery levels have been presented based on the recommended fees and modeled average annual volumes. In total, the *Municipal Act* user fee recommendations presented in this chapter, would increase annual user fee revenue by \$259,400, or 12%, thereby decreasing the burden of the municipal tax levy to fund these services being provided by the Town.



While the recommended fees have been reviewed with staff, ultimately the Town will determine the timing of implementation and phasing of fee recommendations to achieve cost recovery and policy objectives.

**Table 4-13**  
**Consolidated Municipal Act User Fees Impacts of Recommended Fees (2022\$)**

Service Area	Total Costs	Modelled Revenue at Current Fees			Recommended Fees		
		Annual Revenue	Surplus/ (Deficit)	Cost Recovery %	Annual Revenue	Surplus/ (Deficit)	Cost Recovery %
<b>Non-Development Fees</b>							
Clerks/ Licensing Fees	<b>913,323</b>	908,820	(4,503)	100%	919,700	6,376	101%
MEVIC	<b>585,865</b>	161,115	(424,750)	28%	174,213	(411,652)	30%
Corporate Services	<b>1,137,717</b>	612,945	(524,771)	54%	730,587	(407,129)	64%
Fire	<b>744,527</b>	331,627	(412,900)	45%	336,023	(408,505)	45%
Town-Wide	<b>83,671</b>	13,773	(69,899)	16%	20,553	(63,119)	25%
Other Engineering Fees	<b>608,017</b>	170,770	(437,248)	28%	277,342	(330,676)	46%
<b>Total - Non-Development</b>	<b>4,073,121</b>	<b>2,199,049</b>	<b>(1,874,071)</b>	<b>54%</b>	<b>2,458,417</b>	<b>(1,284,028)</b>	<b>60%</b>





# Appendix A

## Municipal User Fee Comparison



**Table A-1**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Licenses / Enforcement</b>													
Business Licence Transfer Fee	Flat Rate \$	\$62.00											
Licensing Committee Hearing Fee	Flat Rate \$		\$429.00	\$200.00		\$369 - \$393							
Replacement License Fee	Flat Rate \$		\$46.92			\$12.00							
Administrative Fee - External Contract Order / Emergency Veterinary Care													
Adult Entertain - Entertainer License / Renewal	Flat Rate \$	\$483.00	\$208.08	\$270.00	\$311.00		\$496.00	\$340.00	\$309 - \$289		\$459 / \$104		
Adult Entertain - Operator License / Renewal	Flat Rate \$	\$4,238.00	\$884.34	\$270.00	\$942.00		\$12,888.81	\$1,248.00	\$238 - \$227		\$5,191 / \$5,090		\$3,473.00
Adult Entertain - Owner License / Renewal	Flat Rate \$	\$4,238.00	\$4,161.60	\$667.00	\$4,488.00	\$5,627.50 / \$5,605.50	\$12,888.81	\$5,670.00	\$7,313 - \$6,822	\$235 - \$342			\$5,147.00
Adult Magazines - Sale	Flat Rate \$		\$193.80			\$242 / \$234.75							
Adult Video Class License / Renewal	Flat Rate \$	\$918.00	\$1,040.00	\$191.00	\$673.00				\$1,185 / \$1,273	\$235 - \$324			
Adult Video Class A - Attendant License / Renewal	Flat Rate \$		\$78.03		\$214.00	\$365-\$270.25							
Adult Video Class B License / Renewal	Flat Rate \$	\$739.00	\$156.06	\$191.00		\$242 / \$234.75							
Amusement (Place of) - Class A	Flat Rate \$					\$336.75		\$312.00	\$275.00	\$206 - \$332			
Class A - per machine	per Machine								\$9.00				
Amusement (Place of) - Class B	Flat Rate \$					\$336.75	\$217.00		\$448.00		\$184.00		
Amusement (Place of) - Class C	Flat Rate \$						\$217.00		\$448.00		\$184.00		
Animal Control - Spayed / Neutered Licence / Renewal	Flat Rate \$	\$44.00	\$26.52	\$20 - \$30	\$10 - \$150	\$25.00	\$33.99	\$26.00	\$12 - \$25	\$45.90	\$51.27	\$55.14	\$40.00
Animal Control - Non-spayed/unneutered Licence / Renewal	Flat Rate \$	\$86.00	\$54.10	\$30 - \$60	\$10 - \$150	\$50.00		\$51.00	\$12 - \$25	\$66.30	\$102.58	\$72.83	\$40.00
Animal Control - with Microchip (Spayed/Neutered) /	Flat Rate \$	\$37.00		\$10.00	\$20 - \$150					\$35.70			
Animal Control - with Microchip (Non-Spayed/Non-Neutered) / Renewal	Flat Rate \$	\$64.00			\$20 - \$150								
Animal Control -Licence/Renewal	Flat Rate \$												
Animal Control - Licence/Renewal Senior Rate	Flat Rate \$												
Animal Control - Replacement Tag	Flat Rate \$	\$15.00		\$5.00		\$5.25	\$7.21	\$5.00	\$13.00	\$5.10	\$7.81	\$10.40	\$17.00
Animal Control - Appeal of Muzzle Order	Flat Rate \$	\$804.00						\$250.00					
Animal Control - Late Payment	Flat Rate \$	\$10.00											\$40.00
Appeal Fee (Licensing / Muzzle Orders / Property Standards)	Flat Rate \$	\$621.00		\$200.00	\$125.00								
Animal Control - Vicious or Aggressive Dog License	Flat Rate \$								\$54.00				
Animal Use for Entertainment	per Day			\$316.00								\$140.00	
Arcade License/ Renewal	Flat Rate \$		\$261.12		\$272.00	\$336.75 / \$325.50	\$217.00	\$312.00	\$275 / \$258				\$274.00
Auctioneer	Flat Rate \$			\$185.00		\$238 / \$230.75	\$141.89		\$578.00		\$102.00	\$140.00	
Dog Return fee - per repeat occurrence	Flat Rate \$	\$117.00 + Applicable Shelter Fees						\$100 - \$38, + \$49 per day of impoundment	\$38 - \$100		\$45.70		
Discharge of an order - Registered Order to Comply	Flat Rate \$												
Late Licensing fee (formerly Administrative Penalty - Licensing)	Flat Rate \$	10% of fee	\$73.44										
Licensing Appointment - Fail to Attend	Flat Rate \$	\$17.00											
Automotive	Flat Rate \$		\$262.12			\$238 / \$230.75							
Banquet Facilities - Public Hall License/ Renewal	Flat Rate \$		\$261.12	\$353.00	\$280.00	\$238 / \$230.75	\$217.00		\$578 / \$328				
Beauty Salon / Barber Shop	Flat Rate \$						\$217.00				\$220 / \$128	\$172.00	
Bed and Breakfast Establishment	Flat Rate \$									\$206 - \$242		\$172 - \$313	
Bill Distributor	Flat Rate \$												
Billiard/Pool Hall License/ Renewal	Flat Rate \$		\$261.12	\$195.00	\$235.00	\$336.75 / \$325.50	\$217.00	\$340.00	\$328 / \$162		\$184.00		
Bingo / Lotteries	Flat Rate \$ and %	3%	\$102.00 for bingo; 3% of prize value for lottery;	3% of Prize value	Raffles (\$1 - \$500) \$15 per event (over - \$500) 3% of payout, Bingos \$45 per event	3% of the prize	3% of the prize	3% of the prize	3% of the prize	3% of the prize	\$130.00 for Bingo Licenses, 3% of prize value for all other lotteries		3% for Lotteries
Body Rub Parlour - Attendant License/ Renewal	Flat Rate \$	\$399.00	\$208.08	\$255.00	\$311.00			\$340.00	\$297 / \$279				
Body Rub Parlour - Operator License/ Renewal	Flat Rate \$	\$441.00	\$884.34	\$260.00	\$923.00			\$1,248.00	\$215 / \$202		\$426 / \$151		\$1,815.00
Body Rub Parlour - Owner License/ Renewal	Flat Rate \$	\$1,001.00	\$4,161.80	\$260.00	\$9,025.00	\$7,217 / \$7,055	\$12,888.81	\$5,670.00	\$7,431 / \$6,800				\$2,829.00
Bowling Alley Establishment License/ Renewal	Flat Rate \$		\$261.12	\$195.00	\$235.00		\$217.00	\$453.00			\$184.00		
Building Renovator	Flat Rate \$			\$559.00	\$221.00	\$226.75 / \$195.50						\$140.00	
Catering Food Service	Flat Rate \$												
Charitable Clothing Donation Drop Box Organization Registration	Flat Rate \$											\$140.00	
Charitable Clothing Donation Drop Box	per Box								\$76.00		\$84.00		
Commercial Refreshment Vehicle - A	Flat Rate \$	\$528.00	\$392.70	\$273.00	\$312.00	\$293.00	\$434.20	\$336.00	\$494.00	\$206 - \$292	\$230.00	\$313.00	\$274.00
Commercial Refreshment Vehicle - B	Flat Rate \$	\$373.00	\$193.80	\$203.00	\$252.00		\$434.20		\$494.00	\$206 - \$292	\$168.00		
Commercial Refreshment Vehicle - C	Flat Rate \$	\$229.00	\$287.64	\$203.00	\$252.00		\$434.20		\$475.00	\$206 - \$292	\$189.00	\$69.00	
Commercial Refreshment Vehicle - D	Flat Rate \$	\$373.00	\$1,416.78		\$312.00		\$434.20	\$85.00		\$206 - \$292		\$313.00	
Commercial Refreshment Vehicle Driver	Flat Rate \$	\$85.00		\$194.00	\$103-\$206	\$176.25		\$112.00	\$135.00				
Commercial Refreshment Vehicle Transfer / Change of Vehicle	Flat Rate \$	\$291.00											
Extended On-Street Parking Application Fee	Flat Rate \$	\$41.00											
Convenience Store - Sale of Foodstuffs or Tobacco	Flat Rate \$		\$193.80	\$260.00				\$379.00	\$387 / \$406				
Convenience Store - Sale of Foodstuffs and Tobacco	Flat Rate \$		\$193.80						\$793.00				
Convenience Store - Sale of Foodstuffs, Tobacco and Lunch Counter	Flat Rate \$		\$515.10										
Convenience Store - Sale of Food and Full Service Gas Stn w/ Wash	Flat Rate \$						\$217.00						



**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Convenience Store - Sale of Food and Gas Station	Flat Rate \$												
Day Nursery	Flat Rate \$												
Drain Laying Contractor	Flat Rate \$			\$202.00	\$194.00	\$226.75							\$121.00
Driveway Paving Contractor	Flat Rate \$			\$561.00	\$194.00	\$226.75	\$144.73						
Driving School	Flat Rate \$			\$195.00		\$175.25	\$217.00		\$224.00		\$138.00		
Driving School Instructor / Vehicle	Flat Rate \$			\$366.00	\$103-\$206	\$217.06 / \$171.25; \$241.75 / \$231.75	\$217.00		\$220.00				
Dry Cleaner / Laundromat	Flat Rate \$			\$306.00					\$401.00		\$230.00		
Festivals / Carnival / Exhibition	Flat Rate \$		700.74 / 693.6	\$195.00	\$248.00	\$268.00	\$217.00						
Fence Installation Contractor	Flat Rate \$			\$560.00									
Food Sellers / Foodstuffs Establishment	Flat Rate \$		\$193.80	\$371.00	\$150-\$900		\$217.00	\$387.00			\$281.00	\$172.00	
Golf Courses and Country Clubs	Flat Rate \$						\$361.83						
Golf Driving Range / Mini-Golf	Flat Rate \$						\$217.00						
Group Home Registration	Flat Rate \$	\$352.00								\$61.20	\$288.66	\$172 - \$313	\$130.00
Grow Op / Drug Lab Inspection Fee	Flat Rate \$	\$660.00			\$500.00	\$670.00				\$300.00			
Heating, Ventilating and Air Conditioning Contractor	Flat Rate \$			\$203.00	\$194.00	\$226.75							
Horse Riding Stable	Flat Rate \$				\$163.00		\$217.00						
Hotel / Motel	Flat Rate \$												
Full Service Hotel	Flat Rate \$												
Kennels	Flat Rate \$	\$462.00		\$415.00	\$100.00	\$200.50	\$217.00	\$101.00	\$155.00	\$81.60 - \$132.60			\$103.00
Late Vehicle Inspection Fee	Flat Rate \$	\$125.00											
Letter of Compliance	Flat Rate \$	\$63.00									\$80.27		
Late Payment Fee for Renewal of Licence	Flat Rate \$			\$50.00									
Line Fences Act Application Fee	Flat Rate \$	\$371.00											
Line Fences Act Fenceviewer Attendance Fee (per Fenceviewer)	Flat Rate \$	\$101.00											
Lodging Home (Initial / Renewal)	Flat Rate \$			\$495.00	\$407.00						\$1,121 / \$910		
Mobile Sign Lessor	Flat Rate \$			\$391.00					\$809.00				
Motor Vehicle Dealership (incl. Used Car) License / Renewal	Flat Rate \$		\$262.12	\$331.00									
Motor Vehicle Repair Garage (incl. Body Shop) License / Renewal	Flat Rate \$		\$262.12	\$331.00									
Motorized Vehicle Raceway	Flat Rate \$												
Newspaper Boxes	per Box		\$53.04					\$85.16 - \$529.34					
Night Club License/ Renewal	Flat Rate \$		\$1,278.06	\$556.00		\$3,498 / \$3,493						\$172 - \$313	
Noise Exemption Application Fee	Flat Rate \$	\$187.00		\$180.00		\$261.60	\$200.00	\$305.00	\$350.00	\$755.00		\$340.00	
Pawn Brokers (Initial / Renewal)	Flat Rate \$		\$262.12		\$245.00	\$238 / \$230.75	\$217.00			\$208 / \$142			
Pay Duty Officer (per hour)	Flat Rate \$	\$98.00											
Personal Service Business	Flat Rate \$	\$389.00	\$262.12	\$235.00	\$217.00	\$226.75	\$108.22		\$415.00	\$206 / \$393			\$274.00
Personal Service Business with Body Rub	Flat Rate \$	\$864.00											
Pet Shop	Flat Rate \$			\$415.00	\$239.00	\$263.00	\$108.55		\$155.00		\$133.00		
Plumbing Contractor	Flat Rate \$			\$203.00	\$212.00	\$226.75							
Pool Installation Contractor	Flat Rate \$			\$567.00	\$285.00								
Private Property Parking - Licence New Officer Fee	Flat Rate \$	\$50.00											
Private Property Parking - Ticket Cancellation Fee	Flat Rate \$	\$10.00											
Racetrack Operation (Horses and Dogs)	Flat Rate \$				\$163.00								
Replacement Tag	Flat Rate \$	\$15.00			\$5.50	\$5.25							
Replacement of Commercial Plates	Flat Rate \$	\$103.00	\$99.96					\$30.00					
Request for Appeal	Flat Rate \$												
Request for Reopening Parking Matters	Flat Rate \$	\$35.00											
Restaurant / Take Out / Lunch Counter	Flat Rate \$		\$287.64			\$200.50	\$144 - \$217		\$437.00	\$206 / \$238			
Retail - Exhibition	Flat Rate \$												
Sale of Fireworks (incl. Canada Day and Victoria Day)	Flat Rate \$		\$262.12	\$340.00		\$226.75	\$240.00		\$982.00		\$233 / \$466 / \$576		
Sale of Tobacco License/ Renewal	Flat Rate \$		\$262.12	\$195.00	\$321.00	\$318.50 / \$230.75		\$406 / \$262				\$172.00	
Salvage/Scrap Yard	Flat Rate \$	\$557.00	\$262.12	\$244.00	\$282.00	\$200.50	\$438.46			\$203.00			
Sign Removal Fee - illegally placed signs - per sign fee	Flat Rate \$	\$87.00		\$50.00	\$50.00								
Signage on Town Road Allowances	Flat Rate \$	\$354.00											
Special Vehicle Parking Exemption Application fee	Flat Rate \$	\$20.00											
Site Inspection (Bylaw /Licensing / Animal Control)	Flat Rate \$	\$147.00											
Site Inspection After-hours (Bylaw /Licensing / Animal Control)	Flat Rate \$	\$265.00											
Signs	Flat Rate \$												
Sign Distributor	Flat Rate \$												
Second-Hand Dealers	Flat Rate \$			\$195.00		\$238.00		\$453.00	\$401.00				
Specialty Food (Baked Goods, Confectionary & Nut, Fruit & Vegetable Market, Health, Ice Cream Parlour, Meat Market)	Flat Rate \$										\$230.00		
Storage of Motor Vehicles License / Renewal	Flat Rate \$		\$262.12										
Street Vendor	Flat Rate \$										\$128.00		
Supermarket/Grocery Store	Flat Rate \$												
Taxi - Driver Test	Flat Rate \$	\$47.00				\$67.00	\$34.45	\$30.00					
Taxi - Driver Study and Application Package	Flat Rate \$	\$11.00											
Taxi Meter Seal Replacement	Flat Rate \$	\$42.00											
Taxi Photo ID Card Replacement	Flat Rate \$	\$15.00		\$76.84		\$12.00	\$5.00	\$16.00	\$5.00				
Taxi - Annual Maintenance on Taxi Priority List	Flat Rate \$					\$279.11							
Taxi - Plate Transfer / Change of Vehicle Fee	Flat Rate \$	\$207.00					\$71.87						



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Taxi - Driver Transfer / Change of Vehicle Fee	Flat Rate \$												
Taxi - Placement on Taxi Priority List	Flat Rate \$												
Taxi / Limo Broker License / Renewal	Flat Rate \$	\$345.00	\$1140 / \$856	\$193.00			\$283.79	\$223.00	\$504 / \$308				Administered by Region of Waterloo
Taxi / Limo Owner License / Renewal	Flat Rate \$	\$551.00	\$3,451 / \$716	\$370.00	\$4,091-\$468	\$481 / \$482 , \$484.75 / 408.25	\$71.83 / \$283.79	\$5,498 / \$309	\$634 / \$392	\$276 / 200			
Taxi/ Limo Driver License / Renewal	Flat Rate \$	\$143.00	\$292 / \$219	\$347.00	\$206-\$103	\$194.50 / \$176.25	\$71.87	\$86.00	\$220 / \$207	\$155 / \$130			
Limo (Livery Cab) - Broker - License / Renewal	Flat Rate \$												
Limo (Livery Cab) - Owner - License / Renewal	Flat Rate \$		\$3,451 / \$716										
Limo (Livery Cab) - Driver - License / Renewal	Flat Rate \$		\$292 / \$219		\$206-\$103								
Limo - Plate	Flat Rate \$				\$287.00								
Livery Cab - Special Occasion	Flat Rate \$					\$38.25 - \$50.25							
Temporary Sale (per location)	Flat Rate \$												
Theatres License/ Renewal	Flat Rate \$						\$217.00						
Tourist/Trailer Camp License/ Renewal	Flat Rate \$		\$262.12										
Tow Truck Driver	Flat Rate \$				\$103-\$412	\$789.84	\$72.37		\$213.00				
Tow Truck Owner	Flat Rate \$				\$379.00	Not currently being issued	\$289.47		\$337.00				
Tow Truck Brokerage	Flat Rate \$								\$504.00				
Tow Truck Company with Storage Compound	Flat Rate \$												
Towing Storage Compound	Flat Rate \$						\$217.00						
Transient Trader	Flat Rate \$											\$35 - \$140	
Transient Trader Class 1 - Day Sales	Flat Rate \$	\$273.00	\$104 per day; \$297 monthly; \$710 per quarter; \$1264 annually										
Transient Trader Class 2 - Seasonal Sales	Flat Rate \$	\$273.00	\$104 per day; \$297 monthly; \$710 per quarter; \$1264 annually										
Transient Trader Class 3 - Door to Door Sales	Flat Rate \$	\$530.00	\$104 per day; \$297 monthly; \$710 per quarter; \$1264 annually										
Transient Trader Class 4 - Antique / Collectible Sales	Flat Rate \$	\$273.00											
Transient Trader Class 5 - Craft Show	Flat Rate \$	\$273.00											
Transient Trader Class 6 - Manufacturing Show	Flat Rate \$	\$273.00											
Transient Trader Class 7 - Flea Market	Flat Rate \$	\$273.00	\$104 per day; \$297 monthly; \$710 per quarter; \$1264 annually										
Transient Trader Class 8 - General	Flat Rate \$	\$273.00											
Warehouse Clubs and Superstores	Flat Rate \$												
Short Term Rental Homes	Flat Rate \$	\$447.00			\$150.00	\$250.00			\$332.00				
Administrative Penalty System fees													
Certified Registered Owner Document	Flat Rate \$	\$20.00						\$30.00					\$5.00
Late Payment of an Administrative Penalty	Flat Rate \$	\$30.00	\$26.00	\$16.00	\$50.00	\$25.00		\$26.00	\$50.00				
MTO Search Fee	Flat Rate \$	\$10.00	\$16.00	\$10.00	\$10.00	\$10.00		\$10.00	\$10.00			\$10.00	
MTO Plate Denial	Flat Rate \$	\$26.00	\$26.00	\$20.00	\$22.00	\$20.00			Current MTO Rate			\$25.00	
Screening Fail to Appear	Flat Rate \$	\$50.00	\$52.00	\$50.00	\$50.00	\$50.00		\$51.00	\$100.00				
Hearing Fail to Appear	Flat Rate \$	\$100.00	\$52.00	\$100.00	\$100.00	\$50.00		\$102.00				\$50.00	
Clerks/CAO													
American Sign Language (ASL) Interpreters	Flat Rate \$												
Birth Registration	Flat Rate \$				\$25.00								
Burial Permit	Flat Rate \$			\$55 - \$85	\$30.00		\$26.52	\$41.00	\$41.99				
Certification of Documents	Flat Rate \$			\$15.00	\$35.00	\$15.00		\$6.10 - \$38.70					
Commissioner of Oaths	Flat Rate \$	\$31.00 - \$87.00	\$20.83 - \$30.62	\$40.00	\$35.00 for up to 3 documents and \$5.00 for each additional document over 3	\$35.00	\$30.00		\$35.08 + \$21.79 Per each additional document	\$35 - \$90	\$13.27 for first document , \$4.42 / additional document	\$30.00	
Council Agendas	Flat Rate \$		Free - Online										
Council Agendas and Minutes - Annual (Mailed / Pickup)	Flat Rate \$										\$0.35		
Council Agendas Full Package - Annual (Mailed / Pickup)	Flat Rate \$												
Council Minutes (Mailed / Pickup)	Flat Rate \$		Free - Online										
Council Meeting - CD/DVD	Flat Rate \$					\$22.00							
Death Registration In-Town	Flat Rate \$	\$49.00			\$30.00					\$35.00	\$28.00		\$42.00
Death Registration Out-of-Town	Flat Rate \$	\$75.00			\$30.00		\$31.83			\$35.00	\$28.00		\$50.00
Discharge of an Order - Registered Order To Comply	Flat Rate \$	\$437.00											
Expedited Service	Flat Rate \$	10% of fee (Min \$10 Charge)											
Documents Search	per hour			\$30.00	\$7.50				\$27.11 Per File				
Freedom of Information Request (legislated)	Flat Rate \$	Per Legislation	\$5.00	\$5.00			\$5.00				\$5.00	\$5.00	\$5.00
Freedom of Information Search Fee (legislated)	Flat Rate \$	Actual Cost		\$7.50							\$7.50	\$30 Per hour	\$7.50
Heritage Property Check	Flat Rate \$	\$15.00											



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Marriage License	Flat Rate \$	\$195.00	\$150.00		\$160.00	\$150.00	\$163.91	\$163.00	\$180.70	\$150.00	\$154.00	\$149.00	\$165.00
Release of Agreement	Flat Rate \$	\$289.94 + Applicable Registration/Teravie w Fee(s)											
Replacement Marriage License	Flat Rate \$	\$66.00											
Special Research/Information Request	per Hour	\$241.00						\$336.00	\$395.00				
Marriage Consultation & Service	Flat Rate \$			\$367.25									
Marriage Facility Fee	Flat Rate \$			\$125.43 - \$250.86									
Marriage - Offsite	Flat Rate \$			\$28 - \$56						\$400.00			
Municipal Clearance Letter (LLBO)	Flat Rate \$	\$380.00				\$229.18	\$120.20			\$50.00			
Municipal Information Approval	Flat Rate \$			\$100.00									
Nomination Filing Fee - Mayor	Flat Rate \$	Per Legislation				\$200.00							
Nomination Filing Fee - All Other Positions	Flat Rate \$	Per Legislation				\$100.00							
Election Sign Permit Fee for Council Candidate Running at Large, Provincial Candidates, Federal Candidates and Third	Flat Rate \$	\$300.00											
Election Sign Permit Fee for Others (Including School Trustee Candidates)	Flat Rate \$	\$150.00											
NSF Cheques	Flat Rate \$		\$40.00	\$45.00	subject to an administration fee	\$40.00	\$45.00	\$46.50	\$48.00	\$41.60	\$35.00	\$35.35	
Photocopy	per Page			\$0.50	\$0.50	\$0.50		\$0.64	\$0.69	\$0.25	\$0.18	\$0.20	\$1 + \$0.25 per page after page 3
Records Retrieval (Normal / Rush)	Flat Rate \$			\$55 / \$77									
Town Subdivision / Vacant Land Condo Agreement (Legal Only)	Flat Rate \$	\$6,063.00									\$1,330.08	\$11,965.00	\$9,000.00
<b>Corporate Services Department</b>													
<b>Finance</b>													
Development Charges Inquiries	Flat Rate \$	\$82.00					\$25.00	\$32.00	\$60.00				\$280.00
Finance Compliance Requests	Flat Rate \$	\$82.00		\$94.00	\$75.00								
Financial Publications - Hard Copy	Flat Rate \$	Actual Cost											
Financial Publications - CD	Flat Rate \$	Discontinued											
Administration fee for Accounts Receivable Transfer to Tax (\$0-\$499.99)	Flat Rate \$	\$50.00	\$50.00	First Order - \$80 Second and Subsequent Orders - \$150	\$50.00	\$50.00	\$50.00	\$42.50			\$39.55	\$35.35	\$50.00
Administration fee for Accounts Receivable Transfer to Tax (\$500.00 and greater)	Flat Rate \$	\$170.00											
Administration fee for Accounts Receivable Transfer to Collection Agency (\$0-\$499.99)	Flat Rate \$	\$50.00 + 25% of Outstanding Balance											
Administration fee for Accounts Receivable Transfer to Collection Agency (\$500.00 and greater)	Flat Rate \$	\$170.00 + 25% of Outstanding Balance			Actual Cost		30% of Outstanding Balance	Actual Cost Billed to Debtor					
Administration fee for Other Charges Added to Tax Roll	Flat Rate \$	\$50.00		\$40 to \$80	\$75.00					\$50 or 5% whichever is greater			\$50.00
<b>Purchasing</b>													
Bid Documents without Drawings	Flat Rate \$	\$68.00	Varies based on bid; available with bidding and in person pickup (cost varies per purchase method)		\$22.12 - \$88.50	\$10 - \$250	up to \$290	Available with bidding	\$10 to \$750	No Charge			
Bid Documents without Drawings - Proposals	Flat Rate \$	\$122.00											
Large Tender Documents with Extensive Drawings	Flat Rate \$	Actual Cost		\$200.00									
Tender Documents (with drawings)	Flat Rate \$	\$100.00		\$40.00									
Special Research/Information Request	per Hour	\$131.00				\$30.00							
<b>Taxation</b>													
Ownership Change	Flat Rate \$	\$32.00	\$35.00	\$50.00	\$40.00	\$35.00	\$35.00	\$42.50	\$35.00		\$40.00		\$40.00
Cheque Pull / Re-file	Flat Rate \$	\$20.00				\$20.00	\$5.50		\$16.00	\$25.00			
Processed Cheque Copy	Flat Rate \$	\$20.00				\$10.00							
New Tax Account Set-up (per property)	Flat Rate \$		\$60.00	\$50.00		\$60.00		\$42.50	\$55.00	\$35.00		\$67.25	
Tax Certificates	Flat Rate \$	\$65.00	\$66.00	\$68.00	\$70.00	\$55 - \$80	\$60 - \$75	\$91.00	\$95.00	\$70 - \$75	\$60 - \$80	\$84.25 - \$64.00	\$61.00
Tax Transfer of Funds	Flat Rate \$	\$20.00											
Tax Statements/Receipts / Duplicate or Reprint Billings	Flat Rate \$	\$25.00	\$25.00	\$25-\$30	\$20.00	\$25.00	\$40.00	\$19.00	\$46.00	\$25.00		\$5.10	\$5.00
Tax Sale Tender Package	Flat Rate \$	\$68.00										Actual Cost	
Mortgage Company Status Request	per Roll Number Requested	\$10.00	\$12.00	\$5.00		\$11.00	\$5.00		\$16.00	\$10.00	\$16.00	\$25.25	\$14.00
Overdue Tax Notices	Flat Rate \$	\$5.00			\$9.00	\$7.00	\$5.00		\$11.00	\$10.00			\$5.00
Preparation & Creation of Tax Sale File	Flat Rate \$	Discontinued				\$1,100.00				\$150.00			
Preparation of Farm Debt Mediation Notice	Flat Rate \$	Discontinued											
Preparation & Registration of a Tax Arrears Certificate	Flat Rate \$	Discontinued						\$233.00	Actual Costs				
Negotiation, Preparation, Execution and Registration of an Extension Agreement	Flat Rate \$	\$1,200.00				\$1,100.00	\$350.00	\$884.00	\$480.00			Actual Cost	\$40.00
Preparation and Registration of a Tax Arrears Cancellation Certificate	Flat Rate \$	Discontinued						\$91.00				Actual Cost	\$500.00
Preparation and Mailing of Final Notice of Sale	Flat Rate \$	Discontinued				\$1,900.00		actual cost + 20%	\$220.00			Actual Cost	
Property Title Search	Flat Rate \$			\$315.00	\$130.00	\$125.00				\$75.00			
Conducting the Sale	Flat Rate \$	Discontinued				7800 plus actual advertising			Actual Costs			Actual Cost	
Tax Sale Proceeding	Flat Rate \$			\$1,550.00				\$2,356.00					





Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Extraordinary Costs	Flat Rate \$	Actual Cost											
Advertising/Conducting Tax Sale	Flat Rate \$	Actual Cost (\$1,000 Minimum)									\$1,350 - \$675		
Tax Sale Registration Recovery Service Fees External Agent – Actual Actual Cost E Oct 1, 2021 Cash, Cheque, Debit costs to execute the Tax Sale Registrations and Tax Sales	Flat Rate \$	Actual Cost											
Tax Sale Registration Recovery Service Fees Internal Staff	% of Cost	10% of Total External Agent Cost											
Application Review Fee for Older Adult Tax Deferral Program	Flat Rate \$	\$50.00											
Registration or Deferral Fee for Older Adult Tax Deferral Program	Flat Rate \$	\$200.00											
GIS Data Fees													
Road Centreline Graphics and Attributes	per km2			Provides a map program online for some of this items			\$56.50		Provides a map program online for some of this items				
For Entire Road Network	Flat Rate \$					\$5,750.00	\$141.25	\$95.00					
Address Points	per address point												
For Entire Town of Milton (>20,000 points)	Flat Rate \$												
Parks, Trails, Points of Interest (for entire Town)	Flat Rate \$												
Digital Orthoimagery (1:6250 scale)	per km2 tile		\$126.00			\$120.00	\$56.50						\$75.00
Digital Topographic Mapping (1:2000 scale, DXF Format)	Flat Rate \$		\$120 - \$761			\$125.00							
Maps													
Custom Maps	Flat Rate \$	Calculation Map Specific (Hourly rate \$67 + materials)	\$13 - \$120		\$300 - \$1,500						\$68.28 / hr		
Pre-created maps - standard sized (letter, legal, ledger): ward maps, urban street directory, map imagery from council reports	Flat Rate \$	\$10.00					\$16.95	\$10.00				\$15.85	\$25.00
Pre-created maps - oversized (larger than ledger): ward maps, urban street directory, map imagery from council reports	Flat Rate \$	\$20.00			\$6.00		\$33.90	\$22.00			\$6.77		\$35.00
Fire Department													
Fire Inspection - Initial	Flat Rate \$		\$380.57	\$276.85	\$223.00			\$203.04	\$242.00	\$160.22	\$221.54	\$83.89	\$166.00
Fire Inspection - Each Additional Hour	per hour									\$160.22	\$82.52	\$83.89	\$83.00
Fire Inspection - Re-Inspection	Flat Rate \$		\$153.20		\$136.00		\$214.00		\$135.00		\$82.52	\$83.89	\$166.00
Fire Inspection - After Hours Inspection	per hour		1.5 x pay	\$276.85									\$83.00
Fire Inspection - (Licensed) Group Home	Flat Rate \$		\$395.66	\$395.50		\$163.95							
Fire Inspection - (Licensed) Liquor (LLBO)	Flat Rate \$		\$330.50	\$395.50			\$214.00		\$242.00		\$250.36		\$166.00
Fire Inspection - (Licensed) Occupant Load Determination	Flat Rate \$		\$213.70	\$395.50			\$214.00						
Fire Inspection - (Licensed) Town Licensing Purpose	Flat Rate \$			\$395.50									
Fire Inspection - (Licensed) Institutional (50,000 sq.ft +)	Flat Rate \$			\$2,765.00									
Fire Inspection - Industrial/Mercantile/Commercial	Flat Rate \$												
Fire Inspection - (Requested) Commercial (Group A, D and E)	Flat Rate \$					\$210.79					\$319.26		
Fire Inspection - (Requested) Commercial (Group F)	Flat Rate \$					\$305.33					\$319.26		
Fire Inspection - (Requested) Accessory Apartment	Flat Rate \$												
Fire Inspection - (Requested) Multiple Occupancy - CI	Flat Rate \$						\$214.00						
Fire Inspection - (Requested) Multiple Occupancy - CI	per Unit												
Fire Inspection - (Requested) Multi-Storey - Residential	Flat Rate \$		\$395.66	\$601 - \$1033		\$406 - \$533					\$1,386 - \$959.82		
Fire Inspection - (Requested) Multi-Storey - Res - Subsidiary Unit	per unit			\$101.00									
Fire Inspection - (Requested) Multi-Storey - Office	Flat Rate \$		\$395.66	\$493 - \$691									
Fire Inspection - (Requested) Multi-Storey - Office - Subsidiary Unit	per unit			\$127.69									
Fire Inspection - Two Unit Residential Occupancy	Flat Rate \$		\$394.61										
Fire Inspection - (Requested) Single Family Home	Flat Rate \$			\$276.85		\$163.00					\$212.98		
Fire Inspection - (Requested) Single Occupancy - ICI	Flat Rate \$		\$369.77	\$384.20									
Fire Inspection - After Hours	per Hour			\$276.85									
Fire Inspection - Private Home Daycare	Flat Rate \$		\$169.36	\$196.62		\$210.00	\$214.00		\$78.00				
Fire Inspection - Daycare <5 Children	Flat Rate \$		\$332.14	\$438.44		\$163.00	\$214.00		\$161.00				
Fire Inspection - Daycare >=5 Children	Flat Rate \$		\$332.14	\$438.44		\$163.00	\$214.00		\$161.00				
Fire Inspection - Fire Code	Flat Rate \$												
Fire Route Application	Flat Rate \$			\$292.00	\$250.00	\$226.00	\$214.00						
Fire Services - Approval Letter - LLBO	Flat Rate \$												
Fire Services - Clearance Letters	Flat Rate \$			\$174.00									
Fire Services - Fire Book	Flat Rate \$												
Fire Services - Smoke Alarm Installation	per hour			Cost of Alarm									
Fire Services - Theatrical & Motion Picture Standby & Rentals	Per Hour						\$323 - \$645						
Fire Watch	Per Hour		\$477.20										
HAZMAT Assist. Req'd. - Ea. apparatus	per 1 hour		\$410.00		Actual Cost			Current MTO rate			MTO rate		
HAZMAT Assist. Req'd. - Initial Response	each apparatus per hour		\$410.00		\$495.00			Current MTO rate / 2	\$559.00		MTO rate		
HAZMAT Assist. Req'd. - O/T Personnel (as applicable)	% of Cost		1.5 X salary /hr								MTO rate		



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
HAZMAT Assist. Req'd. - Staff Resources	per hour									MTO rate			
HAZMAT Assist. Req'd. - Replacement of equip & resources used	% of Cost		100%					Actual Cost	at cost	MTO rate			
HAZMAT No Assist. Req'd. (Standby) - Pumper, Hazmat Trailer & staff	per hour		\$410.00							MTO rate			
HAZMAT. Assist. Req'd. - Administration	%												
Open Air Burning - Unauthorized (per truck response)	Flat Rate \$							Current MTO Rate			\$556.92/unit first hour, \$278.41/unit per 1/2 hour after	\$172.95 per hour, per firefighter	
Burning Permit Violations (per truck response)	Flat Rate \$	\$597.90	\$422.30										\$242.50
False Alarms (per hour/per truck, minimum hour charge)	Flat Rate \$	\$597.90		\$448.40						MTO rate			\$1,000.00
Initial Response: each apparatus per hour		\$597.90		\$448.40						MTO rate			
Pumer and Hazmat Trailer and appropriate personnel per hour		\$597.90		\$448.40								\$203.95 per hour, per firefighter	
Additional Hours Apparatu Fee - Charged per apparatus for each 1/2 hour after initial response		\$314.26											
Burning Permit Issuance	Flat Rate \$	\$52.00	\$0 - \$371.40	\$245.00	\$29-\$183	\$26 / \$107 / \$188	\$25.00	\$39.23	\$43 / \$970		\$90.00	\$69.96	\$70.00
Large Burning Permit Issuance (Industrial/Commercial/Agricultural)	Flat Rate \$	\$153.00				\$26 / \$107 / \$188	\$245.00		\$970.00				
File Search	Flat Rate \$	\$92.70				\$93.68 - \$154.57	\$100.00	\$264 - \$135	\$135.00		\$139.08	\$38.00	\$166.00
Fire Extinguisher Training (Up to 20 Students)	Flat Rate \$	\$400.00				\$639.37 - 960.23		\$275.00		\$18.36 per Person		\$121.18 per hour	
Additional Fee for each additional student	Flat Rate \$	\$15.00											
Fire Reports	Flat Rate \$	\$106.64	\$123.99 - \$238.36	\$147.00	\$141.00		\$95 - \$100	\$129.92 - \$214.50	\$150.00	\$81.15	\$90.00		\$70.00
Firefighter Applicant Fee	Flat Rate \$	\$85.00						\$106.25	\$150.00				
Fireworks (Family) Discharge Permit	Flat Rate \$	No Charge	\$316.78	\$340.00		\$271.68 - \$251.23	\$240.00	\$84.58	\$218.00		\$90.00	\$150.89	
Fireworks (Family) Sale Permit	Flat Rate \$	\$132.00		\$340.00	\$255.00	\$163.95	\$240.00	\$500 - \$2,813.71	\$183.00		\$218 / \$466 / \$576		\$125.00
Fireworks (Exhibition) Discharge Permit	Flat Rate \$	\$266.00	\$316.78	\$340.00	\$255.00	\$271.68 - \$251.23	\$240.00	\$338.05	\$248.00				
Inspections - Per Hour	per hour	\$135.22											
Carbon Monoxide Detectors	Flat Rate \$	\$46.24			\$25.00								Variable
Signage	Flat Rate \$	\$64.16											
Smoke Alarms	Flat Rate \$	\$9.07			\$25.00					\$25.00			Variable
Supra Lock Boxed	Flat Rate \$	\$115.48											
Permit - Special Occasion	Flat Rate \$		\$422.30	\$303.00									\$90.00
Preventable False Alarms	per truck response		\$418.20	\$450.00	\$1,010 Per Alarm	\$976.79	\$450 - \$600	Current MTO rate	\$559.00	MTO rate		\$172.95 per hour, per firefighter	
Registration - Fire Alarm	Flat Rate \$									\$122.40			
Response to False Life/Health Emergency (beyond 3 per calendar yr - same person)	Flat Rate \$		\$410.00	\$450.00				Current MTO rate		MTO rate			
Review and Approval of Risk and Safety Management Plan (Propane)	Flat Rate \$		\$274.05			\$251.77		\$315 - \$3,039		\$255.00	\$227.97 + specialist consulting fees	\$67.00	
Standby Only	per Hour		\$477.20										
Special Events - Request for Attendance	per hour/ per truck	\$597.90								\$1,747.00			\$485.00
Special Events - Request for Staff Assistance Required	% of Cost	100% of Cost								\$436.97			\$125.00
Initial Response	per hour/ per truck												
Each additional apparatus per hour, or part thereof / Each apparatus, every half hour or part thereof is 1/2 the price of one hour rate	per hour/ per truck	MTO Prescribed Rate											
Overtime Personnel (as applicable)	% of Cost												
Replacement of equipments and resources used	% of Cost	100%											
Administration cost	% of Cost	100%											
Vehicle Accidents (per apparatus)	per Hour		\$410.00	\$450.00		\$503.50 + \$251.75 per additional on-half hour	Full Cost	Current MTO rate	\$1,120.00				
Review and Approval of Risk and Safety Management Plan						\$57.17		Current MTO rate			\$227.97 + specialist consulting fees	\$67.00 per hour, per Officer	
Existing 5000 USWG or less	Flat Rate \$	\$309.00	\$274.05					Current MTO rate	\$305.00				
New/ Modified 5000 USWG or less	Flat Rate \$	\$621.00						Current MTO rate	\$608.00				
Existing greater than 5000 USWG	Flat Rate \$	\$2,791.00							\$2,735.00				
New/ Modified greater than 5000 USWG	Flat Rate \$	\$3,102.00							\$3,039.00				
If necessary to retain 3rd party engineer or other firm	Flat Rate \$	Calculated at Cost							Calculated at cost				
<b>Engineering Services</b>													
Banner Program: Banner Permit	Flat Rate \$	\$108.00		\$144.00				\$237.46					
Banner Program: Reimbursement of banner installation costs	Flat Rate \$	\$93.00		\$708.00									
Chargeback Administration Fee	Flat Rate \$												
Compliance Letters	Flat Rate \$	\$396.00		\$117.00	\$100.00	\$103.53			\$171.00		\$80.27		\$200.00
Curb Cut	% Rate	cost plus 40%				\$33 per m, minimum \$164		\$64 per Meter	at cost (varies with size)	Varies	\$188.03 / Linear meter	\$136 per metre	\$235 + \$41/metre
Decorative Street Name Signs	Flat Rate \$	\$397.00										\$348.00	
Emergency Works	% Rate	cost plus 40%											
Municipal Address Change	Flat Rate \$			\$1,072.00									



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
HAZMAT Assist. Req'd. - Staff Resources	per hour									MTO rate			
Private Tree Protection	Flat Rate \$			\$178 - \$765									
Private Tree Protection - Appeals	Flat Rate \$			\$230.00									
Tree Protection Permit	Flat Rate \$												
Sale of Reports	Flat Rate \$												
Encroachment Agreement													
Encroachment Agreement: Processing Fee	Flat Rate \$	\$1,350.00	\$700.00	\$669.00	\$600.00	\$269.00	\$3,655.00	\$971.00	\$217.00	\$2,220.00	\$222.85 plus disbursements	\$535.85	
Encroachment Agreement: Renewal Fee	Flat Rate \$	\$270.00								\$330 or \$14.25 per sq.m. whichever is greater	Market Value of Land x Area of Land x 10% (min \$295.88)		
Encroachment Agreement: Rental Fee	Flat Rate \$	\$207.00											
Encroachment Agreement	Flat Rate \$			\$1,720.00		\$1,000.00		\$971.00	\$1,450.00	\$165.00			\$275.00
Entrance Culvert Installation Rates (\$/metre)	per metre	\$871.00				\$250 per m			at cost (varies with size)	\$25 + actual cost			
Entrance Permit - Non-Residential	Flat Rate \$	\$878.00											
Entrance Permit - Residential	Flat Rate \$	\$457.00											
Filming Fees													
Filming Permit Fee	Flat Rate \$	\$356.00		\$238 - \$448		\$410.10	\$638.53	\$369.79					\$100.00
Other Engineering Fees													
Inspection fees (Access, holdback, construction damage deposit)	Flat Rate \$	\$213.00		\$2,734.00					\$490.00		\$47 per metre of frontage, to max of \$469		
MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application)		Per Legislation											
Online Parking Ticket Payment Service Charge	Flat Rate \$	\$2.00											
Picnic Table Rentals (requires \$250 deposit)	Flat Rate \$	\$713.00		\$449.74	\$24.21 per table					\$265.30		\$450.00	
Piling and Shoring Agreement Fee	Flat Rate \$	\$890.81 + Actual Legal Cost		\$558.00		\$13.00 per Linear Metre					\$3.04 Per linear foot		
Publication Distribution Box - New Location Permit Fee (Per Box)	Flat Rate \$	\$252.00											
Publication Distribution Box - Test Location Permit Fee (Per Box)	Flat Rate \$	\$115.00											
Publication Distribution Box - Renewal Location Permit Fee (Per Box)	Flat Rate \$	\$56.00											
Road Cut Permit	% Rate	cost plus 40%			\$50.00	\$380 - \$600					\$232.87 + \$100.62 - \$132.75/ sq m		
Road Occupancy Permit - General	Flat Rate \$	\$797.00			\$450.00			\$250 each - \$62,449 annually	\$157 / \$1,935	\$100.00			\$125.00
Road occupancy permit - Storage	Flat Rate \$	\$91.00											
Road Cut Permit - Private Servicing - Local Residential Streets	per cut deposit			\$533.00									
Road Cut Permit - Private Servicing - All Other Streets - Base	Flat Rate \$			\$533.00									
Road Cut Permit - Private Servicing - All Other Streets - Variable	per Lane			\$134.00									
Road Cut Permit - Boreholes - Base	Flat Rate \$												
Road Cut Permit - Boreholes - Variable	per Borehole												
Road Cut Permit - Telecommunications	Flat Rate \$			\$439.00									
Road Cut Permit - Public Utilitites/Servicing (W/WW) - Base	Flat Rate \$			\$439.00									
Road Cut Permit - Public Utilitites/Servicing (W/WW) - Variable	Repairs												
Rural House Numbering	Flat Rate \$	\$237.00							actual cost				
Signal Timing Plan	Flat Rate \$	\$163.00							\$63 per Intersection	\$69.71			
Site Alteration Permit	Flat Rate \$	\$412.00		\$2,132.00			\$1,505.99 - \$3,183.62	\$81 - \$1,378	\$570.00	\$300.00	\$295.80	\$134.00	
Site Alteration Per Hectare Fee	per ha	\$354.00		\$357.00			\$50 - \$125			\$50.00		\$459 for first hectare	
Site Alteration Per Hectare Fee- First 10 ha	per ha												
Site Alteration Per Hectare Fee- Each additional ha	per ha											\$75.00	
Site Alteration - Inground / Above Ground Pools	Flat Rate \$			\$1,131.00									
Site Alteration - Infill Lot - Residential Construction	per sq.m.												





Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Site Alteration - Inspections	Flat Rate \$												
Special Event Permit Fees (Non-Charitable Events)	Flat Rate \$	\$309.00		\$70.34 - \$528.84	\$10.57-\$24.59	\$56.50			\$59 - \$465			Labour, Material, Equipment/Rental & Admin Fee	
Special Traffic Data or Analysis Request (per hour)	Flat Rate \$	\$385.00											\$126.00
Spillage or Tracking Cleanup (per event)	Flat Rate \$	cost plus 40%					\$218.06 per hour per vehicle						
Temporary Stop Sign Rental (per day)	per day	\$314.00											
Traffic Count Data - ATR or TMC (per location)	per location	\$163.00						\$48 - \$116					
Access to Private Property via Town Owned Lands - Application Fee	Flat Rate \$	\$958.00											
Access to Private Property via Town Owned Lands - Daily Rate	Flat Rate \$	\$45.00											
Access to private property via Town owned lands - Base Permit Fee	Flat Rate \$	\$1,105.00											
Access to Private Property via Town Owned Lands - Security Deposit	Flat Rate \$	\$5,000 Minimum											
Application for Communications Tower (on Town owned property)		\$8,206.00											
Application for Communications Tower (on other property)		\$6,779.00											
Wide Load Permit	Flat Rate \$	\$241.00				\$378.50		\$278.29					
Windrow Program	Flat Rate \$	\$63.00	\$51.00			\$200.00							
Engineering Plan Request (digital or printed)	Flat Rate \$	\$37.00											
Agreement Registration - Pre-Servicing	Flat Rate \$	Actual Cost											
Road Occupancy Permit (ROP) fee (annual blanket fee)	Flat Rate \$												
<b>Municipal Access Agreement with Telecom Companies</b>													
Road Occupancy Permit fee	Annual Blanket Fee	\$6,200.00									\$117.86		
Plus ROP Application fee (Annual - based on number of applications in prior year) 0 to 100 Applications (covered by Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 101 to 500 Applications	Flat Rate \$	\$0.00											
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 501 to 1,000 Applications	Flat Rate \$	\$4,869.00											
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 1,001 to 2,000 Applications	Flat Rate \$	\$9,737.00											
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) 1,001 to 2,000 Applications	Flat Rate \$	\$12,171.00											
Plus ROP Application fee 0 to 100 Applications (covered by the blanket fee) (Annual - based on number of applications in prior year) Over 2,000 Applications	Flat Rate \$	\$18,255.00											
Municipal Consent Permit application fee (per street - including a wrap-around to a side street of no more than 20 metres)	per street	\$524.00		\$309-\$383			\$260.19						
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 years or less	per sq metre	\$32.00											
Pavement Degradation fees (per metre squared based on age of pavement cut) 2 to 4 years	per sq metre	\$27.00											
Pavement Degradation fees (per metre squared based on age of pavement cut 4 to 7 years	per sq metre	\$17.00											
Pavement Degradation fees (per metre squared based on age of pavement cut) 7 to 10 years	per sq metre	\$11.00											
Pavement Degradation fees (per metre squared based on age of pavement cut) 10 or more years	per sq metre	\$5.00											
Municipal Access Agreement	Flat Rate \$						\$5,995.83						
<b>Studies</b>													
Review and Approval of Large Scale Major Studies - New	Flat Rate \$												
Review and Approval of Large Scale Major Studies - Update or Amendment to Existing Study	Flat Rate \$												
Review of Studies using a Peer Review Consultant	Flat Rate \$			actual cost		actual costs up to \$4000 + 15% of costs for administration							
<b>Planning &amp; Development Department</b>													
Advertising Fee (per required notice)	Flat Rate \$	\$2,202.07			\$573.65-\$919.98								
Agreement Registration - Condominium	Flat Rate \$	\$348.00											
Agreement Registration - Subdivision	Flat Rate \$	\$348.00	7% of the cost of the subdivision works										
Agreement Release & Discharge	Flat Rate \$	\$985.00											
Annual processing fee for any planning application	Flat Rate \$	\$3,100.00	n/a	5% of application fee			\$1,059		\$589				
Application for Communications Tower (on Town owned property)	Flat Rate \$	\$8,206.00	\$7,600										



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Application for Communications Tower (on other property)	Flat Rate \$	\$6,779.00	\$7,600										
Cash in Lieu of Parking Agreement	Flat Rate \$	\$2,851.00											
<b>Condominium Application</b>													
Vacant Land Condo / Subdivision Review - Base fee plus per unit fee	Flat Rate \$	\$48,969.00	\$21,225 plus variable fee (max \$277,400 for residential, \$60,300 non-residential)									\$22,965.00	
Units 0-25	per Unit	\$397.00	\$557.00										
Units 26-100	per Unit	\$236.00	\$420.00										
Units 100+	per Unit	\$110.00	\$143.00										
Minor Revision	% of Application	15%										\$1,235.00	
Major Revision	% of Application	50%	\$2,236.00										
Subsequent D.P.A. review (Phasing)	Flat Rate \$	\$29,481.00											
Condominium (Vacant Land) - fee plus Per Unit	Flat Rate \$										\$9,246 + \$194 per ha		
Condominium (Vacant Land) - Subsequent Phase Review of DPA or Registration	Flat Rate \$	\$29,481.00											
Condominium (Vacant Land) - Request for Extension to Draft Plan Approval	Flat Rate \$	\$4,795.00											
Condominium (Vacant Land) - Request for Extension - Emergency Fee	Flat Rate \$	\$2,194.00											
Condominium - Conversion / Exemption	Flat Rate \$		\$6,351.00				\$29,768.00				\$7,537 + \$114 per unit		
Condominium - Review	Flat Rate \$	\$13,320.00											
Condominium - Base Fee (Major)	Flat Rate \$			\$19,163.00	\$6,445.00	\$13,992.00	\$29,768.00	\$6,115.00	\$29,235.00	\$4,991.85		\$22,965.00	\$9,000.00
Condominium - Application Fee - Minor	Flat Rate \$												
Condominium - Conversion	Flat Rate \$	\$9,115.00	\$21,946.00										\$9,000.00
<b>Residential</b>													
per unit fee	per unit			\$989.00	\$224 - \$446, \$917	\$37.40 - \$92.38		\$1,822.00		\$121.25			
<b>Non-Residential</b>													
applications based on proposed GFA	\$ / 100 m² of GFA												
applications based on proposed Site Area	\$ / 100 m² of site area												
per net hectare	\$ per ha.				\$9,197 to a Maximum Fee of \$485,852	\$182.65		\$23,106.00					
Condominium - Major Revision	Flat Rate \$		\$2,236.00	\$5,316.00	\$3,640.00		35% of full application fees (\$7,003 minimum)		\$8,991.00		\$6,723.00		\$1,550.00
Condominium - Minor Revision	Flat Rate \$				\$3,640.00						\$3,488.00		
Condominium - Redline Revision Fee	Flat Rate \$												
Condominium - Annual Processing Fee	Flat Rate \$												
Condominium - Exemption	Flat Rate \$		\$6,351.00					\$5,763.00					
Request for Extension of Draft Plan Approval	Flat Rate \$	\$960.00	\$8,673.00	\$3,640.00				\$1,656.00					
Re-circulation due to lapsing of draft approval	Flat Rate \$					50% of Application Fee							
Common Element Condominium Fee	Flat Rate \$	\$5,785.00				\$21,668.00							
Condominium Amalgamation Fee	Flat Rate \$					\$759.00							
Condominium - Registration	Flat Rate \$												
Condominium - Final Approval	Flat Rate \$			\$8,673.00			\$6,091 - \$19,005	\$971.00		\$1,212.50	\$4,630 - \$1,905		
<b>Consent</b>													
Consent to Sever - Type 1	Flat Rate \$	\$5,660.00											\$1,600.00
Consent to Sever - Type 2	Flat Rate \$	\$4,203.00											
Minor Revision	% of Application	15%	\$1,249.00										
Major Revision	% of Application	50%	\$2,840.00										
Consent to Sever - Annual Processing Fee	Flat Rate \$												
Consent to Sever - Major Revision	Flat Rate \$												
Consent to Sever - Minor Revision	Flat Rate \$												
Consent - Major Applications (multiple lots)	Flat Rate \$		\$10,404.00			\$2,560.00							
Consent - Major Applications (multiple lots)	per lot		\$2,705.00			\$50 per lot after first 10 applications	\$10,612.00						
Consent - Minor Applications	Flat Rate \$		\$8,083.00				\$4,995.00						
Consent - Base Fee	Flat Rate \$			\$8,914.00	\$4,119.00			\$5,829.00	\$3,875.00	\$2,507.00	\$1,553.00	\$1,550.00	
Plus Residential Fee	per Unit												
Plus Non-Residential Fee	per half ha												
Consent - Major Revisions	plus base fee		\$2,840.00	\$2,060.00			\$2,897.00	\$3,324.00	\$291.00				\$570.00
Consent - Inspection Fee	Flat Rate \$												
Application incomplete or withdrawn prior to circulation or substantial processing	Flat Rate \$												
Request for deferral by applicant	Flat Rate \$		\$631.00	\$365.00		\$1915 - 206							



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Validation of Title	Flat Rate \$		\$1,494.00	\$3,433.00	\$3,357.00	\$2,046.00				\$1,922.00			
Consent - Preparation of Agreement	Flat Rate \$			\$1,842.00			\$6,700.00						
Other Consent Fees	Flat Rate \$												
Consent - Provisional	Flat Rate \$				\$3,357.00								
Consent - Post Approval Certification	Flat Rate \$												
Consent Certificate	Flat Rate \$			\$436.00	\$1,727.00	\$383.00		\$1,451 - \$5,829	\$285.00				\$260.00
Official Plan Amendment													
Local Official Plan Amendment - Incomplete Application	Flat Rate \$	\$194.00											
Local Official Plan Amendment - Base Fee plus per unit fee	Flat Rate \$	\$20,465.00	\$114,592.00	\$27,830.00	\$8,659.00	\$26,250.00	\$24,244.00	\$56,290 - \$33,951	\$44,349.00	\$17,378.00	\$8,909 + public notice fee + notification sign	\$25,490.00	\$25,000.00
Local Official Plan Amendment - Base Fee plus per unit fee Units 0 - 25	per unit	\$347.00					\$126.00						
Local Official Plan Amendment - Base Fee plus per unit fee Units 26 - 100	per unit	\$207.00					\$106.00						
Local Official Plan Amendment - Base Fee plus per unit fee Units 100+	per unit	\$125.00					\$73 - \$86						
Local Official Plan Amendment - Base Fee plus per unit fee Per square metre of GFA	Per sq metre of GFA	\$1.42					\$796 - \$6,367 per ha						
Regional Official Plan Amendment - Base Fee	Flat Rate \$	\$20,465.00					\$3,571.00						
Regional Official Plan Amendment - Base Fee plus per unit fee Units 0 - 25	per unit	\$347.00											
Regional Official Plan Amendment - Base Fee plus per unit fee Units 26 - 100	per unit	\$207.00											
Regional Official Plan Amendment - Base Fee plus per unit fee Units 100+	per unit	\$125.00											
Regional Official Plan Amendment - Base Fee plus per unit fee Per square metre of GFA	Per sq metre of GFA	\$1.42											
Major revision to planning application	Flat Rate \$	50% of Base Application Fees plus additional unit fee(s)	\$38,951.00										
Minor revision to planning application	Flat Rate \$	15% of Base Application Fees plus additional unit fee(s)	\$26,310.00										
Official Plan Amendment - Minor	Flat Rate \$						\$13,645.00		\$27,513.00	\$14,307.00			
Residential													
per unit fee	per unit												
Non-Residential													
applications based on proposed GFA	\$ / 100 m² of GFA												
applications based on proposed Site Area	\$ / 100 m² of site area												
per net hectare	per net ha.												
OPA - Major Revision	Flat Rate \$		\$38,951.00	% of application fees			37% of full application fees (\$8,959 minimum)		\$5,336.00				
OPA - Minor Revision	Flat Rate \$		\$26,310.00	% of application fees									
OPA - Annual Processing Fee	Flat Rate \$												
OPA - Deferral Removal Fee	Flat Rate \$						\$4,995.00						
Processing Fee - Due at Approval	Flat Rate \$								\$11,185 - \$8,267				
Minor Variance													
Minor Variance - Type 1	Flat Rate \$	\$7,544.00											
Minor Variance - Type 2	Flat Rate \$	\$2,015.00											\$1,240.00
Minor Variance - Annual Processing Fee	Flat Rate \$												
Minor Variance - Major Revision	Flat Rate \$		50% of application fees										
Minor Variance - Minor Revision	Flat Rate \$		15% of application fees										
Minor Variance – Base fee - Residential	Flat Rate \$		\$1,000 - \$5,982	\$3,809.00	\$656.00	\$1210 - \$706	\$3,046.00	\$4,327.00	\$3,155.00	\$1,257.00		\$1,325.00	
Minor Variance – Base fee - Commercial, Industrial and Multi-Residential	Flat Rate \$		\$7,011.00		\$2,662.00	\$1,537.00	\$6,102.00	\$3,880.00	\$3,671.00	\$1,257.00		\$1,325.00	
Minor Variance - Special Meeting Requested by Applicant	Flat Rate \$			\$9,233.00						\$1,680.00			
Minor Variance - Inspection Fee	Flat Rate \$												
Minor Variance - Preparation of Agreement	Flat Rate \$			\$2,062.00									
Fast Track Application (plus base fee) - Residential	Flat Rate \$												
Fast Track Application (plus base fee) - Non-Residential	Flat Rate \$												
Revisions to Application - Residential	Flat Rate \$		\$3,452.00					\$2,166.00					
Revisions to Application - Non-Residential and Multi-Unit Res.	Flat Rate \$		\$3,452.00					\$2,166.00					
Revisions to Approved Plans	Flat Rate \$												
Request for Deferral by Applicant	Flat Rate \$		\$631.00	\$725.00						\$393.00			



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Part Lot Control</b>													
Part Lot Control Exemption- Base fee plus per unit	Flat Rate \$	\$1,523.00	\$1,195.00 \$25.00 per residential lot or block or \$5.00 per	\$4,536.00	\$1,809.00	\$1,828.00	\$7,071.00	\$2,538.00	\$4,411.00	\$2,302.53	\$3,146.00		
Part Lot Control - per unit fee	Per Unit	\$109.00		\$232.00	\$144.00							\$5,300.00	\$570.00
Part Lot Control - Subsequent or Extension by-law fee (inc. registration)	Flat Rate \$	\$1,117.00		\$2,260.00		\$311.00							
2022 by-law registration fee	Flat Rate \$	\$348.00					\$1,910.00						
Part Lot Control - Minor and/or Technical	Flat Rate \$												
Part Lot Control - Variable - Residential	\$ / lot or block			\$232.00	\$144.00	\$63.00			\$667.00				
Part Lot Control - Variable - Non-Residential	\$ / 100 m² of site area												
Part Lot Control - Extension	Flat Rate \$			\$2,260.00		\$311.00	\$1,422.00						
Part Lot Control - Annual Processing Fee	Flat Rate \$												
Part Lot Control - Major Revision	Flat Rate \$		50% of application fees										
Part Lot Control - Minor Revision	Flat Rate \$		15% of application fees										
Part Lot Control - per single	Flat Rate \$				\$999.00								
Part Lot Control - By-law Preparation and Registration	Flat Rate \$												
Part Lot Control - By-law Preparation and Registration - Extension	Flat Rate \$												
Portable Signs (per 21 day period)	Flat Rate \$	\$71.00		\$93.00		\$110.00			\$154.00				
Portable Signs Change Fee (date/time)	Flat Rate \$	\$26.00											
Sign Retrieval Fee (Town Storage) - illegally place signs	Flat Rate \$												
Property Information Request - Planning	Flat Rate \$	\$641.00											
Sign Variance	Flat Rate \$	\$4,555.00	\$1,277.00	\$880 /\$2,250		\$1,226 - \$1,500	\$692.62	\$2,052.00	\$1,273.00	\$1,100.00	\$918.00	\$1,325.00	\$1,700.00
Sign Variance - Variable Fee	Flat Rate \$		\$1,012.00										
<b>Site Plan Applications</b>													
Site Plan Agreement Fee	Flat Rate \$	\$2,289.00								\$1,212.50			
Site Plan Application - Property Title Search Fee	Flat Rate \$	\$200.00											
Site Plan Application - Legal Fees	Flat Rate \$	Actual Cost											
Site Plan Inspection Fee	Flat Rate \$	\$816.00											
Site Plan - Annual Processing Fee (Major)	Flat Rate \$												\$16,800
Site Plan - Minor Applications Fee	Flat Rate \$						\$9,502			\$4,219			\$8,400
<b>Residential</b>													
Site Plan Approval - Residential Base Fee	Flat Rate \$	\$6,200	\$10,633	\$12,556.00	\$5,384.00	\$10,793.00	\$13,037.00	\$1,588 -\$2,749	\$11,579.00	\$6,901.52	\$4,938.00	\$5,830.00	
Site Plan Approval - Residential fee per unit Units 2 - 25	per unit	\$126.00	\$385	\$626.00	\$446.00	\$635.00	\$424.00			Base fee of \$6,901.52 (includes up to 20 residential units) plus \$160.04 per residential unit in excess of 20 units to a maximum fee of \$17,253.81 plus Site Plan Agreement fee.			
Site Plan Approval - Residential fee per unit Units 26 - 100	per unit	\$43.00	\$297	\$167.00	\$357.00	\$290.00	\$208.00						
Site Plan Approval - Residential fee per unit Units 100+	per unit	\$35.00	\$192.00	\$127-\$75	\$224 - \$271,\$917	\$66.13	\$135 - \$96	\$599 Processing Fee	\$193 - \$924		\$98.00		
Site Plan Approval - Residential Base Fee (heritage detached dwelling)	Flat Rate \$	\$6,200.00											
Site Plan Approval - Extension	Flat Rate \$	\$1,420.00					\$1,190.00						
<b>Non-Residential</b>													
Site Plan - Non-Residential Base Fee	Flat Rate \$	\$6,200.00	\$10,633.00	\$12,556.00	\$5,384.00	\$10,793.00	\$13,037.00	\$2,749.00	\$11,579.00		\$4,938.00		
Site Plan - Non-Residential Fee per ha.	per ha.	\$4,202.00											
Site Plan - Non-Residential Fee	\$ / m² of gfa		\$225.00 per 100m2 of new gross floor area for non- residential development	\$674.00	\$2.16 per sq Metre of GFA	\$66.13 - \$1.33 per Square Meter	\$2.85 - \$0.70	\$1,114 Processing Fee	\$339 - \$1,130	Base fee of \$6,901.52 (includes up to 500m2 of GFA) plus \$3.06 - \$1.90/m2 of GFA in excess of 500m2 to a maximum fee of \$17,253.81 plus Site Plan Agreement fee.	\$2.05 - \$0.47		
Site Plan - Major Revision	Flat Rate \$		\$3,074.00	% of application fees		50% of Application							\$4,600.00
Site Plan - Minor Revision	Flat Rate \$		\$2,886.00	% of application fees					\$4,991 - \$5,336			\$1,170.00	\$1,400.00
Site Plan - Minor Amendments to Application													
Site Plan - Extension	Flat Rate \$		\$1,118.00	\$3,618.00									
Site Plan - Preconsultation	Flat Rate \$		\$2,000.00		\$491.00								
Site Plan - Re-Submission (after 3rd and all subsequent)	Flat Rate \$			15% of Application						\$3,031.00			



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Part Lot Control</b>													
Part Lot Control Exemption- Base fee plus per unit	Flat Rate \$	\$1,523.00	\$1,195.00	\$4,536.00	\$1,809.00	\$1,828.00	\$7,071.00	\$2,538.00	\$4,411.00	\$2,302.53	\$3,146.00		
Site Plan - Telecommunications Tower	flat Rate \$							\$1,840.00					
Site Plan - Express Approval	Flat Rate \$					\$491.00							
Site Plan - Site Inspections	Flat Rate \$								\$516.00				
Initial Inspection Fee	per inspection												
Additional inspections for release - return of securities	per inspection												
Major Outdoor Patios (over 20 seats)	Flat Rate \$		\$1,685.00										
Minor Outdoor Patios (under 20 seats)	Flat Rate \$		\$1,685.00										
Report to Council on any Site Plan Application	per report												
Site Plan Approval - Mixed Use Applications (Residential/Commercial)		Refer to Site Plan Approval Fee for Predominant Land Use											
Minor Site Plan Approval Application	%	15% of Current Application Fees											
Partial Site Plan Approval Application	%	15% of Current Application Fees											
<b>Subdivision Application</b>													
Subdivision Application - Base Fee	Flat Rate \$	\$48,969.00		\$22,055.00	\$9,101.00	\$9,310.00	\$25,706.00	\$2,454.00	\$52,710.00	\$41,397.00	\$8,246.00	\$46,065.00	\$10,600.00
Subdivision Fee - Major	Flat Rate \$		\$30,815.00								\$6,723.00		
Subdivision Fee - Minor	Flat Rate \$		\$21,225.00								\$3,488.00		
<b>Residential</b>													
per unit fee	per unit	\$397 - \$110	Units 0 to 25 - \$557.00/unit Units 26 to 100 - \$420.00/unit Units 101 plus - \$143.00/unit	\$684 - \$272	\$446 - \$224	\$605.00	\$318 - \$530	\$599.00	\$1,360 - \$61				\$200.00
per m² fee (conditional on size of building)	\$ / m²	\$1.31				\$3.00 if > 500 m²							
Multiple Unit Blocks	per unit												
per hectare	per ha.						\$3,183 - 5,306				\$194.00		\$200.00
<b>Non-Residential</b>													
applications based on proposed GFA	\$ / 100 m² of GFA												
applications based on proposed Site Area	\$ / 100 m² of site area		\$60.00 per 100m2 of net site area to a maximum of \$60,300.00	\$64.00									
per m² fee (conditional on size of building) - with Max. per hectare	\$ / m² per ha.				\$9,197.00	\$3.00 if > 500 m² \$5,117.00	\$3,183 - 5,306	\$7,663.00	\$14,266.00				
Subdivision - Review	Flat Rate \$												
Subdivision - Subsequent Phase Review	Flat Rate \$												
Subdivision - Request for Ext. to Draft Plan Appr.	Flat Rate \$		\$3,014.00	\$8,673.00	\$3,640.00		\$3,895.00	\$1,656.00	\$2,664.00	\$2,302.53			
Subdivision - Emergency Request for Ext. to Draft Plan	Flat Rate \$												
Subdivision - Annual Processing Fee	Flat Rate \$												
Subdivision - Major Revision	Flat Rate \$	50% of Base Application Fees		50% of application fees		50% of Application Fee			\$9,035.00				
Subdivision - Base Revision	Flat Rate \$		\$17,518.00					23% of full application fees (\$2,526 Minimum)					
Subdivision - Minor Revision	Flat Rate \$	15% of Base Application Fees		15% of application fees					\$5,336.00				
Subdivision - Redline Revision	Flat Rate \$			\$5,316.00									
Subdivision - Deeming	Flat Rate \$						\$4,257.00						
Subdivision - Re-Advertisement	Flat Rate \$	\$2,202.00											
Subdivision - Final Approval	Flat Rate \$			\$8,673.00				\$1,335.00		\$17,378.00			
Amendments to Agreement Conditions	Flat Rate \$												
<b>Zoning Application</b>													
Zoning By-law Amendment- Incomplete Application	Flat Rate \$	\$194.00											
Zoning By-Law Amendment	Flat Rate \$	\$14,651.00			\$13,041.00		\$20,955.00						
Units 0-25	Per unit	\$347.00			\$446.00		\$530.00						
Units 26-100	Per unit	\$207.00			\$357.00		\$318.00						
Units 100+	Per unit	\$125.00			\$271-\$224		\$106 - \$212						
Per square metre of GFA	Per sq metre of GFA	\$1.42					\$530 - \$5,306 per ha						
Zoning By-Law Amendment - Type 1	Flat Rate \$ + per unit fee												
Zoning By-Law Amendment - Type 2	Flat Rate \$ + per unit fee												
Zoning By-Law Amendment - Type 3	Flat Rate \$												
Zoning By-Law Amendment - Base (Major)	Flat Rate \$		\$22,690.00	\$27,830.00		\$34,381.00		\$15,469.00	\$10,046.00	\$17,378.00	\$11,850.00	\$26,350.00	\$18,000.00
Zoning By-Law Amendment - Minor	Flat Rate \$		\$16,230.00				\$12,060.00	\$9,818.00		\$14,307.00		\$13,160.00	\$5,000 - \$12,000
<b>Residential</b>													
Per Unit	per unit		\$436 - \$329 - \$215	\$124 - \$50		\$1,265 - \$167			\$34 - \$757				
Multiple Unit Blocks	per block												





Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Non-Residential</b>													
applications based on proposed GFA	\$ / 100 m² of GFA			\$64.00									
applications based on proposed GFA	\$ / m² of GFA		\$68 per 100m2 to a maximum of \$45,700			\$19.41							
applications based on proposed Site Area	\$ / 100 m² of site area			\$26.00									
per net hectare	per net ha.				\$9,197.00				\$6,270.00				
per gross hectare	per gross ha.					\$11,459.00							
Certificate of Zoning	Flat Rate \$	\$132.00											
Zoning By-Law Amendment - Annual Processing Fee	Flat Rate \$												
Zoning By-Law Amendment - Major Revision	Flat Rate \$		\$25,403.00	% of application fees		50% of Application Fee	40% of full application fees (\$7,807 minimum)		\$5,336.00				
Zoning By-Law Amendment - Minor Revision	Flat Rate \$		\$23,843.00	% of application fees			40% of full application fees (\$7,807 minimum)					\$2,735.00	
Request for Extension of Rezoning Approval	Flat Rate \$												
Preparation of Agreement	Flat Rate \$												
Surcharge if approved	Flat Rate \$								\$4,229.00	\$963.93			
Private Open Space	per ha.								\$3,969.00				
Zoning Verification Letter (Standard / Fast Track)	Flat Rate \$												
<b>Temporary Use</b>													
Temporary Use By-Law Amendment	Flat Rate \$	\$12,709.00		\$26,830.00		\$5,370.00	\$20,955.00	\$15,469.00			\$5,574.00		
Temporary Use By-Law Amendment - Minor (Type 2)	Flat Rate \$	\$9,982.00											
Temporary Use By-Law - Preparation of Agreement	Flat Rate \$												
Temporary Use By-Law - Extension	Flat Rate \$	\$6,316.00		\$8,065.00		\$4,178.00				\$2,895.00			
<b>Remove "H"</b>													
Remove Holdings	Flat Rate \$	\$3,433.00	\$2,260.00	\$5,634.00	\$13,041.00	\$2,144.00	\$3,046 - \$5,836	\$3,618.00	\$5,806.00	\$2,302.00	\$1,292.00	\$11,965.00	\$1,700.00
Remove Holdings - Variable Fee - Residential	per Unit												
Remove Holdings - Variable Fee - Non-Residential	per 100 m2												
<b>Zoning/Grading/Drainage Clearance Applications</b>													
Infill Grading Plan	Flat Rate \$							\$561.00					
Infill Grading Plan Exemption	Flat Rate \$												
Consent Grading Plan	Flat Rate \$												
Grading / Servicing Agreement	Flat Rate \$							\$561.00					
<b>Other Planning Application Fees</b>													
Admin fee for non-planning staff reviews	Flat Rate \$	\$522.00											
Per Unit Processing	per Unit	\$522.00											
Additional Notification Fees	Flat Rate \$			\$3,321.00		\$1,000.00							
Advertising Fee (per required notice)	Flat Rate \$					\$2,000.00		\$1,340 - \$682			\$1,350 - \$675		
Annual Processing Fee for any planning application	Flat Rate \$												
Agreement Registration	Flat Rate \$												
Agreement Release and Discharge	Flat Rate \$												
Aggregate Extraction Applications	Flat Rate \$	\$67,134.00											
Application for Communications Tower (on Town owned property)	Flat Rate \$												
Application for Communications Tower (on other property)	Flat Rate \$												
Cash in Lieu of Parking Agreement	Flat Rate \$			\$6,460.00		\$900 plus		Cost plus 20%					
Cemetery Consent	Flat Rate \$		\$795.00										
Compliance Letters	Flat Rate \$												
Dead Storage File Retrieval	Flat Rate \$			\$58.00									
MOE/MNR Permit Application Bordering Municipality	Flat Rate \$	\$24,016.00											
MOE or MNR Permit or Licence Review Fee - Major	per ha												
MOE or MNR Permit or Licence Review Fee - Minor	Flat Rate \$												
Municipal House Number Change	Flat Rate \$	\$1,273.00						\$559.00					\$112.00
Niagara Escarpment Plan Amend or Development Permit - Major	Flat Rate \$												
Non-Standard Agreements	Flat Rate \$	\$4,709.00											
Parkway Belt Amendment (O.Reg 482/73) - Minor	Flat Rate \$		\$1,173.00										
Parkway Belt Amendment (O.Reg 482/73) - Major	Flat Rate \$		\$4,124.00										
Planning Fee Staff Time (Applications)	per Hour			\$117.52									
Preparation of Mailing List for public notifications	Flat Rate \$												
Quarry (Aggregate Extraction)	Flat Rate \$		\$191,499.00										
Special Committee of Adjustment Meeting	Flat Rate \$	\$1,354.00				\$710 plus disbursement							
Special Council Consideration Fee	Flat Rate \$												
Special Research / Information Request (per hour)	per Hour	\$243.00				\$100.00	\$112.25						
Standard Administration Fee	Flat Rate \$												
Street Name Change	Flat Rate \$		Actual Costs			\$1,719.00							
Tertiary Plan Fee	Flat Rate \$	\$62,452.00			\$10,651 plus \$958/gross ha.				\$633 per ha				
Per square metre of GFA	Per sq metre of GFA	\$1.31											



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Vacant Land Condo / Subdivision Review - Subsequent Phase of D.P.A.	Flat Rate \$	\$29,481.00											
Vacant Land Condo / Subdivision Review - Request for Extension to Draft	Flat Rate \$	\$4,795.00											
Vacant Land Rev-Emergency Extension fee	Flat Rate \$	\$2,194.00											
Zoning By-law Amendment- Incomplete Application	Flat Rate \$	\$194.00											
<b>Maps and Studies</b>													
<b>Corporate Services Schedule</b>													
Custom Aerial Photos - 8 1/2" x 11"	Flat Rate \$									\$20 for first half hour; \$10 per 1/4 hour thereafter			
Custom Aerial Photos - 11" x 17"	Flat Rate \$												
Custom Aerial Photos and Plots - 24" x 36"	Flat Rate \$												
Urban Street Directory - 24" x 36"	Flat Rate \$									\$5.00			
Maps - 24" x 36"	Flat Rate \$												
Map - Street	Flat Rate \$		\$12.18					\$10 (posted online)		A number of maps are posted online for no charge		\$16 - \$26	\$25 - \$35
Street Index Map Book	Flat Rate \$		\$12.18										
Map - Ward	Flat Rate \$		\$12.18								\$6.77		
<b>Planning Schedule</b>													
Building Plans (structural only)	Flat Rate \$	\$102.30 + Actual Cost											
Building Plans (incl. heating and trusses)	Flat Rate \$												
CD Copy of Plan or Study	Flat Rate \$	Actual Cost									\$22.12	\$19.20	
Draft Watershed Update Study	Flat Rate \$	Actual Cost											
Official Plan	Flat Rate \$	Actual Cost		\$58.00	\$155.00	\$226.00	\$142.00		\$79.17	\$125.00		\$120.00	\$101.00
Colour Schedule and Maps (11" x 17")	Flat Rate \$	Actual Cost		\$10.00									
Colour Schedule and Maps (24" x 36")	Flat Rate \$	Actual Cost		\$22.00									
Maps - House Numbering - Rural	Flat Rate \$												
Maps - House Numbering - Urban	Flat Rate \$												
Photocopying	Flat Rate \$			\$0.50			\$0.50	\$0.64		\$0.25		\$0.20	
Retail Commercial Strategy Study	Flat Rate \$	Actual Cost											
Secondary Plan	Flat Rate \$	Actual Cost					\$40.00		\$32.00				
Secondary Plan - Schedules (11"x 17")	Flat Rate \$	Actual Cost											
Secondary Plan - Schedules (letter)	Flat Rate \$	Actual Cost											
Zoning By-law	Flat Rate \$	Actual Cost			\$57.50				\$24.50 - \$117	\$100.00	22.12 on CD		\$98.00
Zoning Maps	Flat Rate \$				\$5.00				\$34.00			\$15.85 - \$38.00	
<b>Building</b>													
<b>Group A (Assembly Uses)</b>													
All Recreation Facilities	\$ / m²	\$25.28	\$28.58	\$38.90	\$17.91	\$25.98		\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft²	\$1.82 - \$2.07 \$/ft²	\$16.90 - 19.27	\$26.37 - \$29.92
Schools, Libraries	\$ / m²	\$25.28	\$28.58	\$30.70	\$17.91	\$25.98	\$22.17	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft²	\$1.82 - \$2.07 \$/ft²	\$16.90 - 19.27	\$26.37 - \$29.92
Places of Worship, Banks	\$ / m²	\$25.28	\$28.58	\$23.25	\$17.91	\$25.98	\$22.17	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft²	\$1.82 - \$2.07 \$/ft²	\$16.90 - 19.27	\$26.37 - \$29.92
Restaurants (finished)	\$ / m²	\$25.28	\$28.58	\$10.40	\$17.91	\$25.98	\$24.08	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft²	\$1.82 - \$2.07 \$/ft²	\$16.90 - 19.27	\$29.92
Restaurants (Shell)	\$ / m²	\$25.28	\$26.70	\$17.91	\$17.91	\$23.10	\$24.08	\$20.95 - \$35.65	\$20.21	\$2.45 - \$2.81 \$/ft²	\$1.82 - \$2.07 \$/ft²	\$16.90 - 19.27	\$26.37
Theatres, Arenas, Gymnasias, Indoor Pools	\$ / m²	\$25.28	\$28.58	\$37.85	\$17.91	\$25.98	\$23.51	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft²	\$1.82 - \$2.07 \$/ft²	\$16.90 - 19.27	\$26.37 - \$29.92
Other	\$ / m²	\$25.28		\$14.94	\$14.94	\$25.98	\$24.09	\$20.95 - \$35.65	\$22.48	\$2.45 - \$2.81 \$/ft²	\$1.82 - \$2.07 \$/ft²	\$16.90 - 19.27	\$26.37 - \$29.92
Portable Classrooms	Flat Rate \$	\$249.38	\$329.00	\$448.80	\$291.83 - \$424.48	\$594.00	\$499.37	\$380.36	\$246.00	\$230.00	\$163.00	\$112.00	\$218.00
Outdoor Public Pool	Flat Rate \$			\$38.90						\$920.00	\$711.00	\$616.00	\$964.00
Outdoor Patio	Flat Rate \$		\$8.65 / Sq M							\$230.00	\$162.00	\$140.00	\$212.00
Alterations - Group A (Assembly Uses)	\$ / m²	\$6.05	\$11.17	\$11.60	\$4.77	\$6.64	\$11.07	\$5.44 - \$8.46	\$6.50	\$4.63		\$4.20	\$5.06
<b>Group B (Care or Detention Uses)</b>													
All Group B Buildings	\$ / m²	\$27.92	\$32.39		\$22.72	\$28.87		\$23.53 - \$27.30	\$34.42	\$2.65 - \$3.04 \$/ft²	\$1.94 - \$2.21 \$/ft²	\$18.08 - \$20.45	\$28.31 - \$33.91
Institutional	\$ / m²						\$27.70						
Hospital	\$ / m²			\$34.30			\$27.70						
Nursing Home	\$ / m²			\$23.25			\$22.18						
Other	\$ / m²						\$27.70						
Alteration - Group B (Care or Detention Uses)	\$ / m²	\$6.05	\$14.00	\$10.80 / \$18.9	\$4.77	\$6.64	\$13.85	\$5.44	\$6.50	\$4.63		\$4.20	\$5.06
<b>Group C (Residential Uses)</b>													
Single/Semi-detached Dwellings, Townhouses and Duplexes	\$ / m²	\$16.67	\$20.19 - \$26.04	\$17.80	\$15.92	\$18.44	\$18.14	\$16.75	\$19.41	\$1.50 \$/ft²	\$11.52	\$9.69	\$16.15
Apartments and Townhouses	\$ / m²	\$16.67	\$18.59 - \$26.37	\$23.25	\$15.92	\$18.44	\$18.02	\$16.75	\$21.20	\$1.95 \$/ft²	\$11.52	\$9.69	\$16.58
Repeats (Single, Semi-detached & Townhouses)	\$ / m²	Discontinued				\$17.09							
Hotels, Motels	\$ / m²	\$16.67	\$18.59 - \$26.37	\$27.75	\$17.91	\$20.79	\$24.64	\$26.12	\$19.41	\$1.95 \$/ft²	\$18.94	\$16.25	\$25.19
Apartment buildings	\$ / m²	\$16.67	\$18.59 - \$26.37	\$23.25	\$15.92				\$18.00	\$1.95 \$/ft²	\$11.52	\$9.69	\$16.58
All other Multiple Unit Buildings	\$ / m²	\$16.67	\$20.19 - \$26.04	\$17.80	\$15.92	\$19.93	\$18.02	\$21.97				\$9.69	\$16.58
Unfinished Basement/Foundation to accommodate a Building moved from elsewhere	\$ / m²	\$5.08					\$8.69	\$5.22					
Detached garage or other Accessory Structure (over 27.9 m² or 300 ft²)	\$ / m²	\$8.72		\$7.15	\$12.56	\$6.24	\$8.60	\$427.90 - Flat Rate					\$4.84
Detached garage or other Accessory Structure (up to 27.9 m² or 300 ft²)	Flat Rate \$	\$150.69			\$12.56			\$285.27			\$95.00		
Unenclosed deck, porch or carport attached to Detached/ Semi-detached or Townhouse dwellings	Flat Rate \$	\$150.69				\$172.00	\$260.06			\$115.00	\$95.00	\$84.00	
Detached garage/Shed/Carport (accessory building)	Flat Rate \$		\$329.00		\$291.83					\$115.00		\$84.00	\$4.84



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Basement Walkout	Flat Rate \$		\$329.00		\$291.83	\$172.00							
Deck / Porch	Flat Rate \$		\$329.00		\$291.83	\$172.00		\$148.56	\$249.00	\$115.00	\$95.00	\$84.00	
Additions (<20 m <sup>2</sup> )	Flat Rate \$		\$329.00		\$8.36-\$10.76								
Additions	\$ / m <sup>2</sup>			\$16.70	\$8.36-\$10.76	\$13.55 - \$11.89							
Basement Apartment	\$ / m <sup>2</sup>					\$11.00							
Basement Finish	\$ / m <sup>2</sup>	\$6.05			\$291.83 Flat Rate		\$8.69	\$3.77	\$6.50	\$5.06	\$3.98		
Attached garage or carport	Flat Rate \$		\$329.00							\$115.00		\$84.00	
Excavating basement or crawlspace	Flat Rate \$		\$329.00										
Exterior Stairs	Flat Rate \$		\$329.00							\$115.00			
Attached or detached deck	\$ / m <sup>2</sup>												
Alterations - Group C (Residential Uses)	\$ / m <sup>2</sup>	\$6.05	\$7.18		\$4.77	\$6.64	\$9.39	\$6.19	\$6.50	\$4.63		\$4.20	
Alterations - Basement walkouts, exterior stairs, attached decks	Flat Rate \$												\$5.06
Alterations - Finished Basement and/or Accessory Apartment	\$ / m <sup>2</sup>			\$4.90		\$5.48						\$224 Flat Fee	\$5.06
<b>Group D (Business and Personal Services Uses)</b>													
Shell Only	\$ / m <sup>2</sup>	\$17.00	\$21.13 - \$23.08		\$13.15	\$19.06	\$12.75	\$15.08	\$15.66	\$1.66 \$/ft <sup>2</sup>	\$16.04	\$13.89	\$22.07
Partitioned and/or Finished	\$ / m <sup>2</sup>	\$20.62	\$28.08 - \$30.03		\$17.32	\$23.15	\$20.82	\$22.94	\$20.40	\$1.95 \$/ft <sup>2</sup>	\$18.94	\$16.25	\$25.19
Interior finish/alteration/partitioning for offices	\$ / m <sup>2</sup>			\$5.50									
Other business and personal services	\$ / m <sup>2</sup>		\$28.40			\$23.15							
Alterations - Group D (Business & Personal Services Uses)	\$ / m <sup>2</sup>	\$6.05	\$11.17	\$6.10 - \$18.90	\$4.19	\$6.64	\$10.47	\$5.44	\$6.50	\$4.63			\$5.06
<b>Group E (Mercantile Uses)</b>													
Shell Only	\$ / m <sup>2</sup>	\$15.09	\$19.66	\$17.35	\$13.15	\$14.51	\$13.12	\$14.11	\$13.46	\$1.66 \$/ft <sup>2</sup>	\$10.55	\$9.04	\$14.75
Partitioned and/or Finished	\$ / m <sup>2</sup>	\$18.61	\$28.08	\$9.60	\$17.32	\$19.32	\$17.17	\$17.94	\$17.68	\$1.95 \$/ft <sup>2</sup>	\$13.24	\$11.41	\$17.87
Finishing Only (with shell permit)	\$ / m <sup>2</sup>												
Temporary Real Estate Sales Pavilion	\$ / m <sup>2</sup>	\$18.61						\$15.46	\$9.21				
Alteration - Group E (Mercantile Uses)	\$ / m <sup>2</sup>	\$6.05	\$11.17	\$9.60	\$4.19	\$6.64	\$4.30 - \$8.59	\$4.15	\$6.50	\$4.63		\$4.20	\$5.06
<b>Group F (Industrial Uses)</b>													
Shell Only	\$ / m <sup>2</sup>	\$12.55			\$7.77	\$12.41 - \$9.81	\$6.71 - \$12.11	\$9.75	\$8.65		\$6.35	\$5.38	\$14.75
Partitioned and/or Finished	\$ / m <sup>2</sup>	\$13.53			\$11.36 - \$11.95	\$14.44 - \$13.86	\$9.26 - \$15.10	\$16.42	\$12.49		\$7.53	\$6.67	\$17.87
Warehouse / Factory based on size of building	\$ / m <sup>2</sup>		\$10.66 - \$15.62	\$13.10 - \$9.10						\$11.30			
Interior Office Finish (with application for shell)	\$ / m <sup>2</sup>			\$6.10			\$4.17						
Interior Office Finish (separate from application for shell)	\$ / m <sup>2</sup>												
Gas Station, Car Wash	\$ / m <sup>2</sup>	\$13.53		\$22.85	\$10.76	\$13.08	\$14.22	\$11.63					
Canopy over pump island, outside storage, etc	Flat Rate \$	\$540.42			\$5.35 Per m <sup>2</sup>	\$5.48	\$5.88						
Parking Garage - New	\$ / m <sup>2</sup>	\$6.82	\$8.26	\$7.15	\$5.38	\$6.89	\$7.47	\$5.92	\$8.47	\$9.58	\$7.00	\$6.03	\$9.58
Parking Garage - Above Ground	\$ / m <sup>2</sup>			\$7.15									
Parking Garage - Underground	\$ / m <sup>2</sup>			\$11.20									
Alterations - Parking Garage Repair	\$ / m <sup>2</sup>	\$1.38	\$3.43	\$7.15 / \$11.20			\$3.73		\$3.84		\$0.86		
Greenhouse/Storage	\$ / m <sup>2</sup>	\$4.06											
Poly Hoop	\$ / m <sup>2</sup>	\$2.11											
Alterations - Group F (Industrial Uses)	\$ / m <sup>2</sup>	\$6.05	\$7.62	\$6.10	\$3.59 - \$4.18	\$6.64 - \$3.45	\$6.29	\$4.15	\$6.50	\$4.63			\$5.06
<b>Mechanical Work</b>													
Group A (Assembly Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$1.03		\$1.72			
Group A (Assembly Uses)	Flat Rate \$								\$180.00				
Group B (Care or Detention Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$1.03		\$1.72			
Group B (Care or Detention Uses)	Flat Rate \$				\$0.91				\$180.00				
Group C (Residential Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$0.74					
Group C (Residential Uses)	Flat Rate \$				\$0.91				\$50.00	\$115.00			
Group D (Business and Personal Services Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$1.03		\$1.72			
Group D (Business and Personal Services Uses)	Flat Rate \$								\$180.00				
Group E (Mercantile Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$0.74		\$1.72			
Group E (Mercantile Uses)	Flat Rate \$				\$0.91				\$180.00				
Group F (Industrial Uses)	\$ / m <sup>2</sup>	\$0.92	\$1.23		\$0.91	\$1.37		\$0.74		\$1.72			
Group F (Industrial Uses)	Flat Rate \$				\$0.91				\$180.00				
Sprinkler System	\$ / m <sup>2</sup>	\$0.92	\$1.23	\$0.45		\$0.63	\$0.58	\$0.42	\$0.53	\$0.86	\$0.54, Min \$163	\$112.00	\$0.97
Sprinklers	Flat Rate \$				\$397.95								
Fire Alarm	Flat Rate \$	\$631.42			\$397.95	\$774.00	\$468.62 - \$937.34	\$208 - \$416	\$235.00				
Fire Alarm	\$ / m <sup>2</sup>		\$1.23							\$0.86	\$0.54, Min \$163		\$0.97
Electromagnetic Locks	Flat Rate \$	\$131.59	\$329.00		\$397.95	\$309.00		\$41.63, Min. \$208	\$235.00	\$55.00	\$39.00		\$52.00
Fireplace, Woodstove	Flat Rate \$	\$244.08	\$329.00	\$224.00	\$291.83	\$172.00	\$343.09	\$103.43	\$180.00	\$115.00	\$95.00		\$126.00
Special Systems (Commercial Exhausts, Spray Booths, Dust Collectors, CO Detection, etc.)	Flat Rate \$	\$477.54	\$648.00		\$397.95	\$416.00	\$699.89			\$345.00	\$163.00		\$194.00
Furnace Replacement	Flat Rate \$		\$329.00			\$237.00		\$208.00					
New Air Conditioning Unit	Flat Rate \$		\$329.00			\$237.00							
New Duct Work	Flat Rate \$		\$329.00										
<b>Plumbing</b>													
Plumbing Work	Flat Rate \$												
New/replacement drainage system, water supply system or parts thereof	Flat Rate \$	\$244.08			\$291.83					\$115.00			
Site Servicing (sanitary, storm, water)	\$ / lin. M.	\$3.46	\$5.27		\$2.63	\$4.59 - \$1.65				\$0.90 \$/ft <sup>2</sup> , Min \$345	\$6.35	\$84 Flat Rate	\$9.69
Private Water Lines	Flat Rate \$												
Water Service Inspection - Private Side (20 mm)	Flat Rate \$			\$86.70									
Backflow Prevention Devices / Backwater Valves	Flat Rate \$		\$378.00	\$306.00		\$416 - \$249	\$336.97	\$13.08 - \$54.64		\$115.00	\$96.45		\$82.00





Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>PRIVATE SANITARY SEWAGE DISPOSAL SYSTEMS</b>													
Provincially Mandated Septic System Assessment/Inspection	Flat Rate \$	\$100.81	\$329.00	\$215.00			\$227.06						
Evaluation of a Bldg Addition or Change of Use	Flat Rate \$	\$189.96											
Evaluation and Inspection re Replacement / Repair of a Tank or Leaching Bed	Flat Rate \$	\$382.03					\$462.17						
Septic System New / Replacement	Flat Rate \$	\$764.07	\$1,345.00	\$1,188.00	\$597.62	\$714.00	\$810.87	\$689.44	\$637.00	\$690 / \$345	\$462.00	\$448 / \$140	\$613.00
Septic System Repair	Flat Rate \$		\$616.00			\$357.00		\$273.38					
Sewer Conversions	Flat Rate \$		\$329.00		\$291.83								
<b>Miscellaneous - Building Services</b>													
Minimum Building Permit Fee - Residential	Flat Rate \$				\$291.83			\$130.74		\$115.00			
Minimum Building Permit Fee - Non-Residential	Flat Rate \$				\$397.95			\$332.82		\$115.00			
Alternate Solution Application	Flat Rate \$	\$756.00	\$1,789.00	\$1,575.00		\$1,189.00		\$392.26 up to 3 hours, \$128.36 each additional hour or part thereafter		\$500 - \$1000		\$200 - \$1,500	
Alterations - Farm Building	\$ / m <sup>2</sup>	\$2.36										\$3.01	
Balcony Repairs	Flat Rate \$		\$126.00		\$291.83					\$345.00			
Balcony Repairs	\$ / m					\$17.00			\$0.59				
Certificate of Occupancy / Zoning	Flat Rate \$	\$114.00											
Change of Use - Construction Involved	\$ / m <sup>2</sup>												
Change of Use – No Construction Required	Flat Rate \$		\$809.00			\$227 per hr. Min \$345			\$352.00			\$84.00	\$194.00
Change of Use	Flat Rate \$			\$714 + \$168/ hr	\$430.36	\$155 per hour				\$230.00			
Communications Tower	Flat Rate \$				\$397.95	\$416.00		\$368.51					
Compliance Letters - Building (Regular / Express)	Flat Rate \$			\$117 / \$173	\$239.06				\$177.00	\$140.75			
Conditional Permit	% of Permit Fee	25.00%	20.00%		10.00%	20.00%			10.00%				
Conditional Permit	Flat Rate \$			\$1,000.00				\$6,395.11					
Construction without Permit	Flat Rate \$		100% of permit fee		50% of permit fee								
Crane Runway	Flat Rate \$						\$804.19						
Crane Runway	\$ / m <sup>2</sup>					\$4.17							
Deferral of Revocation of Permit	Flat Rate \$		\$329.00		\$239.06								
Demolition - All Occupancies (by area)	\$ / m <sup>2</sup>									\$0.43			\$1.72
Demolition - All Occupancies (flat rate)	Flat Rate \$	\$124.00	\$329 - \$924	\$438.00	\$397.95 - \$597.62	\$22 per 100 sq metres. Min \$292. Accessory residential structure \$174 each	\$236.28 - 469.05	\$261.52 - \$416.06	\$325 - \$1050	\$0.43 / \$345-min	\$0.32, Min \$163	\$84 - \$300	\$188 Min
Demolition - Implosion	Flat Rate \$				\$1,792.85								
Designated Structures	Flat Rate \$		\$561.00		\$397.95					\$460.00			
Farm Building / Accessory Building / Greenhouse	\$ / m <sup>2</sup>		\$5.14				\$4.21	\$4.63	\$6.34				\$5.81
Fast Track Service	Flat Rate \$		Various										
Ground Mounted Solar Application Screening	Flat Rate \$	\$886.00											
Limiting Distance Agreement	Flat Rate \$	\$350.00	\$809.00	\$700.00	\$530.60	\$1430 plus disbursements	\$519.94					\$1,500 - \$2,000 Plus disbursements	\$450.00
Mezzanines - Open Storage	\$ / m <sup>2</sup>		\$9.06		\$5.38	\$6.89			\$8.91				
Mezzanines - Other than Storage	\$ / m <sup>2</sup>					\$6.89			\$8.91				
Model Changes - Before Permit Issue	Flat Rate \$		\$329.00										
Model Changes - After Permit Issue	Flat Rate \$		\$648.00										
Move or Relocate a Building to an existing foundation (except portable classrooms)	Flat Rate \$		\$561.00			\$304.00							
Occupancy Permit	per dwelling / per 300 m <sup>2</sup>												
Occupancy Permit for Dwelling Units (SFD, Semi, Townhouse)	Per dwelling		\$166.00			\$137.00							
Occupancy Permit for New Buildings, Additions and Renovations	Flat Rate \$		\$329.00										
Occupancy Permit for Other Residential	Flat Rate \$		\$301.00										
Occupancy Prior to Completion	Flat Rate \$					\$226 or \$22 per 100m2		\$546.79			\$95.00		
Order to Comply	Flat Rate \$	\$295.00			\$636.72			\$113.08					
Partial Building Permit	Flat Rate \$	\$124.00		\$714.00		\$440.00			\$291.00				
Pedestrian Bridge	Flat Rate \$						\$830.68						
Pedestrian Bridge	\$ / m <sup>2</sup>					\$4.17							
Permanent Tent, Air-Supported Structure	\$ / m <sup>2</sup>				\$4.19	\$5.48		\$6.14	\$6.80	\$4.63			
Permanent Tent, Air Supported Structure	Flat Rate \$				\$397.95		\$251.19 - \$416.11						
Permanent Tent, Air Supported Structure - Alterations	\$ / m <sup>2</sup>												
Permit Extension - no revisions required	Flat Rate \$			\$117.00									
Retaining Wall	Flat Rate \$						\$505.69		\$645.00				
Retaining Wall	per lin.m.				\$9.76	\$11.00		\$10.72		\$1.32			



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Revision of Permit - Before Permit Issue	Flat Rate \$			\$438.00									
Revision of Permit - After Permit Issue	Flat Rate \$		\$561.00	\$438.00		\$226 - \$155 per hour							
Shelf and Rack Storage Systems			\$4.91			\$5.48							
Signs	of prescribed value	1.60%				\$36 per m²	\$373.44						
Special Inspections	Flat Rate \$	\$91.00			\$107.59 Per hour, min 3 hours								
Stop Work Order	Flat Rate \$	\$598.00											
Subsequent Re-Inspection	Flat Rate \$	\$91.00	\$329.00										
Swimming Pool Fence Enclosure	Flat Rate \$	\$187.00							\$277.96			\$168.84	
Temporary Building (trailer or buildings on construction site for office purposes, etc.)	Flat Rate \$												
Temporary Tent	Flat Rate \$	\$124.00	\$329 - \$471	\$423.30	\$397.95	\$220.00	\$246.26 - \$407.95	\$368.51	\$180.00	\$230.00	\$163.00	\$140.00	\$177.00
Temporary Building (trailer or buildings on construction site for office purposes, etc.)	\$ / m²				\$5.99 - \$11.95	\$12.48							
Transfer of Permit	Flat Rate \$	\$127.00	\$329.00	\$46.00	\$239.06	\$201.00	\$120.21	\$130.74	\$180.00				10% of original permit fee
Property Information Request - Building	Flat Rate \$	\$116.00				\$100.00	\$112.25						
Rack Storage Systems	\$ / m²		\$4.91				\$8.19						\$4.95
Shoring (per linear metre)	NEW					\$13.00			\$10.97		\$3.04 per lin. Foot		
Racking (no platforms/mezzanine) (per linear metre)	NEW												
<b>Development Agreements</b>													
<b>Subdivision Agreements</b>													
Subdivision - Engineering Drawing Review - Base	Flat Rate \$			\$29,835.00									
Subdivision - Engineering Drawing Review - Residential	per Unit			\$109.00									
Subdivision - Engineering Drawing Review - Industrial	per 1,000 m²			\$109.00									
Subdivision - Engineering Drawing Review - add'l submissions after 3	Flat Rate \$			\$1,632.00									
Subdivision - Pre-servicing Agreement - Base	Flat Rate \$			\$3,478.00									
Subdivision - Pre-servicing Agreement - Residential	per Unit			\$32.00									
Subdivision - Pre-servicing Agreement - Industrial	per 1,000 m²			\$32.00									
Subdivision - Agreement Preparation - Base	Flat Rate \$			\$21,201.00		\$4,779.00							
Subdivision - Agreement Preparation - Residential	per Unit			\$98.00									
Subdivision - Agreement Preparation - Industrial	per 1,000 m²			\$98.00									
Subdivision - Agreement Preparation - Council Approval	Flat Rate \$			\$1,632.00									
Subdivision - Agreement Preparation - Registration	Flat Rate \$			\$1,632.00									
Subdivision - Assumption - Base	Flat Rate \$			\$8,048-\$24,648									
Subdivision - Assumption - Residential	per Unit			\$97.00-\$59.00									
Subdivision - Assumption - Industrial	per 1,000 m²			\$59.00									
Subdivision - Assumption - Council Approval	Flat Rate \$			\$1,632.00									
Subdivision - Assumption - Registration	Flat Rate \$			\$1,632.00									
Subdivision - Supervision Fees	% of Est. Construction Value			6.0%									
<b>Condominium Agreements</b>													
Condominium - Pre-Servicing Agreement - Base	Flat Rate \$			\$3,478.00									
Condominium - Pre-Servicing Agreement - Residential	per Unit			\$16.00									
Condominium - Pre-Servicing Agreement - Industrial	per 1,000 m²			\$16.00									
Condominium - Agreement Preparation - Base	Flat Rate \$			\$11,960.00									
Condominium - Agreement Preparation - Residential	per Unit			\$95.00									
Condominium - Agreement Preparation - Industrial	per 1,000 m²			\$95.00									
Condominium - Agreement Preparation - Council Approval	Flat Rate \$			\$1,632.00									
Condominium - Agreement Preparation - Registration	Flat Rate \$			\$1,632.00									
Condominium - Supervision Fees	% of Est. Construction Value			6.0%									
<b>Site Plan Agreements</b>													
Site Plan - Agreement Preparation - Base	Flat Rate \$	\$1,209.00			\$2,000.00	\$1,950.00				\$1,212.50	\$583.23 plus disbursements	\$1,000 - \$4,000 Plus disbursements	\$1,200.00
<b>Parking</b>													
Parking - Cash in Lieu of Parking	per Space	\$9,579.94		\$6,460.00		\$1,776 - \$20,191					\$41,367 (Downtown Area)		\$10,000.00
<b>Damage and Debris Securities</b>													
Inground Pools or garages on residential lot	Flat Rate \$	\$300.00											
Damage/Debris Deposit - units within an unassumed development	Per 100 Units	\$1,000.00											
Lot Grading Security - units within an unassumed development	Per Unit	\$100.00											
Units in Dev. Agreements not assumed by the Town	per 100 units												
Residential Development	per m of Frontage												
Industrial or Commercial Development	per m of Frontage												
Additions with Foundation onto Existing Res. Development	per m of Frontage												
Inground Pools or Garages on Residential Lot	Flat Rate \$												
Road Damage Deposit	Flat Rate \$	\$10,000.00											



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
Administration Fee	% of unclaimed deposit	10% of unclaimed deposit after six years											
<b>Engineering and Inspection Fees (based on total estimated costs of infrastructure)</b>													
up to \$249,000	%	13% or \$6,000 whichever is greater				<100K: 10% of servicing cost							
\$250,000 to \$499,999	%	9.00%				\$100-\$250K: 8% min. \$10,000							
\$500,000 to \$1,499,999	%	7.00%				\$250-\$500K: 6% min \$20,000							
\$1,500,000 to \$4,999,999	%	7.00%				\$500-\$750K: 5% min \$30,000							
\$5,000,000 and greater	%	4.00%				\$750-\$1.5M: 4.5% min \$37,500							
Condominium Developments	%	2.5% or \$6,000 Whichever is greater		6.0 % of estimated construction value of ALL: 1) required EXTERNAL municipal site works AND 2) municipily required INTERNAL private site works		>\$1.5M: 3.5% min \$67,500							
Site Plan or Other Municipal Infrastructure - Base	%		7% of the cost of external site plan works										
Site Plan or Other Municipal Infrastructure - Variable	per Unit												
Plan of Subdivision	%		5.00%	6% of estimated construction values of public work				4.20%	7.50%				
Cost of Project - Less than \$100,000	% of actual cost		3% of the cost of the subdivision works for first million, 2% on the second million and 1% on the excess over \$2M										
Cost of Project - \$100,000 to \$500,000	% of actual cost												
Cost of Project - \$500,000 to \$1,000,000	% of actual cost												
Cost of Project - \$1,000,000 to \$5,000,000	% of actual cost												
Cost of Project - \$5,000,000 to \$10,000,000	% of actual cost												
Cost of Project - \$10,000,000 to \$15,000,000	% of actual cost												
Cost of Project - over \$15,000,000	% of actual cost												
Residential Service Connection	%												
Servicing Costs - Less than \$100,000	% of servicing costs												
Servicing Costs - \$100,000 to \$250,000	% of servicing costs												
Servicing Costs - \$250,000 to \$500,000	% of servicing costs												
Servicing Costs - \$500,000 to \$750,000	% of servicing costs												
Servicing Costs - \$750,000 to \$1,500,000	% of servicing costs												
Servicing Costs - greater than \$1,500,000	% of servicing costs												
Interim Servicing Submission - 0 to 20 ha	Flat Rate \$												
Interim Servicing Submission - 20 to 40 ha	Flat Rate \$												
Interim Servicing Submission - over 40 ha	Flat Rate \$												
Phasing of Developnments (after initial submissions have been Reviewed)													
0 to 20 ha	Flat Rate \$												
20 ot 40 ha	Flat Rate \$												
Over 40 ha	Flat Rate \$												
Pre-Servicing Submission Processing - 0 to 20 ha	Flat Rate \$												
Pre-Servicing Submission Processing - 20 to 40 ha	Flat Rate \$												
Pre-Servicing Submission Processing - Over 40 ha	Flat Rate \$												
<b>Legal and Administrative</b>													
Agreement Legal Fees - Per Agreement (prev. Legal & Administration	Flat Rate \$	\$9,000 or Actual cost if greater				\$5,075 - \$1,000	\$717 - \$14,863				\$173.55 - \$2 451.43 plus	\$500 - \$7,000 Plus disbursements	\$450 - \$1,600
<b>Model Homes</b>													
Deposit per model home	Flat Rate \$	\$10,000.00	\$2,045.00										
<b>Parkland Dedication</b>													
Single Lot Developments	Flat Rate \$	Varies	Varies	Varies									
Residential - Greater than Single Lot	% of Land Value	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%				5.00%	5.00%	5.00%
Non-Residential - Greater than Single Lot	% of Land Value	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%				2.00%	2.00%	2.00%
<b>Perpetual Maintenance Fees</b>													
Determined prior to subdivision agreement	Varies	100% of Construction Costs											



Table A-1 – cont'd  
Town of Milton - Municipal User Fee Survey

Description	Unit	Town of Milton (2022)	City of Burlington	Town of Oakville	City of Brampton	City of Mississauga	Town of Halton Hills	Town of Richmond Hill	City of Vaughan	City of Guelph	City of Kitchener	City of Waterloo	City of Cambridge
<b>Plan Review and Submissions</b>													
Pre-draft Plan Review	Flat Rate \$	\$6,840.00									\$173.55 to \$818.41 plus disbursements		
Additional Engineering Submissions	Flat Rate \$	\$2,730.00											
Additional Landscape Submissions	Flat Rate \$	\$1,390.00											
<b>Security Deposit</b>													
Roads, Sidewalks, Sitework/ Storm Sewers/ Street Lighting/ Drainage and Erosion Control/ Landscaping/ Grading	% of Construction	100.00%											
Site Plan Agreement	% of Construction	100.00%											
Pre-servicing Agreements	% of Value of Works	10.00%											
<b>Street Lights (prior to subdivision assumption)</b>													
Hydro Power	per streetlight	\$133.44											
Hydro Power - Year 2	per streetlight												
Hydro Power - Year 3	per streetlight												
Maintenance	per streetlight	\$17.62											
Maintenance - Year 2	per streetlight												
Maintenance - Year 3	per streetlight												
<b>Traffic Lights</b>													
Traffic Lights - Annual	per Signal	\$5,431.48											
<b>Parkland Maintenance (prior to subdivision assumption)</b>													
Parkland Maintenance	Flat Rate \$	Actual Costs plus 10%											
<b>Winter Maintenance (prior to subdivision agreement)</b>													
Roadway - Per lane km	per lane km	\$3,174.00											
Sidewalk - Per km	per km	\$1,061.89											
Roadway Winter Maintenance - Year 1	per lane km												
Roadway Winter Maintenance - Year 2	per lane km												
Roadway Winter Maintenance - Year 3 to assumption	per lane km												
Sidewalk Winter Maintenance - Year 1	per km												
Sidewalk Winter Maintenance - Year 2	per km												
Sidewalk Winter Maintenance - Year 3 to assumption	per km												
<b>Miscellaneous - Agreements</b>													
Common Ownership Agreement	Flat Rate \$												
Licence or Lease Agreements	Flat Rate \$												
Licence or Lease Agreements - Renewal or Extension	Flat Rate \$												
Misc. Development Agreement - No Precedent	Flat Rate \$												
Misc. Development Agreement - Precedent	Flat Rate \$												
Misc. Non-Development Agreement	Flat Rate \$												
Training Grounds Rental Fees:													
Vehicle Compound	Flat Rate \$	New Fee			\$247.50-\$495.00				At Cost	\$520.20			
Search Tower	Flat Rate \$	New Fee			\$970 - \$1941				At Cost				\$310.00
Pumping Station; Drafting, Hydrant, Sprinkler	Flat Rate \$	New Fee			\$323 -\$680				At Cost				
Forcible Entry/Cutting Station	Flat Rate \$	New Fee							At Cost				
Classroom, A, B A&B	Flat Rate \$	New Fee			\$162.72 - \$646			\$110.31 - \$330.92	At Cost				
Low Profile Prop	Flat Rate \$	New Fee						\$391.55	At Cost				
Fire Route Application	Flat Rate \$	New Fee			\$292.00	\$250.00	\$226.01	\$214.00	\$391.55	\$245.75	\$221.54		
Code Compliance Alternative Solution Review	Flat Rate \$	New Fee				\$133.00		\$214.00	\$180.00				
Occupant Load Calculation	Flat Rate \$	New Fee			\$438.44	\$560.00		\$214.00					
Boarding and Securing Properties	Flat Rate \$	New Fee			Varies based on contracted services								
EVT Services (this is for emergency vehicle repairs)	Flat Rate \$	New Fee											
<b>Town-Wide</b>													
Chargeback Administration Fee	%	10% of chargeback				40.00%							
Payment and Cheque Issuance	Flat Rate \$	\$30.00	\$40.00	\$11.30	\$10.00	\$30.00				\$40.00			\$35.00
Documents (courier cost and retrieval)	Flat Rate \$	Actual cost				\$30.00							
Dishonoured Payment (formerly NSF Cheque)	Flat Rate \$	\$50.00		\$45.00	\$35.00	\$40.00	\$45.00	\$46.50		\$0.40	\$35.00	\$35.35	35.00%
Photocopies (per page)	per page	\$0.57		\$0.50	\$0.44	0.50%	0.50%	0.64%		\$0.25		\$0.20	\$1.00 each page for the first 3 copies, then \$0.25 per page thereafter
Preparation of Agreements	Flat Rate \$	\$506.00		\$835 - \$8,527									
Request from off-site storage	Flat Rate \$	Actual cost + \$72.00											
Subpoena Fee (per hour)	%	100.00%											
NEW: Road Closures for Special Events	Flat Rate \$	New Fee				\$365.90		\$95.72 - \$256.98	\$290 Min	\$16.06			
NEW: Administration Fee for Capital Projects	%	New Fee				10% of Direct Costs	Varies	6%			11%		

**Table A-1 – cont'd**  
**Town of Milton - Municipal User Fee Survey**

Description	Unit	Town of Milton (2016)	Centre of Social Innovation - Toronto	Markham Convergence Centre	Halton Hive	Innovation Guelph
<b>Milton Education Village Innovation Centre</b>						
Co-Working Desk - Drop In (Individual)	per day	\$30.00			\$30.00	\$100 per month
Co-Working Desk - Once a Week (Individual)	per month	\$60.00				
Co-Working Desk (Team - Drop in)	per day	\$80.00	\$1210 per month			
Co-Working Desk (Team - Business Meeting)	per day	\$20.00				
MEVIC Membership	per month	\$250.00			\$119.00	\$100 - \$650
MEVIC Membership (year)	per year	\$1,400.00			\$1,428.00	
MEVIC Membership Upgrade - MEVIC/Burlington Hive	per month	\$100.00				
MEVIC Membership Upgrade - MEVIC/Burlington Hive (year)	per year	\$600.00				
MEVIC Membership Upgrade - Dedicated Desk	per month	\$90.00	\$550.00			
MEVIC Membership Upgrade - Dedicated Desk (year)	per year	\$650.00				
Office Rental	per sq foot	35.80/sq.ft	\$1210 per month		\$42-\$54	
Board Room / Meeting Room Rental	per hour	\$40.00	\$50 - \$160			
Board Room / Meeting Room Rental (day)	per day	\$200.00				\$100-\$150
Atrium Rental	per hour	\$150.00		Permanently Closed		
Atrium Rental (day)	per day	\$1,000.00				\$500.00
Workshop Room Rental	per hour	\$90.00	\$100.00			
Workshop Room Rental (day)	per day	\$600.00	\$700.00			
Project Office Rental (day)	per day	\$65.00	\$54.00			
Project Office Rental	per month	\$1,300.00	\$378.00			
Wired Internet Connection	per day	\$11.23	Free			Free
Wired Internet Connection (month)	per month	\$100.97	Free			Free
Server Room	per month	\$75.00				
Mail Box Service	per month	\$20.00				
LCD Laptop Rental	per use	\$50.00				
Insurance Fees	%	100% of Actual cost				
Event Staff Service Fee - High Profile Event	per hour, minor 3 hours	\$79.10				
Event Staff Service Fee - Low Profile Event	per hour, minor 3 hours	\$51.51				

Item # Feedback Received	Town Response
<p>1 As representative of an industrial development company, we are concerned with the difference between the per sq metre rate for a fully partitioned industrial building verses the shell building permit rate plus the interior alterations permit rate. The current rate for a fully partitioned building is \$13.80 per sq metre; whereas the rate for a shell building permit is \$12.81 per square plus and alteration or unit finish rate of \$6.17 per square metre, for a total of \$18.98 per square. This results in a difference of \$5.81 per square metre with the two approaches. In our industry it is typical to apply for or construct a shell building and then apply for alterations permit once a tenant is obtained and their internal layout is finalized. It is very uncommon to begin constructing a building specifically suited to a tenant's layout.</p> <p>By comparison, the difference between the two approaches in the City of Mississauga is a finished or fully portioned rate of \$14.44 per sq metre verses a total of \$13.26 per square metre for a shell permit, followed by an interior alterations permit. In the City of Brampton, the rates for the two approaches are equal - \$11.36 per square metre.</p>	<p>The Town has reviewed the current fee structure for finished industrial buildings versus the fees for a shell building permit plus interior alterations. The fee structure of many of the surrounding municipalities provide for a declining fee per sq m as the size of applications increase. An analysis of fees for three sizes of application was completed, comparing Milton with seven of the surrounding municipalities, including the municipalities referenced in the feedback received. Milton's current combined fee for shell and alteration permit is \$18.60 per sq m regardless of size of permit. For an industrial warehouse permit under 10,000 sq meters this fee is comparable to neighboring municipalities and, in many cases, below that of neighboring municipalities. However, for permits of a size greater than 10,000 sq meters, Milton's combined fee of \$18.60 was found to be at the high end of the market comparisons.</p> <p>As a result of the further market analysis completed, an adjustment to the fee structure is recommended for the Group D, E and F fees in order that the combined fee for a shell permit plus alteration permit be equal to a finished permit fee (with the shell and alteration permit fees set at 65% and 35% respectively of the finished permit fee).</p> <p>A further revision to the fee structure based on size of permit is being recommended. For Group F (Industrial) permit applications under 10,000 sq m the finished permit fee will be amended to be \$18.60 in 2022\$ (based on existing shell fee of \$12.55 plus alteration fee of \$6.05). For permits greater than 10,000 sq m the finished permit fee will be \$15.90 in 2022\$ (with the shell set at \$10.34 and the alteration permit set at \$5.56). No change to the finished permit fee for Group D or E is being recommended but the shell and alteration permit fees for these groups would be amended based on the 65%/35% split referenced above.</p> <p>These changes will align Milton's fee structure more closely with neighboring municipalities while still ensuring costs are recovered to the greatest extent possible.</p>
<p>2 In addition, the conditional building permit rate for the Town of Milton is far greater than other municipalities. Currently the Town's conditional permit rate is 25% of total building permit fee. We recently paid a conditional permit fee in the amount of \$120,619.57 based on a building permit fee of \$482,479.87 for a 46,303.25 square metre building.</p> <p>By comparison, The City of Mississauga caps their conditional permit fee at \$8920.00 and the City of Brampton's conditional permit fee is \$3515.47.</p> <p>The issuance of conditional permits has become a common practice amongst municipalities as a way of meeting market demand for industrial buildings and construction schedules, while developers work through the site plan process. Conditional permits often provide developers with certainty of when a building can be constructed and occupied to attract and secure users. This fee should be revaluated to be more in keeping with other municipalities.</p>	<p>In recognition that Milton's fee structure was high relative to surrounding municipalities it was already recommended through this fee review that the conditional building permit fee be reduced from 25% of the total building permit rate to 20%, comparable to Burlington and Mississauga.</p> <p>Following additional feedback received, a further review of this fee has been completed relative to the historical permit applications within Milton and the fee structure of surrounding municipalities. As a result of that review, it is further recommended that the fee not only be reduced to 20% of the total building permit rate, but that a minimum amount of \$1,700 and maximum of \$25,000 also be implemented. This additional adjustment to establish a maximum amount of the fee ensures that Milton's fees are comparable to the market, but set at an amount that is still expected to be sufficient to recover the cost of providing this service.</p>

Item # Feedback Received	Town Response
3 How has Bill 109 been addressed through this fee study with respect to the new planning act requirements for refunds and application review timing obligations? Have any costs associated with potential refunds of permits been built into the costing analysis?	The costing of services prepared as part of the fee study does not include any potential costs associated with the refunding of fees as outlined in Bill 109 as municipalities are waiting for the Province to release the associated regulations for implementation. Meanwhile, meetings are ongoing between the Town and the Region of Halton to review how applications will be managed going forward with respect to Bill 109 with potential options under discussion including holding provisions, pre-submissions and working with BILD to look at options such as implementation of waivers.
4 Appreciate the new proposed fee for pre-consultation as it should ensure applications are complete which will improve processing times and efficiencies. May want to look at considering the process in terms of whether there are complexities that could be eliminated to reduce the cost.	Processes are regularly reviewed by Town staff with implementation of efficiencies incorporated where possible.
5 There hasn't been much comment on peer reviews. Were these considered as part of the study. Currently developers are required to pay peer reviews in addition to user fees.	Peer reviews are required as part of the Subwatershed Impact Study and detailed design processes as well as instances where internal staff lack technical expertise for a particular review or to address workload constraints and thus increase response times. These situations result in costs above and beyond costs included in the fee related processes and are billed separately as incurred.
6 Why are developers asked to pay a fee for streetlight maintenance but then still asked to maintain streetlights such as being asked to replace lights or straighten poles prior to assumption?	The fee for streetlight maintenance represents the recovery of general maintenance performed by the Town on streetlights within unassumed subdivisions such as the replacement of a light. Separately, there may be circumstances where a developer is requested to perform maintenance on unassumed streetlights related to more significant deficiencies such as a full section of streetlights being without power or poles that needs to be straightened.
7 The graphs shown in the report should not combine DCs and the user fees as this skews the results. The focus should be on the fees under review within this study and how the fees compare to other municipalities.	While the graphs included in the report are reflective of both user fees and DCs and intended to show how Milton compares to surrounding municipalities on total development application related fees, the report also includes tables with each individual fee and the proposed changes as well as an appendix with market comparables by fee.
8 Should consider making process changes on the timing of payments e.g. 75% up front and 25% on approval of applications. This would help provide incentives to get through the process more efficiently.	A split to the timing of payments would increase administration costs to monitor and maintain which would then increase the recommended fees. It is recommended that the current policy of fees being due at the time of application be maintained.

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 082-2022

BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF VARIOUS RATES, FEES AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY AND TO REPEAL ALL PREVIOUS USER FEE BY-LAWS PASSED PRIOR TO SEPTEMBER 12, 2022, INCLUDING BUT NOT LIMITED TO BY-LAW 066-2021, EXCLUDING BUILDING USER FEE BY-LAW 063-2018

**WHEREAS** pursuant to section 69(1) of the *Planning Act*, R.S.O. 1990, c.P.13, the council of a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff;

**WHEREAS** pursuant to section 391 of the *Municipal Act 2001*, S.O. 2001, c.25, a council of a municipality may pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** the rates and fees for various municipal services be established as set out in Schedules attached hereto and forming part of this by-law.

Schedule 'A' – Recreation Programs

Table 'A-1' – Recreation Programs Fees Table

Schedule 'B' – Facilities and Parks

Table 'B-1' – Facilities and Parks Fees Table

Schedule 'C' – Advertising and Sponsorship

Table 'C-1' – Advertising and Sponsorship Fees Table

Schedule 'D' – Reciprocal Agreement Fees Table

Schedule 'E' – Licensing Services/Enforcement

Table 'E-1' – Licensing Services/Enforcement Fees Table

Schedule 'F' – Clerks

Table 'F-1' – Clerks Fees Table

Schedule 'G' – MEV Innovation Centre

Table 'G-1' – MEV Innovation Centre Fees Table

Schedule 'H' – Corporate Services Fees

Table 'H-1' – Corporate Services Fees Table

Schedule 'I' – Fire Services

Table 'I-1' – Fire Services Fees Table

Schedule 'J' – Engineering Services Fees

Table 'J-1' – Engineering Services Fees Table



Schedule 'K' – Planning Services  
Table 'K-1' – Planning Services Fees Table  
Schedule 'L' – Development Fees  
Table 'L-1' – Development Fees Table  
Schedule 'M' – Transit  
Table 'M-1' – Transit Fees Table  
Schedule 'N' – Town Wide Services  
Table 'N-1' – Town Wide Services Fees Table

2. **THAT** the rates and fees for 2022 as set forth in the Schedules attached hereto shall come into effect on the date or dates as specified within the Schedules and remain in effect to the date or dates as specified within the Schedules.
3. **THAT** the rates and fees for 2023 as set forth in the Schedules attached hereto shall come into effect on the date or dates as specified within the Schedules.
4. **THAT** all previous user fee by-laws passed prior to September 12, 2022, including but not limited to by-law 066-2021 be repealed, excluding Building User Fee By-law 063-2018.
5. **THAT** interest be added to rates, fees and charges, including any collection costs, that are due and unpaid after 30 days at the rate of 1.25% per month.
6. **THAT** the acceptable methods of payment will be in accordance with the Town of Milton Accounting policies and the Chief Financial Officer/Treasurer, or designate, be authorized to adjust the methods of payment as appropriate.
7. **THAT** *certified payment* shall include Money Order, Bank Draft or Certified Cheque, in a form acceptable to the Treasurer.
8. **THAT** the Chief Financial Officer/Treasurer be authorized to amend the tax treatment of rates and fees to reflect changes in Legislation.
9. **THAT** no request by any person for any information, service or activity described in the Schedules will be processed or provided unless and until the person requesting the information, service or activity has paid the applicable fee in the prescribed amount as set out in the Schedules attached to this By-law.
10. **THAT** should any part of this By-law, including any part of the Schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

8. **THAT** By-law No. 082-2022 shall come into effect on the date it is passed.
9. **THAT** should any of the provisions contained herein conflict with any other by-law, the provisions of By-law 082-2022 shall be taken as correct.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022**

\_\_\_\_\_ Mayor  
Gordon A. Krantz

\_\_\_\_\_ Town Clerk  
Meaghen Reid

**SCHEDULE 'A' TO BY-LAW NO. 082-2022**  
***Recreation Programs***

In addition to the other clauses of this By-law, the following paragraphs also apply to Recreation Program fees as defined in this By-law:

1. **THAT** the Director, Recreation & Culture or designate, in consultation with the Chief Financial Officer/Treasurer or designate, be authorized to prorate program fees for variations in program lengths, determine appropriate age ranges for programs, and timelines associated with cancellation fee charges referencing industry best practices in these areas.
2. **THAT** the Director, Recreation & Culture or designate be authorized to offer passes/coupons or a fee waiver associated with the following circumstances -
  - a) To promote/market a specific program to a targeted audience
  - b) To promote activities associated with unique events or proclamations (e.g. June is Recreation and Parks Month)
  - c) To reduce or waive fees when a customer's expectations have not been met
3. **THAT** all 10 and 30 visit passes have an expiry date of one (1) year from time of purchase.
4. **THAT** 30-day memberships have an expiry date of thirty (30) day from the date of purchase, 90-day memberships have an expiry date of ninety (90) days from the date of purchase; and annual memberships expire one (1) year from the date of purchase.
5. **THAT** the Group rate for all Drop-In Programs admits up to four (4) persons, with a minimum of one (1) adult and a maximum of (2) adults.
6. **THAT** the Additional Group Member fee is only available to additional group members processed under the same transaction. Group is a minimum of one (1) adult, maximum of two (2) adults.
7. **THAT** the Drop-In Single Visit, 10 and 30 Visit Passes and Annual Passes cannot be used for admission to Specialty Drop-In Programs that are listed separately on the rates and fees schedules.
8. **THAT** a preschool participant must be accompanied to all drop-in programs, excluding the Pre-School Drop-Off program, with a paying individual designated as having guardianship over the participant.
9. **THAT** 10 Visit Passes can only be used by the pass holder.

10. **THAT** an 8% premium be charged on annual cycling program memberships being purchased through monthly installment payment plans.
11. **THAT** ICAN (Integrated Care for Assisted Needs) participants register for the program of their choice and pay the approved fees associated with the program.
12. **THAT** the fees for birthday party packages do not include the required facility booking insurance fees that will be recovered at 100% of cost.
13. **THAT** registration for non-residents, defined as a participant who is residing in a dwelling that does not pay property taxes to the Town of Milton, commence no sooner than 48 hours after registration opens for residents.
14. **THAT** the Town of Milton has the right to alter, including but not limited to program time, location, fee and instructor, or to cancel programs as deemed necessary. In such situations, registrants will receive a full credit or refund of their registration fees.
15. **THAT** the Town will not issue customer requested refunds in the form of cheques for amounts less than \$30. In such situations, the refund amount will remain as a credit on the customer's account.
16. **THAT** if a virtual option for a program is offered, it will be at a 10% to 20% discount of the in-person equivalent fee. The fee will be discounted 10% if a Moderator is required and 20% if a Moderator is not required.
17. **THAT** the Director, Recreation & Culture or designate, in consultation with the Chief Financial Officer/Treasurer or designate, be authorized to establish program fees for new or modified programs in accordance with the policy framework for establishing fees for Community Services programs and facility rentals.

TABLE 'A-1' OF SCHEDULE 'A' TO BY-LAW NO. 082-2022  
RECREATION PROGRAMS

TOWN OF MILTON  
RATES AND FEES  
RECREATION PROGRAMS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
INCLUSION PROGRAMS								
Drop-in Inclusion (per visit)								
Child & Youth Inclusion (not instructed): Single Admission	T	\$ 3.98	Sep 1, 2021	\$ 4.07	Sep 1, 2022	\$ 4.20	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Child & Youth Inclusion (not instructed): 10 Visit	T	\$ 35.82	Sep 1, 2021	\$ 36.63	Sep 1, 2022	\$ 37.80	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Sensory Time (all ages): Single Admission	T	\$ 5.31	Sep 1, 2021	\$ 5.44	Sep 1, 2022	\$ 5.58	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Specialized Programs for Adults: Single Visit	T	\$ 4.87	Sep 1, 2021	\$ 5.00	Sep 1, 2022	\$ 5.13	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Specialized Programs for Adults: 10 Visit	T	\$ 43.83	Sep 1, 2021	\$ 45.00	Sep 1, 2022	\$ 46.17	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Swim and Gym (Child & Youth) program	T	\$ 12.35	Sep 1, 2021	\$ 13.90	Sep 1, 2022	\$ 14.72	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
AQUATICS								
Adult Swimming Lessons (per hour)								
Adult Group Lessons	T	\$ 21.75	Sep 1, 2021	\$ 22.25	Sep 1, 2022	\$ 22.92	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Private	T	\$ 89.76	Sep 1, 2021	\$ 91.83	Sep 1, 2022	\$ 94.58	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Semi-Private	T	\$ 44.88	Sep 1, 2021	\$ 45.91	Sep 1, 2022	\$ 47.29	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Family Group Lesson (5 maximum, minimum 1 adult)	T	\$ 57.48	Sep 1, 2021	\$ 58.80	Sep 1, 2022	\$ 60.56	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Aquatic Leadership Programs (per course)								
Aquatic Safety Inspector (8 Hours)	T	\$ 265.37	Sep 1, 2021	\$ 265.37	Sep 1, 2022	\$ 265.37	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Aquatic Supervisor Training	T	\$ 132.89	Sep 1, 2021	\$ 132.89	Sep 1, 2022	\$ 132.89	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Basic Rescuer CPR (Level C)	T	\$ 53.15	Sep 1, 2021	\$ 53.15	Sep 1, 2022	\$ 53.15	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bronze Star/Basic First Aid	E	\$ 103.91	Sep 1, 2021	\$ 106.30	Sep 1, 2022	\$ 106.30	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bronze Cross/Standard First Aid	T	\$ 283.84	Sep 1, 2021	\$ 283.84	Sep 1, 2022	\$ 283.84	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bronze Cross	T	\$ 152.13	Sep 1, 2021	\$ 152.13	Sep 1, 2022	\$ 152.13	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bronze Medallion/Emergency First Aid	T	\$ 241.98	Sep 1, 2021	\$ 241.98	Sep 1, 2022	\$ 241.98	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bronze Medallion	T	\$ 189.80	Sep 1, 2021	\$ 189.80	Sep 1, 2022	\$ 189.80	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bronze Medallion/Bronze Cross/Standard First Aid	T	\$ 475.00	Sep 1, 2021	\$ 475.00	Sep 1, 2022	\$ 475.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Lifesaving Assistant Instructor	T	\$ 199.48	Sep 1, 2021	\$ 199.48	Sep 1, 2022	\$ 199.48	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Lifesaving/Swim Instructor	T	\$ 295.01	Sep 1, 2021	\$ 295.01	Sep 1, 2022	\$ 295.01	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
LSSC Advanced Instructor & Examiner Standards Clinic	T	\$ 77.19	Sep 1, 2021	\$ 77.19	Sep 1, 2022	\$ 77.19	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
LSSC First Aid Instructor	T	\$ 230.59	Sep 1, 2021	\$ 230.59	Sep 1, 2022	\$ 230.59	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
LSSC First Aid/CPR	T	\$ 123.36	Sep 1, 2021	\$ 123.36	Sep 1, 2022	\$ 123.36	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
LSSC First Aid/CPR Recertification	T	\$ 73.51	Sep 1, 2021	\$ 73.51	Sep 1, 2022	\$ 73.51	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
LSSC Instructor-Trainer	T	\$ 257.29	Sep 1, 2021	\$ 257.29	Sep 1, 2022	\$ 257.29	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
National Lifeguard (NL)	T	\$ 295.01	Sep 1, 2021	\$ 295.01	Sep 1, 2022	\$ 295.01	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

TABLE 'A-1' OF SCHEDULE 'A' TO BY-LAW NO. 082-2022  
RECREATION PROGRAMS

TOWN OF MILTON  
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RECREATION PROGRAMS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
National Lifeguard (NL) Instructor	T	\$ 257.29	Sep 1, 2021	\$ 257.29	Sep 1, 2022	\$ 257.29	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
NL Recertification	T	\$ 94.12	Sep 1, 2021	\$ 94.12	Sep 1, 2022	\$ 94.12	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
The Total Lifeguard (Bronze Cross/Standard First Aid, Bronze Medallion/Emergency First Aid and National Lifeguard)	T	\$ 725.00	Sep 1, 2021	\$ 725.00	Sep 1, 2022	\$ 725.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth Swimming Lessons (per hour)								
Preschool A-E	E	\$ 21.60	Sep 1, 2021	\$ 22.10	Sep 1, 2022	\$ 22.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Swimmer 1-3	E	\$ 21.60	Sep 1, 2021	\$ 22.10	Sep 1, 2022	\$ 22.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Swimmer 4-6	E	\$ 14.88	Sep 1, 2021	\$ 15.22	Sep 1, 2022	\$ 15.68	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Semi-private	E	\$ 39.48	Sep 1, 2021	\$ 40.39	Sep 1, 2022	\$ 41.60	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth Private	E	\$ 76.94	Sep 1, 2021	\$ 78.71	Sep 1, 2022	\$ 81.07	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Parent and Tot 1-3	E	\$ 20.16	Sep 1, 2021	\$ 20.62	Sep 1, 2022	\$ 21.24	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Swim Patrol Rookie/Ranger/Star	E	\$ 14.88	Sep 1, 2021	\$ 15.22	Sep 1, 2022	\$ 15.68	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Springboard Diving	E	\$ 15.54	Sep 1, 2021	\$ 15.90	Sep 1, 2022	\$ 16.38	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Lifesaving Sport	E	\$ 14.88	Sep 1, 2021	\$ 15.22	Sep 1, 2022	\$ 15.68	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Aquafit Membership								
Adult: Annual Membership	T	\$ 459.71	Jan 1, 2021	\$ 470.30	Sep 1, 2022	\$ 484.41	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: Annual Membership	T	\$ 321.81	Jan 1, 2021	\$ 329.22	Sep 1, 2022	\$ 339.10	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Discount on Annual Aquafit Membership (only available in combination with the purchase of an Annual Active Living Pass)		60% Discount	Jan 1, 2021	60% Discount	Sep 1, 2022	60% Discount	Sep 1, 2023	
Aquafit Passes								
Adult: Single Visit Pass	T	\$ 10.48	Jan 1, 2021	\$ 10.71	Sep 1, 2022	\$ 11.02	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: 10 Visit Pass	T	\$ 94.35	Jan 1, 2021	\$ 96.52	Sep 1, 2022	\$ 99.18	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: Single Visit Pass	T	\$ 9.49	Jan 1, 2021	\$ 9.69	Sep 1, 2022	\$ 10.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: 10 Visit Pass	T	\$ 85.41	Jan 1, 2021	\$ 87.21	Sep 1, 2022	\$ 90.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
ARTS PROGRAMS								
Supplemental Materials & Supplies <sup>1</sup>	T	At Cost		At Cost	Sep 1, 2022	At Cost	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Registered Programs (per hour)								
Arts Preschool A	E	\$ 8.28	Sep 1, 2021	\$ 8.47	Sep 1, 2022	\$ 8.72	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Arts Preschool B	E	\$ 9.34	Sep 1, 2021	\$ 9.56	Sep 1, 2022	\$ 9.85	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Arts Children A	E	\$ 11.89	Sep 1, 2021	\$ 12.16	Sep 1, 2022	\$ 12.52	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Arts Children B	E	\$ 12.53	Sep 1, 2021	\$ 12.82	Sep 1, 2022	\$ 13.20	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Arts Youth A	T	\$ 10.58	Sep 1, 2021	\$ 10.82	Sep 1, 2022	\$ 11.14	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

TABLE 'A-1' OF SCHEDULE 'A' TO BY-LAW NO. 082-2022  
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TOWN OF MILTON  
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RECREATION PROGRAMS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Arts Youth B	T	\$ 11.93	Sep 1, 2021	\$ 12.20	Sep 1, 2022	\$ 12.57	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Arts Adult A	T	\$ 10.58	Sep 1, 2021	\$ 10.82	Sep 1, 2022	\$ 11.14	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Arts Adult B	T	\$ 11.59	Sep 1, 2021	\$ 11.86	Sep 1, 2022	\$ 12.22	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Arts Adult C	T	\$ 12.24	Sep 1, 2021	\$ 12.52	Sep 1, 2022	\$ 12.90	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Workshops (per hour)</b>								
Art Workshop - Preschool A	E	\$ 11.59	Sep 1, 2021	\$ 11.86	Sep 1, 2022	\$ 12.22	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Workshop - Children A	E	\$ 11.59	Sep 1, 2021	\$ 11.86	Sep 1, 2022	\$ 12.22	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Workshop - Children B	E	\$ 12.90	Sep 1, 2021	\$ 13.20	Sep 1, 2022	\$ 13.60	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Workshop - Youth A	T	\$ 11.59	Sep 1, 2021	\$ 11.86	Sep 1, 2022	\$ 12.22	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Workshop - Youth B	T	\$ 12.90	Sep 1, 2021	\$ 13.20	Sep 1, 2022	\$ 13.60	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Workshop - Adult A	T	\$ 11.36	Sep 1, 2021	\$ 11.62	Sep 1, 2022	\$ 11.97	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Workshop - Adult B	T	\$ 12.24	Sep 1, 2021	\$ 12.52	Sep 1, 2022	\$ 12.90	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Workshop - Adult C	T	\$ 16.77	Sep 1, 2021	\$ 17.16	Sep 1, 2022	\$ 17.67	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Workshop - Family A	T	\$ 22.06	Sep 1, 2021	\$ 22.57	Sep 1, 2022	\$ 23.25	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Drop-in Programs (per hour)</b>								
Adult Drop-in Art A	T	\$ 10.75	Sep 1, 2021	\$ 11.02	Sep 1, 2022	\$ 11.38	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth Drop-in Art A	T	\$ 4.07	Sep 1, 2021	\$ 4.16	Sep 1, 2022	\$ 4.28	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Arts Centre Events</b>								
Educational Workshop: Per Student (first 90 minutes)	T/E	\$ 7.85	Sep 1, 2021	\$ 8.03	Sep 1, 2022	\$ 8.27	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Educational Workshop: Per Student (each additional 30 minutes)	T/E	\$ 1.31	Sep 1, 2021	\$ 1.34	Sep 1, 2022	\$ 1.38	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Educational Workshop: Supplemental Materials & Supplies and/or Mileage <sup>1</sup>	T	At Cost	Sep 1, 2021	At Cost	Sep 1, 2022	At Cost	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>CHILDREN/YOUTH GENERAL PROGRAMS</b>								
<b>Registered Programs (per course)</b>								
High Five PHCD Course	T	\$ 76.92	Sep 1, 2021	\$ 78.69	Sep 1, 2022	\$ 81.05	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Registered Programs (per hour)</b>								
Preschool A	E	\$ 10.08	Sep 1, 2021	\$ 10.31	Sep 1, 2022	\$ 10.62	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Preschool B	E	\$ 12.54	Sep 1, 2021	\$ 12.83	Sep 1, 2022	\$ 13.21	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Preschool C	E	\$ 13.36	Sep 1, 2021	\$ 13.67	Sep 1, 2022	\$ 14.08	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Preschool D	E	\$ 20.28	Sep 1, 2021	\$ 20.75	Sep 1, 2022	\$ 21.37	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Child & Youth A	E	\$ 8.59	Sep 1, 2021	\$ 8.79	Sep 1, 2022	\$ 9.05	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Child & Youth B	E	\$ 12.50	Sep 1, 2021	\$ 12.79	Sep 1, 2022	\$ 13.17	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Child & Youth C	E	\$ 13.59	Sep 1, 2021	\$ 13.90	Sep 1, 2022	\$ 14.32	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Child & Youth D	E	\$ 17.23	Sep 1, 2021	\$ 17.63	Sep 1, 2022	\$ 18.16	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Child & Youth E	E	\$ 20.28	Sep 1, 2021	\$ 20.75	Sep 1, 2022	\$ 21.37	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

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RECREATION PROGRAMS

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Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Friday Fun Club	E	\$ 8.83	Sep 1, 2021	Discontinued	Sep 1, 2022	Discontinued	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Special Event Workshop - Per Family (Admit 4)	T	\$ 18.37	Sep 1, 2021	\$ 18.79	Sep 1, 2022	\$ 19.35	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Special Event Workshop - Additional Child	T/E	\$ 2.80	Sep 1, 2021	\$ 2.86	Sep 1, 2022	\$ 2.95	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Registered Programs (per day)</b>								
After School Club - without Transportation	E	\$ 6.53	Sep 1, 2021	\$ 8.02	Sep 1, 2022	\$ 8.26	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
After School Club - with Transportation	E	\$ 10.25	Sep 1, 2021	\$ 13.31	Sep 1, 2022	\$ 13.71	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
After School Club JK/SK - without Transportation	E	\$ 8.16	Sep 1, 2021	\$ 10.02	Sep 1, 2022	\$ 10.32	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
After School Club JK/SK- with Transportation	E	\$ 12.81	Sep 1, 2021	\$ 16.63	Sep 1, 2022	\$ 17.13	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Workshops (per hour)</b>								
Youth Workshop	T/E	\$ 9.19	Sep 1, 2021	\$ 9.40	Sep 1, 2022	\$ 9.68	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Drop-in Programs (per session)</b>								
Preschool Drop-off: Single Admission	E	\$ 4.50	Sep 1, 2021	\$ 4.60	Sep 1, 2022	\$ 4.75	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Preschool Drop-off: 10 Visit	E	\$ 40.50	Sep 1, 2021	\$ 41.40	Sep 1, 2022	\$ 42.75	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Homeschool Gym Time	E	\$ 4.85	Sep 1, 2021	\$ 5.00	Sep 1, 2022	\$ 5.15	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Homeschool Gym Time: 10 Visit	E	\$ 43.65	Sep 1, 2021	\$ 45.00	Sep 1, 2022	\$ 46.35	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Funtastic Friday	E	\$ 7.40	Sep 1, 2021	Discontinued	Sep 1, 2022	Discontinued	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Camps (per day)</b>								
Camp A	E	\$ 39.43	Apr 1, 2021	\$ 40.34	Sep 13, 2022	\$ 41.55	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Camp B	E	\$ 46.62	Apr 1, 2021	\$ 47.69	Sep 13, 2022	\$ 49.12	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Camp C	E	\$ 55.20	Apr 1, 2021	\$ 56.47	Sep 13, 2022	\$ 58.16	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Partnership Camps/Programs <sup>2</sup>	E	100% Cost + 15% admin fee	Apr 1, 2021	100% Cost + 15% - 25% admin fee	Sep 13, 2022	100% Cost + 15% - 25% admin fee	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
SNAP Camp	E	\$ 57.62	Apr 1, 2021	\$ 58.95	Sep 13, 2022	\$ 60.72	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Leader in Training	E	\$ 20.97	Sep 1, 2021	\$ 21.45	Sep 1, 2022	\$ 22.09	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Extended Care (per hour, per child)	E	\$ 4.42	Apr 1, 2021	\$ 4.52	Sep 13, 2022	\$ 4.66	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Leader in Training Camp Materials	E	100% of Cost	Apr 1, 2021	100% of Cost	Sep 13, 2022	100% of Cost	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Leader in Training First Aid CPR Materials	E	100% of Cost	Apr 1, 2021	100% of Cost	Sep 13, 2022	100% of Cost	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Neighbourhood Playground (per season)	E	\$ 37.58	Sep 1, 2021	\$ 38.45	Sep 1, 2022	\$ 39.60	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>OLDER ADULT</b>								
<b>Seniors' Activity Centre Membership (annual)</b>								
Age 55-64	T	\$ 30.97	Sep 1, 2021	\$ 30.97	Sep 1, 2022	\$ 30.97	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Age 65-84	T	\$ 22.12	Sep 1, 2021	\$ 22.12	Sep 1, 2022	\$ 22.12	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Age 85+	T	Free	Sep 1, 2021	Free	Sep 1, 2022	Free	Sep 1, 2023	
Discount to Milton Seniors Activity Members for Registered Older Adult Programs				15% Discount	Sep 1, 2022	15% Discount	Sep 1, 2023	



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TOWN OF MILTON  
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Registered Programs (per hour)								
Fitness A	T	\$ 5.48	Sep 1, 2021	\$ 5.61	Sep 1, 2022	\$ 5.78	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness B	T	\$ 6.64	Sep 1, 2021	\$ 6.79	Sep 1, 2022	\$ 6.99	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness C	T	\$ 8.08	Sep 1, 2021	\$ 8.27	Sep 1, 2022	\$ 8.52	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
General Interest A	T	\$ 5.79	Sep 1, 2021	\$ 5.92	Sep 1, 2022	\$ 6.10	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
General Interest B	T	\$ 6.79	Sep 1, 2021	\$ 6.95	Sep 1, 2022	\$ 7.16	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
General Interest C	T	\$ 8.26	Sep 1, 2021	\$ 8.45	Sep 1, 2022	\$ 8.70	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
General Interest D	T	\$ 1.96	Sep 1, 2021	\$ 1.99	Sep 1, 2022	\$ 1.99	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
General Interest E	T	\$ 4.06	Sep 1, 2021	\$ 3.98	Sep 1, 2022	\$ 3.98	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Workshop - Older Adult A	T	\$ 8.52	Sep 1, 2021	\$ 8.72	Sep 1, 2022	\$ 8.98	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Workshop - Older Adult B	T	\$ 9.18	Sep 1, 2021	\$ 9.39	Sep 1, 2022	\$ 9.68	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Workshop - Older Adult C	T	\$ 12.58	Sep 1, 2021	\$ 12.87	Sep 1, 2022	\$ 13.25	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Partnership Programs	T	100% Cost + 15% admin fee	Sep 1, 2021	100% Cost + minimum 15% admin fee	Sep 1, 2022	100% Cost + minimum 15% admin fee	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Additional Program Materials	T	100% of Cost	Sep 1, 2021	100% of Cost	Sep 1, 2022	100% of Cost	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Special Events/Trips/Lunch Counter	T	At minimum 100% of Cost	Sep 1, 2021	At minimum 100% of Cost	Sep 1, 2022	At minimum 100% of Cost	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Drop-in A (Not Instructed)								
Member - Single Visit	T	\$ 1.99	Sep 1, 2021	\$ 1.99	Sep 1, 2022	\$ 1.99	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Member - 10 Visit Pass	T	\$ 17.92	Sep 1, 2021	\$ 17.92	Sep 1, 2022	\$ 17.91	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Member - 30 Visit Pass	T	\$ 47.79	Sep 1, 2021	\$ 47.79	Sep 1, 2022	\$ 47.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Member - Single Visit	T	\$ 3.98	Sep 1, 2021	\$ 3.98	Sep 1, 2022	\$ 3.98	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Member - 10 Visit Pass	T	\$ 35.84	Sep 1, 2021	\$ 35.84	Sep 1, 2022	\$ 35.82	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Member - 30 Visit Pass	T	\$ 95.57	Sep 1, 2021	\$ 95.53	Sep 1, 2022	\$ 95.53	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Drop-in B (Instructed)								
Member	T	\$ 5.31	Sep 1, 2021	\$ 5.44	Sep 1, 2022	\$ 5.62	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Member	T	\$ 10.62	Sep 1, 2021	\$ 10.84	Sep 1, 2022	\$ 11.20	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
CYCLING TRACK PROGRAMS								
Registered Cycling Track Programs (per hour)								
Education Seminars - A	T	\$ 17.79	Sep 1, 2021	\$ 18.20	Sep 1, 2022	\$ 18.75	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Education Seminars - B	T	\$ 26.68	Sep 1, 2021	\$ 27.29	Sep 1, 2022	\$ 28.11	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Try the Track - Adult	T	\$ 16.31	Sep 1, 2021	\$ 16.69	Sep 1, 2022	\$ 17.19	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

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RECREATION PROGRAMS**

**TOWN OF MILTON  
RATES AND FEES  
RECREATION PROGRAMS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Try the Track - Adult (Women Only)	T	\$ 16.31	Sep 1, 2021	\$ 16.69	Sep 1, 2022	\$ 17.19	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Try the Track - Youth (Ages 10-18)	T	\$ 12.22	Sep 1, 2021	\$ 12.50	Sep 1, 2022	\$ 12.88	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Let's Ride	T	\$ 14.72	Sep 1, 2021	\$ 15.06	Sep 1, 2022	\$ 15.51	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Learn to Ride	T	\$ 18.37	Sep 1, 2021	\$ 18.79	Sep 1, 2022	\$ 19.35	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
NCCP CI Course (per course)	T	\$ 220.55	Sep 1, 2021	\$ 225.63	Sep 1, 2022	\$ 232.40	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Certification A	T	\$ 15.32	Sep 1, 2021	\$ 15.67	Sep 1, 2022	\$ 16.14	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Certification B	T	\$ 20.42	Sep 1, 2021	\$ 20.89	Sep 1, 2022	\$ 21.52	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Race Competency Certification	T	\$ 24.49	Sep 1, 2021	\$ 25.05	Sep 1, 2022	\$ 25.80	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Re-Certification	T	\$ 36.77	Sep 1, 2021	\$ 37.62	Sep 1, 2022	\$ 38.75	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Introductory - Youth (Ages 10-14)	T	\$ 16.85	Sep 1, 2021	\$ 17.24	Sep 1, 2022	\$ 17.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Introductory - Youth (Ages 15-18)	T	\$ 16.85	Sep 1, 2021	\$ 17.24	Sep 1, 2022	\$ 17.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Structured Training - Youth (Under 15)	T	\$ 17.63	Sep 1, 2021	\$ 18.04	Sep 1, 2022	\$ 18.58	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Structured Training - Youth (Under 19)	T	\$ 18.89	Sep 1, 2021	\$ 19.33	Sep 1, 2022	\$ 19.91	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Advanced Training - Youth (Ages 12-18)	T	\$ 19.15	Sep 1, 2021	\$ 19.59	Sep 1, 2022	\$ 20.18	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Introductory - Adult	T	\$ 22.47	Sep 1, 2021	\$ 22.99	Sep 1, 2022	\$ 23.68	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Introductory - Adult (Women Only)	T	\$ 22.47	Sep 1, 2021	\$ 22.99	Sep 1, 2022	\$ 23.68	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Structured Training - Adult	T	\$ 25.18	Sep 1, 2021	\$ 25.76	Sep 1, 2022	\$ 26.53	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Structured Advanced Training - Adult	T	\$ 27.73	Sep 1, 2021	\$ 28.37	Sep 1, 2022	\$ 29.22	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Structured Fitness - Adult	T	\$ 20.93	Sep 1, 2021	\$ 21.41	Sep 1, 2022	\$ 22.05	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bronze Private Package (1.5 hrs on track) - per person; minimum 10 people	T	\$ 58.13	Sep 1, 2021	\$ 59.47	Sep 1, 2022	\$ 61.25	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Silver Private Package (2 hrs on track) - per person; minimum 10 people	T	\$ 109.46	Sep 1, 2021	\$ 111.98	Sep 1, 2022	\$ 115.34	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Gold Private Package (2 hrs on track) - per person; minimum 10 people	T	\$ 552.85	Sep 1, 2021	\$ 565.58	Sep 1, 2022	\$ 582.55	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Towel Service (per person)	T	\$ 15.74	Sep 1, 2021	\$ 16.10	Sep 1, 2022	\$ 16.58	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Private Change Room (per event)	T	\$ 524.67	Sep 1, 2021	\$ 536.76	Sep 1, 2022	\$ 552.86	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Summer Discount on Private Package (June 1 - August 31)	T	20% Discount	Sep 1, 2021	20% Discount	Sep 1, 2022	20% Discount	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Specialty Training Sessions - Youth/Older Adult 1 hour track session	T	\$ 34.93	Sep 1, 2021	\$ 35.73	Sep 1, 2022	\$ 36.80	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Specialty Training Sessions - Youth/Older Adult 2 hour track session	T	\$ 55.14	Sep 1, 2021	\$ 56.41	Sep 1, 2022	\$ 58.10	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Specialty Training Sessions - Youth/Older Adult 3 hour track session	T	\$ 78.11	Sep 1, 2021	\$ 79.91	Sep 1, 2022	\$ 82.31	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Specialty Training Sessions - Adult 1 hour track session	T	\$ 46.56	Sep 1, 2021	\$ 47.63	Sep 1, 2022	\$ 49.06	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Specialty Training Sessions - Adult 2 hour track session	T	\$ 73.52	Sep 1, 2021	\$ 75.21	Sep 1, 2022	\$ 77.47	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Specialty Training Sessions - Adult 3 hour track session	T	\$ 104.16	Sep 1, 2021	\$ 106.56	Sep 1, 2022	\$ 109.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Track Racing Fees - Youth 1 hour track session	T	\$ 12.06	Sep 1, 2021	\$ 12.34	Sep 1, 2022	\$ 12.71	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Track Racing Fees - Adult 1 hour track session	T	\$ 16.93	Sep 1, 2021	\$ 17.32	Sep 1, 2022	\$ 17.84	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

TABLE 'A-1' OF SCHEDULE 'A' TO BY-LAW NO. 082-2022  
RECREATION PROGRAMS

TOWN OF MILTON  
RATES AND FEES  
RECREATION PROGRAMS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Bike/Shoe/Helmet Rental for Registered Programs (8 week session) *Intro to Cycling and Try the Track include equipment								
Youth/Older Adult	T	\$ 19.60	Sep 1, 2021	\$ 20.05	Sep 1, 2022	\$ 20.65	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult	T	\$ 26.15	Sep 1, 2021	\$ 26.75	Sep 1, 2022	\$ 27.55	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Discount on Summer Registered Cycling Track Programs (June, July, August)		50% Discount	Sep 1, 2021	50% Discount	Sep 1, 2022	50% Discount	Sep 1, 2023	
Drop-In Track Cycling (per visit)								
Adult: Single Visit Pass	T	\$ 17.68	Sep 1, 2021	\$ 18.45	Sep 1, 2022	\$ 19.03	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: 10 Visit Pass	T	\$ 159.29	Sep 1, 2021	\$ 166.06	Sep 1, 2022	\$ 171.28	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: 30 Visit Pass	T	\$ 423.89	Sep 1, 2021	\$ 442.83	Sep 1, 2022	\$ 456.73	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: Single Visit Pass	T	\$ 13.27	Sep 1, 2021	\$ 13.85	Sep 1, 2022	\$ 14.29	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: 10 Visit Pass	T	\$ 119.47	Sep 1, 2021	\$ 124.65	Sep 1, 2022	\$ 128.45	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: 30 Visit Pass	T	\$ 318.58	Sep 1, 2021	\$ 332.39	Sep 1, 2022	\$ 342.48	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Track Cycling Memberships								
Adult: Annual Gold Membership	T	\$ 1,181.34	Jan 1, 2021	\$ 1,181.34	Jan 1, 2022	\$ 1,181.34	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Annual Silver Membership	T	\$ 826.94	Jan 1, 2021	\$ 826.94	Jan 1, 2022	\$ 826.94	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Annual Bronze Membership	T	\$ 531.60	Jan 1, 2021	\$ 531.60	Jan 1, 2022	\$ 531.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Winter Gold Membership (October to March)	T	\$ 1,020.24	Jan 1, 2021	\$ 1,020.24	Jan 1, 2022	\$ 1,020.24	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Winter Silver Membership (October to March)	T	\$ 714.17	Jan 1, 2021	\$ 714.17	Jan 1, 2022	\$ 714.17	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Winter Bronze Membership (October to March)	T	\$ 459.11	Jan 1, 2021	\$ 459.11	Jan 1, 2022	\$ 459.11	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Summer Gold Membership (April to September)	T	\$ 322.18	Jan 1, 2021	\$ 322.18	Jan 1, 2022	\$ 322.18	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Summer Silver Membership (April to September)	T	\$ 225.53	Jan 1, 2021	\$ 225.53	Jan 1, 2022	\$ 225.53	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Summer Bronze Membership (April to September)	T	\$ 144.98	Jan 1, 2021	\$ 144.98	Jan 1, 2022	\$ 144.98	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Discount on Youth and Older Adult		25% Discount	Jan 1, 2021	25% Discount	Jan 1, 2022	25% Discount	Jan 1, 2023	
Discount on Annual Active Living Pass (available to Track Cycling Annual Members)		15% Discount	Sep 1, 2021	15% Discount	Sep 1, 2022	15% Discount	Sep 1, 2023	
FITNESS								
Registered Programs (per hour)								
Fitness A	T/E	\$ 6.90	Sep 1, 2021	\$ 7.06	Sep 1, 2022	\$ 7.27	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness B	T/E	\$ 8.05	Sep 1, 2021	\$ 8.24	Sep 1, 2022	\$ 8.49	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness C	T/E	\$ 9.20	Sep 1, 2021	\$ 9.41	Sep 1, 2022	\$ 9.69	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness D	T/E	\$ 10.34	Sep 1, 2021	\$ 10.58	Sep 1, 2022	\$ 10.90	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness E	T/E	\$ 11.51	Sep 1, 2021	\$ 11.78	Sep 1, 2022	\$ 12.13	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness F	T/E	\$ 12.65	Sep 1, 2021	\$ 12.94	Sep 1, 2022	\$ 13.33	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

TABLE 'A-1' OF SCHEDULE 'A' TO BY-LAW NO. 082-2022  
RECREATION PROGRAMS

TOWN OF MILTON  
RATES AND FEES  
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Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Fitness G	T/E	\$ 17.83	Sep 1, 2021	\$ 18.24	Sep 1, 2022	\$ 18.79	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Discount on Registered Fitness and/or Aquafit Programs (available to Annual Active Living and/or Pass Holders)		50% Discount	Sep 1, 2021	50% Discount	Sep 1, 2022	50% Discount	Sep 1, 2023	
<b>Workshops (per person, per hour)</b>								
Educational Fitness Class Workshop	T	\$ 5.26	Sep 1, 2021	\$ 5.38	Sep 1, 2022	\$ 5.54	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness Workshop	T	\$ 8.75	Sep 1, 2021	\$ 8.95	Sep 1, 2022	\$ 9.22	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Personal Training (per hour)</b>								
1 One hour session	T	\$ 68.80	Jan 1, 2021	\$ 68.80	Jan 1, 2022	\$ 68.80	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
3 One hour sessions	T	\$ -	Jan 1, 2021	\$ 66.05	Jan 1, 2022	\$ 66.05	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
5 One hour sessions	T	\$ -	Jan 1, 2021	\$ 64.67	Jan 1, 2022	\$ 64.67	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
10 One hour sessions	T	\$ 63.50	Jan 1, 2021	\$ 63.50	Jan 1, 2022	\$ 63.50	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
25 One hour sessions	T	\$ 60.88	Jan 1, 2021	\$ 60.88	Jan 1, 2022	\$ 60.88	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Personal Training -Semi-Private (per hour, per 2 people)</b>								
3 One hour session	T	\$ -	Jan 1, 2021	\$ 65.00	Jan 1, 2022	\$ 65.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
5 One hour sessions	T	\$ -	Jan 1, 2021	\$ 60.00	Jan 1, 2022	\$ 60.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
10 One hour sessions	T	\$ -	Jan 1, 2021	\$ 55.00	Jan 1, 2022	\$ 55.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Active Living Passes</b>								
<b>Active Living Pass</b> (Applicable to Mattamy National Cycling Centre, Milton Leisure Centre, Milton Sports Centre and Sherwood Community Centre)								
Adult: Single Visit	T	\$ 10.48	Jan 1, 2021	\$ 10.71	Sep 1, 2022	\$ 11.02	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: 10 Visit Pass	T	\$ 94.35	Jan 1, 2021	\$ 96.52	Sep 1, 2022	\$ 99.18	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: 30-Day Pass				\$ 48.20	Sep 13, 2022	\$ 49.59	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult: Annual Pass	T	\$ 410.96	Jan 1, 2021	\$ 420.43	Sep 1, 2022	\$ 433.04	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: Single Visit	T	\$ 9.49	Jan 1, 2021	\$ 9.69	Sep 1, 2022	\$ 10.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: 10 Visit Pass	T	\$ 85.04	Jan 1, 2021	\$ 87.00	Sep 1, 2022	\$ 90.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: 30-Day Pass				\$ 43.61	Sep 13, 2022	\$ 45.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth/Older Adult: Annual Pass	T	\$ 287.70	Jan 1, 2021	\$ 294.33	Sep 1, 2022	\$ 303.16	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Student Summer Pass	T	\$ 100.00	Jan 1, 2021	\$ 100.00	Sep 1, 2022	\$ 100.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Corporate/Business Annual Pass Discounts</b>								
Bundle of 5-9 Annual Passes		10% Discount	Jan 1, 2021	10% Discount	Jan 1, 2022	10% Discount	Sep 1, 2023	
Bundle of 10 or more Annual Passes		15% Discount	Jan 1, 2021	15% Discount	Jan 1, 2022	15% Discount	Sep 1, 2023	

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<b>Walking/Running Track</b>								
Access Card: Multi-location access - Individual Annual	T	\$ 32.32	Jan 1, 2021	\$ 33.05	Jan 1, 2022	\$ 34.04	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Access Card: MNCC - Individual Annual	T	\$ 27.53	Jan 1, 2021	\$ 28.14	Jan 1, 2022	\$ 28.98	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Access Card: Sports Centre - Individual Annual	T	\$ 11.14	Jan 1, 2021	\$ 11.42	Jan 1, 2022	\$ 11.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Access Card: Sports Centre - Team Annual	T	\$ 56.98	Jan 1, 2021	\$ 58.28	Jan 1, 2022	\$ 60.03	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Single visit MNCC and MSC	T	\$ 5.01	Jan 1, 2021	\$ 5.13	Jan 1, 2022	\$ 5.31	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Access Card replacement fee	T	\$ 4.43	Jan 1, 2021	\$ 4.43	Jan 1, 2022	\$ 4.43	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>SPORT PROGRAMS</b>								
<b>Registered Programs (per hour)</b>								
Youth Badminton League	T	\$ 12.11	Sep 1, 2021	\$ 12.39	Sep 1, 2022	\$ 12.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Child and Youth Instructional Sports A	T/E	\$ 10.31	Sep 1, 2021	\$ 10.55	Sep 1, 2022	\$ 10.87	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Child and Youth Instructional Sports B	T/E	\$ 13.48	Sep 1, 2021	\$ 13.79	Sep 1, 2022	\$ 14.20	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sport Program A	T	\$ 5.38	Sep 1, 2021	\$ 5.50	Sep 1, 2022	\$ 5.67	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sport Program B	T	\$ 12.45	Sep 1, 2021	\$ 12.74	Sep 1, 2022	\$ 13.12	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sport Program C	T	\$ 33.56	Sep 1, 2021	\$ 34.33	Sep 1, 2022	\$ 35.36	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sports League A (per person)	T	\$ 14.53	Sep 1, 2021	\$ 14.86	Sep 1, 2022	\$ 15.31	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sports League B (per person)	T	\$ 16.20	Sep 1, 2021	\$ 16.57	Sep 1, 2022	\$ 17.07	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sports League C (per person)	T	\$ 24.33	Sep 1, 2021	\$ 24.89	Sep 1, 2022	\$ 25.64	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sports League A (per team)	T	\$ 116.25	Sep 1, 2021	\$ 118.93	Sep 1, 2022	\$ 122.50	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sports League B (per team)	T	\$ 129.53	Sep 1, 2021	\$ 132.51	Sep 1, 2022	\$ 136.49	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sports League C (per team)	T	\$ 243.24	Sep 1, 2021	\$ 248.84	Sep 1, 2022	\$ 256.31	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Adult Sports League C (per goalie per season)	T	\$ 27.64	Sep 1, 2021	\$ 28.28	Sep 1, 2022	\$ 29.13	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Drop-in Programs</b>								
<b>Drop-in Play &amp; Sport</b>								
Preschool (Under 6 Years): Single Visit	T	\$ 1.02	Sep 1, 2021	\$ 1.06	Sep 1, 2022	\$ 1.11	Sep 1, 2023	Cash, Debit, & Credit Card
Preschool (Under 6 Years): 10 Visit Pass	T	\$ 9.16	Sep 1, 2021	\$ 9.56	Sep 1, 2022	\$ 9.96	Sep 1, 2023	Cash, Debit, & Credit Card
Preschool (Under 6 Years): Annual Pass	T	\$ 65.13	Sep 1, 2021	\$ 67.96	Sep 1, 2022	\$ 70.80	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years)/Youth (13-17 Years)/Older Audlt (65+ Years): Single Visit	T	\$ 3.94	Sep 1, 2021	\$ 4.03	Sep 1, 2022	\$ 4.16	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years)/Youth (13-17 Years)/Older Audlt (65+ Years): 10 Visit Pass	T	\$ 35.44	Sep 1, 2021	\$ 36.24	Sep 1, 2022	\$ 37.43	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years)/Youth (13-17 Years)/Older Audlt (65+ Years): Annual Pass	T	\$ 252.04	Sep 1, 2021	\$ 257.70	Sep 1, 2022	\$ 266.19	Sep 1, 2023	Cash, Debit, & Credit Card
Adult: Single Visit	T	\$ 4.87	Sep 1, 2021	\$ 4.96	Sep 1, 2022	\$ 5.09	Sep 1, 2023	Cash, Debit, & Credit Card
Adult: 10 Visit Pass	T	\$ 43.81	Sep 1, 2021	\$ 44.60	Sep 1, 2022	\$ 45.80	Sep 1, 2023	Cash, Debit, & Credit Card

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Adult: Annual Pass	T	\$ 311.50	Sep 1, 2021	\$ 317.17	Sep 1, 2022	\$ 325.66	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): Single Visit	T	\$ 14.60	Sep 1, 2021	\$ 14.96	Sep 1, 2022	\$ 15.40	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): 10 Visit Pass	T	\$ 131.42	Sep 1, 2021	\$ 134.60	Sep 1, 2022	\$ 138.58	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): Annual Pass	T	\$ 817.70	Sep 1, 2021	\$ 837.52	Sep 1, 2022	\$ 862.30	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: Single Visit	T	\$ 2.79	Sep 1, 2021	\$ 2.83	Sep 1, 2022	\$ 2.92	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: 10 Visit Pass	T	\$ 25.09	Sep 1, 2021	\$ 25.49	Sep 1, 2022	\$ 26.28	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: Annual Pass	T	\$ 178.41	Sep 1, 2021	\$ 181.24	Sep 1, 2022	\$ 186.90	Sep 1, 2023	Cash, Debit, & Credit Card
<b>Drop-in Swim &amp; Skate</b>								
Preschool (Under 6 Years): Single Visit	T	\$ 1.50	Sep 1, 2021	\$ 1.55	Sep 1, 2022	\$ 1.59	Sep 1, 2023	Cash, Debit, & Credit Card
Preschool (Under 6 Years): 10 Visit Pass	T	\$ 13.54	Sep 1, 2021	\$ 13.94	Sep 1, 2022	\$ 14.34	Sep 1, 2023	Cash, Debit, & Credit Card
Preschool (Under 6 Years): Annual Pass	T	\$ 84.25	Sep 1, 2021	\$ 86.73	Sep 1, 2022	\$ 89.20	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years)/Youth (13-17 Years)/Older Audlt (65+ Years): Single Visit	T	\$ 2.92	Sep 1, 2021	\$ 3.01	Sep 1, 2022	\$ 3.10	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years)/Youth (13-17 Years)/Older Audlt (65+ Years): 10 Visit Pass	T	\$ 26.28	Sep 1, 2021	\$ 27.08	Sep 1, 2022	\$ 27.88	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years)/Youth (13-17 Years)/Older Audlt (65+ Years): Annual Pass	T	\$ 163.54	Sep 1, 2021	\$ 168.50	Sep 1, 2022	\$ 173.45	Sep 1, 2023	Cash, Debit, & Credit Card
Adult: Single Visit	T	\$ 4.16	Sep 1, 2021	\$ 4.25	Sep 1, 2022	\$ 4.38	Sep 1, 2023	Cash, Debit, & Credit Card
Adult: 10 Visit Pass	T	\$ 37.43	Sep 1, 2021	\$ 38.23	Sep 1, 2022	\$ 39.42	Sep 1, 2023	Cash, Debit, & Credit Card
Adult: Annual Pass	T	\$ 232.92	Sep 1, 2021	\$ 237.88	Sep 1, 2022	\$ 245.31	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): Single Visit	T	\$ 11.86	Sep 1, 2021	\$ 12.12	Sep 1, 2022	\$ 12.48	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): 10 Visit Pass	T	\$ 106.73	Sep 1, 2021	\$ 109.12	Sep 1, 2022	\$ 112.30	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): Annual Pass	T	\$ 664.07	Sep 1, 2021	\$ 678.94	Sep 1, 2022	\$ 698.76	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: Single Visit	T	\$ 2.43	Sep 1, 2021	\$ 2.48	Sep 1, 2022	\$ 2.57	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: 10 Visit Pass	T	\$ 21.90	Sep 1, 2021	\$ 22.30	Sep 1, 2022	\$ 23.10	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: Annual Pass	T	\$ 136.28	Sep 1, 2021	\$ 138.76	Sep 1, 2022	\$ 143.72	Sep 1, 2023	Cash, Debit, & Credit Card
<b>Drop-in Specialty Skate</b>								
Preschool (Under 6 Years): Single Visit	T	\$ 0.97	Sep 1, 2021	\$ 0.97	Sep 1, 2022	\$ 1.02	Sep 1, 2023	Cash, Debit, & Credit Card
Preschool (Under 6 Years): 10 Visit Pass	T	\$ 8.76	Sep 1, 2021	\$ 8.76	Sep 1, 2022	\$ 9.16	Sep 1, 2023	Cash, Debit, & Credit Card
Preschool (Under 6 Years): Annual Pass	T	\$ 54.51	Sep 1, 2021	\$ 54.51	Sep 1, 2022	\$ 56.99	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years): Single Visit	T	\$ 5.62	Sep 1, 2021	\$ 5.75	Sep 1, 2022	\$ 5.93	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years): 10 Visit Pass	T	\$ 50.58	Sep 1, 2021	\$ 51.77	Sep 1, 2022	\$ 53.36	Sep 1, 2023	Cash, Debit, & Credit Card
Child (6-12 Years): Annual Pass	T	\$ 314.69	Sep 1, 2021	\$ 322.12	Sep 1, 2022	\$ 332.04	Sep 1, 2023	Cash, Debit, & Credit Card
Youth (13-17 Years)/Older Audlt (65+ Years): Single Visit	T	\$ 6.06	Sep 1, 2021	\$ 6.20	Sep 1, 2022	\$ 6.37	Sep 1, 2023	Cash, Debit, & Credit Card
Youth (13-17 Years)/Older Audlt (65+ Years): 10 Visit Pass	T	\$ 54.56	Sep 1, 2021	\$ 55.83	Sep 1, 2022	\$ 57.35	Sep 1, 2023	Cash, Debit, & Credit Card
Youth (13-17 Years)/Older Audlt (65+ Years): Annual Pass	T	\$ 339.47	Sep 1, 2021	\$ 347.40	Sep 1, 2022	\$ 356.81	Sep 1, 2023	Cash, Debit, & Credit Card

TABLE 'A-1' OF SCHEDULE 'A' TO BY-LAW NO. 082-2022  
RECREATION PROGRAMS

TOWN OF MILTON  
RATES AND FEES  
RECREATION PROGRAMS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Adult: Single Visit	T	\$ 7.26	Sep 1, 2021	\$ 7.43	Sep 1, 2022	\$ 7.65	Sep 1, 2023	Cash, Debit, & Credit Card
Adult: 10 Visit Pass	T	\$ 65.31	Sep 1, 2021	\$ 66.90	Sep 1, 2022	\$ 68.89	Sep 1, 2023	Cash, Debit, & Credit Card
Adult: Annual Pass	T	\$ 406.37	Sep 1, 2021	\$ 416.28	Sep 1, 2022	\$ 428.67	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): Single Visit	T	\$ 21.59	Sep 1, 2021	\$ 22.12	Sep 1, 2022	\$ 22.79	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): 10 Visit Pass	T	\$ 194.34	Sep 1, 2021	\$ 199.12	Sep 1, 2022	\$ 205.09	Sep 1, 2023	Cash, Debit, & Credit Card
Group (Max 4): Annual Pass	T	\$ 1,122.83	Sep 1, 2021	\$ 1,150.44	Sep 1, 2022	\$ 1,184.96	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: Single Visit	T	\$ 4.16	Sep 1, 2021	\$ 4.25	Sep 1, 2022	\$ 4.38	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: 10 Visit Pass	T	\$ 37.43	Sep 1, 2021	\$ 38.23	Sep 1, 2022	\$ 39.42	Sep 1, 2023	Cash, Debit, & Credit Card
Additional Group Member: Annual Pass	T	\$ 232.92	Sep 1, 2021	\$ 237.88	Sep 1, 2022	\$ 245.31	Sep 1, 2023	Cash, Debit, & Credit Card
MISCELLANEOUS FEES								
Late pickup fee (each 15 minute period that a child remains in staff's care)	E	\$ 10.00	Sep 1, 2021	\$ 10.00	Sep 1, 2022	\$ 10.00	Sep 1, 2023	Cash, Debit, & Credit Card
Cancellation Fee	T	\$ 13.18	Sep 1, 2021	\$ 13.50	Sep 1, 2022	\$ 13.50	Sep 1, 2023	Automatic Deduction
Holiday Coupon Book	T	\$ 5.00	Sep 1, 2021	\$ 5.00	Sep 1, 2022	\$ 5.00	Sep 1, 2023	Cash, Debit, & Credit Card
Wristband Replacement Fee	T	\$ 8.85	Sep 1, 2021	\$ 8.85	Sep 1, 2022	\$ 8.85	Sep 1, 2023	Cash, Debit, & Credit Card
Non-Resident Fee (per program, per registrant) <sup>3</sup>	T	10% Premium	Sep 1, 2021	10% Premium	Sep 1, 2022	10% Premium	Sep 1, 2023	Cash, Debit, & Credit Card

- NOTES:
- 1. Additional expenses incurred to facilitate the art program or educational workshop will be charged at cost.
  - 2. Administration Fee will be dependant on administrative efforts/group classification associated with the entities involved.
  - 3. Excluding fitness memberships.

**SCHEDULE 'B' TO BY-LAW NO. 082-2022**  
***Facilities and Parks***

In addition to the other clauses of this By-law, the following paragraphs also apply to Facilities and Parks fees as defined in this By-law:

1. **THAT** staff be authorized to offer sale pricing for facility and park space following formal allocation periods and/or for bookings made within 48 hours of use at rates discounted up to 40% of the fees prescribed in Table 'B-1' as authorized by the Director, Recreation & Culture or designate.
2. **THAT** Affiliation Status under this by-law be defined as per the Affiliation policy included in staff report COMS-036-06.
3. **THAT** the facility cancellation fees shall be administered as follows, with the exception of FirstOntario Arts Centre Milton where cancellation terms are outlined in rental contracts:
  - a. Cancellation fee of 20% of the value of the rental permit be charged to any permit holder who cancels a rental agreement up to fourteen (14) days of the rental booking date. Refunds will not be provided for cancellations within fourteen (14) days of the rental booking date.
  - b. Cancellation fee of 20% of the value of the special event rental permit be charged to any permit holder who cancels a rental agreement up to thirty (30) days from prior to rental date. Refunds will not be provided for cancellations within thirty (30) days of the rental booking date.
  - c. Cancellation fees do not apply in relation to inclement weather conditions associated with permits for outdoor space. Cancellation fees may not apply to permits for indoor space in relation to inclement weather events. In the event of extenuating circumstances, the Director, Recreation & Culture or designate may alter the refund amount.
4. **THAT** the Town will not issue customer requested refunds in the form of cheques for amounts less than \$30. In such situations, the refund amount will remain as a credit on the customer's account.
5. **THAT** fees for pool rentals by lane are only applicable in association with the full pool being in use.
6. **THAT** annual members of the Milton Seniors' Activity Centre be granted a 10% discount off the meeting and/or social facility room rental rates at the Milton Seniors' Activity Centre.



7. **THAT** the Bulk Turf Field Discount fee be applied for turf field rentals under the following terms:
  - a. Monday to Friday during school holidays (including but not limited to Winter Break, Spring Break, PA Days, statutory holidays) only between the hours of 6am and 4pm; and
  - b. Minimum booking of 5 hours per week over at least two (2) days.
8. **THAT** the Bulk Discount Ice fee be applied for ice rentals under the following terms:
  - a. Monday to Friday during the school year only between the hours of 6am and 4pm; excluding all school holidays (including but not limited to Winter Break, Spring Break, PA Days, statutory holidays); and
  - b. Minimum booking of 5 hours per week over at least two (2) days.
9. **THAT** the Individual Ice Hour Discount Ice fee be applied for ice rentals under the following terms:
  - a. Monday to Friday during the school year only between the hours of 6am and 4pm; excluding all school holidays (including but not limited to Winter Break, Spring Break, PA Days, statutory holidays); and
  - b. Maximum of five (5) skaters.
10. **THAT** staff be authorized to reduce or waive fees when a customer's expectations have not been met as authorized by the Director, Recreation & Culture or designate.
11. **THAT** for the purpose of determining risk level for Facility Rental Damage Deposit, High Risk is determined to be a large venue with an expected attendance of more than 100 people and/or a repeat customer with a history of causing damage.
12. **THAT** for the purpose of determining event profile and staffing requirements, profile is determined based on various needs associated with an event, such as supervision of licensed event, technical and maintenance requirements for facility operation, security of event and/or facility.
13. **THAT** affiliated rental rates are not applicable for any permits approved for statutory holiday dates.
14. **THAT** the Director, Recreation & Culture or designate, in consultation with the Chief Financial Officer/Treasurer or designate, be authorized to establish fees for new or modified facility or field space in accordance with the Corporate Policy No. 165: Policy Framework for establishing fees for Community Services Programs and Facility Rentals.

15. **THAT** the Director, Recreation & Culture or designate be authorized to establish pricing for concession and merchandise items in accordance with market conditions.
16. **THAT** an administration fee in accordance with Table B-1 is applicable to Swim, Skate, Arena, Fitness or Gymnasium Party Packages party packages.

TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS

TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>FIRSTONTARIO ARTS CENTRE MILTON</b>								
<b>Art Studio</b>								
Affiliated per hour	T	\$ 24.86	Jan 1, 2021	\$ 25.43	Jan 1, 2022	\$ 26.19	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 33.14	Jan 1, 2021	\$ 33.90	Jan 1, 2022	\$ 34.92	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per hour	T	\$ 90.63	Jan 1, 2021	\$ 92.72	Jan 1, 2022	\$ 95.50	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated per half day (4 hours)	T	\$ 79.61	Jan 1, 2021	\$ 81.45	Jan 1, 2022	\$ 83.90	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per half day (4 hours)	T	\$ 106.15	Jan 1, 2021	\$ 108.60	Jan 1, 2022	\$ 111.86	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per half day (4 hours)	T	\$ 283.06	Jan 1, 2021	\$ 289.58	Jan 1, 2022	\$ 298.27	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated per day	T	\$ 129.37	Jan 1, 2021	\$ 132.35	Jan 1, 2022	\$ 136.31	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per day	T	\$ 172.49	Jan 1, 2021	\$ 176.46	Jan 1, 2022	\$ 181.75	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per day	T	\$ 459.97	Jan 1, 2021	\$ 470.57	Jan 1, 2022	\$ 484.69	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Holcim Gallery-per week (3 week block booking required)</b>	T	\$ 308.04	Jan 1, 2021	\$ 315.14	Jan 1, 2022	\$ 315.14	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Del Ridge Community Room</b>								
Affiliated per hour	T	\$ 37.40	Jan 1, 2021	\$ 38.26	Jan 1, 2022	\$ 39.41	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 49.86	Jan 1, 2021	\$ 51.01	Jan 1, 2022	\$ 52.54	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Social per hour	T	\$ 70.62	Jan 1, 2021	\$ 72.25	Jan 1, 2022	\$ 74.42	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Licensed Social per hour	T	\$ 83.10	Jan 1, 2021	\$ 85.01	Jan 1, 2022	\$ 87.56	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated per half day	T	\$ 127.43	Jan 1, 2021	\$ 130.37	Jan 1, 2022	\$ 134.27	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per half day	T	\$ 169.91	Jan 1, 2021	\$ 173.82	Jan 1, 2022	\$ 179.03	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per half day	T	\$ 220.88	Jan 1, 2021	\$ 225.97	Jan 1, 2022	\$ 232.75	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated per Day	T	\$ 182.66	Jan 1, 2021	\$ 186.86	Jan 1, 2022	\$ 192.47	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per day	T	\$ 243.54	Jan 1, 2021	\$ 249.15	Jan 1, 2022	\$ 256.62	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per day	T	\$ 305.83	Jan 1, 2021	\$ 312.87	Jan 1, 2022	\$ 322.26	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>MinMaxx Hall</b>								
Peak times (Thursday to Sunday)								
Affiliated per hour (minimum 4 hour booking)	T	\$ 55.28	Jan 1, 2021	\$ 56.55	Jan 1, 2022	\$ 58.25	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour (minimum 4 hour booking)	T	\$ 77.40	Jan 1, 2021	\$ 79.18	Jan 1, 2022	\$ 81.56	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per hour (minimum 4 hour booking)	T	\$ 98.56	Jan 1, 2021	\$ 100.83	Jan 1, 2022	\$ 103.85	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated per day **	T	\$ 309.59	Jan 1, 2021	\$ 316.72	Jan 1, 2022	\$ 326.22	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per day **	T	\$ 370.41	Jan 1, 2021	\$ 378.94	Jan 1, 2022	\$ 390.31	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per day **	T	\$ 470.08	Jan 1, 2021	\$ 480.91	Jan 1, 2022	\$ 495.34	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Off Peak times (Monday to Wednesday)								
Affiliated per day **	T	\$ 254.31	Jan 1, 2021	\$ 260.17	Jan 1, 2022	\$ 267.98	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per day **	T	\$ 304.07	Jan 1, 2021	\$ 311.07	Jan 1, 2022	\$ 320.40	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fee per hour over 10 hours or before 8:00am or after 12:00 midnight	T	\$ 147.83	Jan 1, 2021	\$ 151.24	Jan 1, 2022	\$ 155.78	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
** or 10% of Box Office receipts, whichever is greater								

TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS

TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>Mattamy Theatre</b>								
Peak times (Thursday to Sunday)								
Affiliated per day **	T	\$ 884.54	Jan 1, 2021	\$ 904.92	Jan 1, 2022	\$ 932.07	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per day **	T	\$ 1,050.41	Jan 1, 2021	\$ 1,074.61	Jan 1, 2022	\$ 1,106.85	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Off Peak times (Monday to Wednesday)								
Affiliated per day **	T	\$ 773.98	Jan 1, 2021	\$ 791.81	Jan 1, 2022	\$ 815.56	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per day **	T	\$ 939.83	Jan 1, 2021	\$ 961.48	Jan 1, 2022	\$ 990.32	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per day **	T	\$ 1,330.92	Jan 1, 2021	\$ 1,361.58	Jan 1, 2022	\$ 1,402.43	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per day with Reception (includes Cogeco Escarpment Hall)	T	\$ 1,420.82	Jan 1, 2021	\$ 1,453.55	Jan 1, 2022	\$ 1,497.16	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fee per hour over 10 hours or before 8:00am or after 12:00 midnight	T	\$ 314.81	Jan 1, 2021	\$ 322.06	Jan 1, 2022	\$ 396.56	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Dance Competition (includes MinMaxx Hall) - 10 hr day	T	\$ 2,508.94	Jan 1, 2021	\$ 2,566.73	Jan 1, 2022	\$ 2,643.73	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Dance Competition (includes MinMaxx Hall) - per hour over 10 hrs (max of 14hrs)	T	\$ 314.81	Jan 1, 2021	\$ 322.06	Jan 1, 2022	\$ 396.56	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
** or 10% of Box Office receipts, whichever is greater								
<b>Mattamy Stage Only (with multi room rental only, no audience allowed)</b>								
Affiliated per hour (minimum 4 hour booking)	T	\$ 55.28	Jan 1, 2021	\$ 56.55	Jan 1, 2022	\$ 58.25	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour (minimum 4 hour booking)	T	\$ 77.40	Jan 1, 2021	\$ 79.18	Jan 1, 2022	\$ 81.56	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated per day	T	\$ 309.59	Jan 1, 2021	\$ 316.72	Jan 1, 2022	\$ 326.22	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per day	T	\$ 370.41	Jan 1, 2021	\$ 378.94	Jan 1, 2022	\$ 390.31	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial per day	T	\$ 470.08	Jan 1, 2021	\$ 480.91	Jan 1, 2022	\$ 495.34	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Box Office Charges</b>								
Ticket surcharge (per ticket) - face value less than \$15.00	T	\$ 2.00	Jan 1, 2021	\$ 2.00	Jan 1, 2022	Discontinued	Apr 1, 2023	Cash, Cheque, Debit, & Credit Card
Ticket surcharge (per ticket)	T	\$ 3.00	Jan 1, 2021	\$ 3.00	Jan 1, 2022	\$ 4.00	Apr 1, 2023	Cash, Cheque, Debit, & Credit Card
Ticket return/exchange (per ticket)	T	\$ 3.00	Jan 1, 2021	\$ 3.00	Jan 1, 2022	\$ 4.00	Apr 1, 2023	Cash, Cheque, Debit, & Credit Card
Complimentary tickets - over 20 (per ticket)	T	\$ 1.00	Jan 1, 2021	\$ 1.00	Jan 1, 2022	\$ 4.00	Apr 1, 2023	Cash, Cheque, Debit, & Credit Card
Consignment Ticket	T	\$ 2.00	Jan 1, 2021	\$ 2.00	Jan 1, 2022	\$ 4.00	Apr 1, 2023	Cash, Cheque, Debit, & Credit Card
Consignment Ticket restocking	T	\$ 0.50	Jan 1, 2021	\$ 0.50	Jan 1, 2022	\$ 4.00	Apr 1, 2023	Cash, Cheque, Debit, & Credit Card
Ticketing Set-up fee	T	\$ 100.00	Jan 1, 2021	\$ 100.00	Jan 1, 2022	\$ 100.00	Apr 1, 2023	Cash, Cheque, Debit, & Credit Card
Off Site Events - Per Ticket	T	\$ 3.00	Jan 1, 2021	\$ 3.00	Jan 1, 2022	\$ 4.00	Apr 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Merchandise Table per day</b>								
Saleable items	T	15% of gross sales or \$100 (whichever is greater)	Jan 1, 2021	15% of gross sales or \$100 (whichever is greater)	Jan 1, 2022	15% of gross sales or \$100 (whichever is greater)	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Saleable items	T	\$ 100.00	Jan 1, 2021	\$ 100.00	Jan 1, 2022	\$ 100.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Other Fees</b>								
Piano - per use (including tuning)	T	\$ 175.00	Jan 1, 2021	\$ 175.00	Jan 1, 2022	\$ 210.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Video Recording	T	\$ 55.00	Jan 1, 2021	\$ 55.00	Jan 1, 2022	\$ 55.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Projector - per use	T	\$ -						Cash, Cheque, Debit, & Credit Card

**TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS**

**TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Projector - Affiliated per hour	T	\$ 20.00	Jan 1, 2021	\$ 20.00	Jan 1, 2022	\$ 20.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Projector - Standard per hour	T	\$ 27.00	Jan 1, 2021	\$ 27.00	Jan 1, 2022	\$ 27.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Onsite Last Minute Rental surcharge	T					20% fee of total rental cost	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>MEETING SPACES</b>								
<b>Category A</b>								
Affiliated Meeting per hour	T	\$ 44.10	Jan 1, 2021	\$ 45.11	Jan 1, 2022	\$ 46.46	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard Meeting per hour	T	\$ 58.80	Jan 1, 2021	\$ 60.15	Jan 1, 2022	\$ 61.95	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Social per hour	T	\$ 81.49	Jan 1, 2021	\$ 83.37	Jan 1, 2022	\$ 85.87	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Licensed Social per hour	T	\$ 95.88	Jan 1, 2021	\$ 98.09	Jan 1, 2022	\$ 101.03	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Category B</b>								
Affiliated Meeting per hour	T	\$ 37.38	Jan 1, 2021	\$ 38.24	Jan 1, 2022	\$ 39.39	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard Meeting per hour	T	\$ 49.84	Jan 1, 2021	\$ 50.99	Jan 1, 2022	\$ 52.52	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Social per hour	T	\$ 70.62	Jan 1, 2021	\$ 72.25	Jan 1, 2022	\$ 74.42	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Licensed Social per hour	T	\$ 83.10	Jan 1, 2021	\$ 85.01	Jan 1, 2022	\$ 87.56	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Category C</b>								
Affiliated Meeting per hour	T	\$ 33.35	Jan 1, 2021	\$ 34.12	Jan 1, 2022	\$ 35.14	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard Meeting per hour	T	\$ 44.47	Jan 1, 2021	\$ 45.49	Jan 1, 2022	\$ 46.85	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Social per hour	T	\$ 63.03	Jan 1, 2021	\$ 64.48	Jan 1, 2022	\$ 66.41	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Licensed Social per hour	T	\$ 74.15	Jan 1, 2021	\$ 75.86	Jan 1, 2022	\$ 78.14	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Category D</b>								
Affiliated Meeting per hour	T	\$ 27.61	Jan 1, 2021	\$ 28.25	Jan 1, 2022	\$ 29.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard Meeting per hour	T	\$ 36.81	Jan 1, 2021	\$ 37.66	Jan 1, 2022	\$ 38.79	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Social per hour	T	\$ 52.16	Jan 1, 2021	\$ 53.36	Jan 1, 2022	\$ 54.96	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Licensed Social per hour	T	\$ 61.36	Jan 1, 2021	\$ 62.77	Jan 1, 2022	\$ 64.65	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Category E</b>								
Affiliated Meeting per hour	T	\$ 20.15	Jan 1, 2021	\$ 20.61	Jan 1, 2022	\$ 21.23	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard Meeting per hour	T	\$ 26.86	Jan 1, 2021	\$ 27.48	Jan 1, 2022	\$ 28.30	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Social per hour	T	\$ 38.04	Jan 1, 2021	\$ 38.92	Jan 1, 2022	\$ 40.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Licensed Social per hour	T	\$ 44.76	Jan 1, 2021	\$ 45.79	Jan 1, 2022	\$ 47.16	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>RECREATIONAL SPACES</b>								
<b>Gymnasium - Full</b>								
Affiliated Youth per hour	T	\$ 58.34	Sep 1, 2021	\$ 59.68	Sep 1, 2022	\$ 61.47	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 89.75	Sep 1, 2021	\$ 91.82	Sep 1, 2022	\$ 94.57	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Gymnasium - Half</b>								
Affiliated Youth per hour	T	\$ 37.71	Sep 1, 2021	\$ 38.58	Sep 1, 2022	\$ 39.74	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 58.02	Sep 1, 2021	\$ 59.36	Sep 1, 2022	\$ 61.14	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS

TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>Gymnasium - MLC - Full</b>								
Affiliated Youth per hour	T	\$ 49.61	Sep 1, 2021	\$ 50.75	Sep 1, 2022	\$ 52.27	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 76.32	Sep 1, 2021	\$ 78.08	Sep 1, 2022	\$ 80.42	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Gymnasium - MLC - Half</b>								
Affiliated Youth per hour	T	\$ 37.71	Sep 1, 2021	\$ 38.58	Sep 1, 2022	\$ 39.74	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 58.02	Sep 1, 2021	\$ 59.36	Sep 1, 2022	\$ 61.14	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Studio</b>								
Affiliated Youth per hour	T	\$ 31.47	Sep 1, 2021	\$ 32.20	Sep 1, 2022	\$ 33.17	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 48.42	Sep 1, 2021	\$ 49.54	Sep 1, 2022	\$ 51.03	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Spin Bike Rental Fee	T	\$ 29.71	Sep 1, 2021	\$ 30.39	Sep 1, 2022	\$ 31.30	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Turf Field - Full</b>								
Affiliated Youth per hour	T	\$ 711.36	Sep 1, 2021	\$ 727.75	Sep 1, 2022	\$ 749.58	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 948.48	Sep 1, 2021	\$ 970.33	Sep 1, 2022	\$ 999.44	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Prime	T	\$ 663.93	Sep 1, 2021	\$ 679.22	Sep 1, 2022	\$ 699.60	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Turf Field - Half</b>								
Affiliated Youth per hour	T	\$ 355.70	Sep 1, 2021	\$ 363.89	Sep 1, 2022	\$ 374.81	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 474.26	Sep 1, 2021	\$ 485.18	Sep 1, 2022	\$ 499.74	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Prime	T	\$ 331.97	Sep 1, 2021	\$ 339.62	Sep 1, 2022	\$ 349.81	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Turf Field - Quarter</b>								
HCDSB per hour <sup>1</sup>	T	\$ 13.31	Sep 1, 2021	\$ 13.46	Sep 1, 2022	\$ 14.12	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated Youth per hour	T	\$ 177.83	Sep 1, 2021	\$ 181.93	Sep 1, 2022	\$ 187.39	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 237.11	Sep 1, 2021	\$ 242.57	Sep 1, 2022	\$ 249.85	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Prime	T	\$ 165.98	Sep 1, 2021	\$ 169.80	Sep 1, 2022	\$ 174.90	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Turf Field - Full/Half/Quarter</b>								
Indoor Turf Field Rental - August/September	T	75% Discount	Sep 1, 2021	75% Discount	Sep 1, 2022	75% Discount	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bulk Turf Field Rental	T	50% Non-Prime Rate	Sep 1, 2021	50% Non-Prime Rate	Sep 1, 2022	50% Non-Prime Rate	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Milton Indoor Turf Centre Fieldhouse</b>								
Affiliated Youth per hour	T	\$ 37.45	Sep 1, 2021	\$ 38.31	Sep 1, 2022	\$ 39.46	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 49.93	Sep 1, 2021	\$ 51.08	Sep 1, 2022	\$ 52.61	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>POOLS</b>								
<b>(Additional fee will apply for aquatic staff required to meet Public Health Reg.)</b>								
<b>Lap Pool</b>								
Affiliated Youth - per lane per hour	T	\$ 11.31	Sep 1, 2021	\$ 11.57	Sep 1, 2022	\$ 11.92	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard - per lane per hour	T	\$ 20.57	Sep 1, 2021	\$ 21.04	Sep 1, 2022	\$ 21.67	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS

TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>Play - Leisure Centre / Sherwood</b>								
Affiliated Youth per hour	T	\$ 69.64	Sep 1, 2021	\$ 71.25	Sep 1, 2022	\$ 73.39	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 126.62	Sep 1, 2021	\$ 129.54	Sep 1, 2022	\$ 133.43	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Play - Sports Centre</b>								
Affiliated Youth per hour	T	\$ 54.74	Sep 1, 2021	\$ 56.00	Sep 1, 2022	\$ 57.68	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 99.53	Sep 1, 2021	\$ 101.82	Sep 1, 2022	\$ 104.87	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Rotary Outdoor</b>								
Affiliated Youth per hour	T	\$ 67.88	Sep 1, 2021	\$ 69.44	Sep 1, 2022	\$ 71.53	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard per hour	T	\$ 123.42	Sep 1, 2021	\$ 126.26	Sep 1, 2022	\$ 130.05	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>ARENAS</b>								
<b>Rink - Ice (per hour)</b>								
Fall/Winter								
Prime / Standard	T	\$ 279.02	Sep 1, 2021	\$ 285.45	Sep 1, 2022	\$ 294.01	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Prime / Affiliated Youth	T	\$ 209.27	Sep 1, 2021	\$ 214.09	Sep 1, 2022	\$ 220.51	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non-Prime / All	T	\$ 195.69	Sep 1, 2021	\$ 200.20	Sep 1, 2022	\$ 206.21	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Summer (June, July, August)								
Standard	T	\$ 279.02	Jan 1, 2021	\$ 285.45	Jan 1, 2022	\$ 294.01	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Saturday & Sunday	T	\$ 209.27	Jan 1, 2021	\$ 214.09	Jan 1, 2022	\$ 220.51	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Bulk Ice Rental	T	50% Non-Prime Rate	Jan 1, 2021	50% Non-Prime Rate	Jan 1, 2022	50% Non-Prime Rate	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Bulk Ice Rental - Figure Skating Only	T	32.50	Sep 1, 2021	33.25	Sep 1, 2022	\$ 34.25	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Individual Ice Hour	T	50% Non-Prime Rate	Jan 1, 2021	50% Non-Prime Rate	Jan 1, 2022	50% Non-Prime Rate	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Rink - Floor (per hour)</b>								
Recreational Use								
Affiliated Youth	T	\$ 46.84	Jan 1, 2021	\$ 47.92	Jan 1, 2022	\$ 49.36	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard	T	\$ 85.17	Jan 1, 2021	\$ 87.13	Jan 1, 2022	\$ 89.74	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Special Events								
Affiliated Youth	T	\$ 118.31	Jan 1, 2021	\$ 121.03	Jan 1, 2022	\$ 124.66	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard	T	\$ 215.10	Jan 1, 2021	\$ 220.05	Jan 1, 2022	\$ 226.65	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>MATTAMY NATIONAL CYCLING CENTRE</b>								
<b>Cycling Track</b>								
<b>Track Rental (per hour) - Prime</b>								
Fall/Winter								
Affiliated Youth	T	\$ 200.74	Sep 1, 2021	\$ 205.37	Sep 1, 2022	\$ 211.52	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard	T	\$ 267.65	Sep 1, 2021	\$ 273.82	Sep 1, 2022	\$ 282.03	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
High Performance	T	Per Legacy Agreement	Sep 1, 2021	Per Legacy Agreement	Sep 1, 2022	Per Legacy Agreement	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS

TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Summer (June, July, August)								
Affiliated Youth	T	\$ 100.37	Sep 1, 2021	\$ 102.69	Sep 1, 2022	\$ 105.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard	T	\$ 133.83	Sep 1, 2021	\$ 136.91	Sep 1, 2022	\$ 141.02	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
High Performance	T	Per Legacy Agreement	Sep 1, 2021	Per Legacy Agreement	Sep 1, 2022	Per Legacy Agreement	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Track Rental (per hour) - Non Prime								
Fall/Winter (September to May)								
Affiliated Youth	T	\$ 150.56	Sep 1, 2021	\$ 154.03	Sep 1, 2022	\$ 158.64	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard	T	\$ 200.74	Sep 1, 2021	\$ 205.37	Sep 1, 2022	\$ 211.52	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
High Performance	T	Per Legacy Agreement	Sep 1, 2021	Per Legacy Agreement	Sep 1, 2022	Per Legacy Agreement	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
International Track Rental (per hour)								
Fall/Winter (September to May)	T	\$ 356.89	Sep 1, 2021	\$ 365.11	Sep 1, 2022	\$ 376.06	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Summer (June, July, August)	T	\$ 249.82	Sep 1, 2021	\$ 255.57	Sep 1, 2022	\$ 263.24	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Walking/Running Track								
Affiliated Youth rental (per hour) MNCC	T	\$ 82.71	Sep 1, 2021	\$ 84.62	Sep 1, 2022	\$ 87.15	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard rental (per hour) MNCC	T	\$ 110.28	Sep 1, 2021	\$ 112.82	Sep 1, 2022	\$ 116.20	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Gymnasium Court								
Prime								
Affiliated Youth (per hour)	T	\$ 49.61	Sep 1, 2021	\$ 50.75	Sep 1, 2022	\$ 52.27	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard (per hour)	T	\$ 76.32	Sep 1, 2021	\$ 78.08	Sep 1, 2022	\$ 80.42	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Prime								
Affiliated Youth (per hour)	T	\$ 37.21	Sep 1, 2021	\$ 38.06	Sep 1, 2022	\$ 39.20	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Standard (per hour)	T	\$ 57.24	Sep 1, 2021	\$ 58.56	Sep 1, 2022	\$ 60.32	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Court Tile Fee (per court)	T	\$ 237.20	Sep 1, 2021	\$ 242.66	Sep 1, 2022	\$ 249.94	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Court Tile Fee - Infield Perimeter	T	\$ 237.20	Sep 1, 2021	\$ 242.66	Sep 1, 2022	\$ 249.94	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Infield concrete landing area (per hour)	T	\$ 52.03	Sep 1, 2021	\$ 53.23	Sep 1, 2022	\$ 54.83	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Events								
High Performance (Zone 1 to 5)								
Per hour	T	Per Legacy Agreement	Sep 1, 2021	Per Legacy Agreement	Sep 1, 2022	Per Legacy Agreement	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Per Day	T	Per Legacy Agreement	Sep 1, 2021	Per Legacy Agreement	Sep 1, 2022	Per Legacy Agreement	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial Trade Show / Events								
Per hour	T	\$ 919.00	Sep 1, 2021	\$ 940.17	Sep 1, 2022	\$ 968.38	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Per Day	T	\$ 9,190.00	Sep 1, 2021	\$ 9,401.70	Sep 1, 2022	\$ 9,683.80	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card



**TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS**

**TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Community Event (Includes infield, cycling track, Walking/Running track, seating, dressing rooms)								
Per hour	T	\$ 673.92	Sep 1, 2021	\$ 689.44	Sep 1, 2022	\$ 710.12	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Per Day	T	\$ 6,739.19	Sep 1, 2021	\$ 6,894.43	Sep 1, 2022	\$ 7,101.26	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
National Cycling Institute Milton Races (per hour)								
Fall/Winter (September to May)	T	\$ 456.70	Sep 1, 2021	\$ 467.22	Sep 1, 2022	\$ 481.24	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Summer (June, July, August)	T	\$ 228.35	Sep 1, 2021	\$ 233.61	Sep 1, 2022	\$ 240.62	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Convocation	T	\$ 4,975.59	Sep 1, 2021	\$ 5,090.20	Sep 1, 2022	\$ 5,242.91	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Box Office Charges</b>								
Ticket surcharge (per ticket)	T	\$ 3.00	Sep 1, 2021	\$ 3.00	Sep 1, 2022	\$ 3.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Complimentary tickets - over 20 (per ticket)	T	\$ 1.00	Sep 1, 2021	\$ 1.00	Sep 1, 2022	\$ 1.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Merchandise Table per day</b>								
Saleable items	T	15% of sales	Sep 1, 2021	15% of sales	Sep 1, 2022	15% of sales	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Saleable items	T	\$ 100.00	Sep 1, 2021	\$ 100.00	Sep 1, 2022	\$ 100.00	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Equipment Hire</b>								
Fitness Locker (monthly - available to annual pass holders)	T	\$ -	Jan 0, 1900	\$ 20.00	Jan 1, 2022	\$ 20.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Track Bike Rental (per visit, excludes road bikes)								
Members	T	\$ 9.20	Sep 1, 2021	\$ 9.41	Sep 1, 2022	\$ 9.69	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Members	T	\$ 12.24	Sep 1, 2021	\$ 12.52	Sep 1, 2022	\$ 12.90	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Annual Bike Rental Pass for Drop-In (annual members only) - Youth/Older Adult	T	\$ 252.72	Sep 1, 2021	\$ 258.54	Sep 1, 2022	\$ 266.30	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Annual Bike Rental Pass for Drop-In (annual members only) - Adult	T	\$ 336.96	Sep 1, 2021	\$ 344.72	Sep 1, 2022	\$ 355.06	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Road Bike Rental								
One Day Rental	T	\$ 60.82	Sep 1, 2021	\$ 62.22	Sep 1, 2022	\$ 64.09	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Three Day Rental	T	\$ 165.85	Sep 1, 2021	\$ 169.67	Sep 1, 2022	\$ 174.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Weekly Rental	T	\$ 248.78	Sep 1, 2021	\$ 254.51	Sep 1, 2022	\$ 262.15	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Youth One Day Rental	T	\$ 5.25	Sep 1, 2021	\$ 5.37	Sep 1, 2022	\$ 5.53	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bike Storage - Base Rate								
Members - per month	T	\$ 33.38	Sep 1, 2021	\$ 34.15	Sep 1, 2022	\$ 35.17	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Members - per month	T	\$ 37.09	Sep 1, 2021	\$ 37.94	Sep 1, 2022	\$ 39.08	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Members - annual	T	\$ 300.47	Sep 1, 2021	\$ 307.40	Sep 1, 2022	\$ 316.62	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Members - annual	T	\$ 333.86	Sep 1, 2021	\$ 341.55	Sep 1, 2022	\$ 351.80	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bike Storage - Premium Rate								
Members - per month	T	\$ 49.13	Sep 1, 2021	\$ 50.26	Sep 1, 2022	\$ 51.77	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Members - per month	T	\$ 54.60	Sep 1, 2021	\$ 55.86	Sep 1, 2022	\$ 57.54	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Members - annual	T	\$ 442.26	Sep 1, 2021	\$ 452.45	Sep 1, 2022	\$ 466.02	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Members - annual	T	\$ 491.40	Sep 1, 2021	\$ 502.72	Sep 1, 2022	\$ 517.80	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Sport Locker - annual	T	\$ 442.26	Sep 1, 2021	\$ 452.45	Sep 1, 2022	\$ 466.02	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

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FACILITIES AND PARKS

TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS

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Helmet (per visit)								
Members	T	\$ 4.60	Sep 1, 2021	\$ 4.70	Sep 1, 2022	\$ 4.85	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Non Members	T	\$ 6.13	Sep 1, 2021	\$ 6.27	Sep 1, 2022	\$ 6.46	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
AV Operator (per hour)	T	\$ 41.51	Sep 1, 2021	\$ 42.47	Sep 1, 2022	\$ 43.74	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Scoreboard/Timing (includes Starter's gun)	T	\$ 91.89	Sep 1, 2021	\$ 94.01	Sep 1, 2022	\$ 96.83	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Scoreboard	T	\$ 61.26	Sep 1, 2021	\$ 62.67	Sep 1, 2022	\$ 64.55	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Photo Finish	T	\$ 49.02	Sep 1, 2021	\$ 50.15	Sep 1, 2022	\$ 51.65	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Starting Gate with Countdown Timer (each)	T	\$ 30.63	Sep 1, 2021	\$ 31.34	Sep 1, 2022	\$ 32.28	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Start Gates/Trackers (each)	T	\$ 42.88	Sep 1, 2021	\$ 43.87	Sep 1, 2022	\$ 45.19	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Lap Counter	T	\$ 24.51	Sep 1, 2021	\$ 25.07	Sep 1, 2022	\$ 25.82	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bell	T	\$ 12.24	Sep 1, 2021	\$ 12.52	Sep 1, 2022	\$ 12.90	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Derny (per hour - rider must be a certified Derny rider)	T	\$ 36.75	Sep 1, 2021	\$ 37.60	Sep 1, 2022	\$ 38.73	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Projector - per use	T	\$ 10.30	Sep 1, 2021	\$ 10.30	Sep 1, 2022	\$ 10.30	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Infield Chair Set Up (500 chairs)	T	\$ 404.67	Sep 1, 2021	\$ 413.99	Sep 1, 2022	\$ 426.41	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Infield Chair Set Up (per chair)	T	\$ 1.10	Sep 1, 2021	\$ 1.13	Sep 1, 2022	\$ 1.16	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Barricade Rental (per barricade)	T	\$ 3.32	Sep 1, 2021	\$ 3.40	Sep 1, 2022	\$ 3.50	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Balustrade Board Installation/Removal (per board)	T	\$ 3.15	Sep 1, 2021	\$ 3.22	Sep 1, 2022	\$ 3.32	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Spectator Lot Electrical Access (per day)	T	\$ 157.40	Sep 1, 2021	\$ 161.03	Sep 1, 2022	\$ 165.86	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Stage Rental (per 4 X 8 panel)	T	\$ 82.93	Sep 1, 2021	\$ 84.84	Sep 1, 2022	\$ 87.39	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Removal of Basketball Nets (per court)	T	\$ 115.63	Sep 1, 2021	\$ 118.29	Sep 1, 2022	\$ 121.84	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>PARKING LOTS</b>								
<b>Affiliated (per hour)</b>								
John Tonelli Sports Centre	T	\$ 44.22	Jan 1, 2021	\$ 45.24	Jan 1, 2022	\$ 46.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
North Memorial Arena	T	\$ 44.22	Jan 1, 2021	\$ 45.24	Jan 1, 2022	\$ 46.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
South Memorial Arena	T	\$ 44.22	Jan 1, 2021	\$ 45.24	Jan 1, 2022	\$ 46.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
North Milton Sports Centre	T	\$ 44.22	Jan 1, 2021	\$ 45.24	Jan 1, 2022	\$ 46.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
South Milton Sports Centre	T	\$ 44.22	Jan 1, 2021	\$ 45.24	Jan 1, 2022	\$ 46.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Mattamy National Cycling Centre - Community Lot	T	\$ 44.22	Jan 1, 2021	\$ 45.24	Jan 1, 2022	\$ 46.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Mattamy National Cycling Centre - Spectator Lot	T	\$ 44.22	Jan 1, 2021	\$ 45.24	Jan 1, 2022	\$ 46.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Standard (per hour)</b>								
John Tonelli Sports Centre	T	\$ 67.47	Jan 1, 2021	\$ 69.02	Jan 1, 2022	\$ 71.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
North Memorial Arena	T	\$ 67.47	Jan 1, 2021	\$ 69.02	Jan 1, 2022	\$ 71.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
South Memorial Arena	T	\$ 67.47	Jan 1, 2021	\$ 69.02	Jan 1, 2022	\$ 71.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
North Milton Sports Centre	T	\$ 67.47	Jan 1, 2021	\$ 69.02	Jan 1, 2022	\$ 71.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
South Milton Sports Centre	T	\$ 67.47	Jan 1, 2021	\$ 69.02	Jan 1, 2022	\$ 71.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Mattamy National Cycling Centre - Community Lot	T	\$ 67.47	Jan 1, 2021	\$ 69.02	Jan 1, 2022	\$ 71.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Mattamy National Cycling Centre - Spectator Lot	T	\$ 67.47	Jan 1, 2021	\$ 69.02	Jan 1, 2022	\$ 71.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS**

**TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>PARKS</b>								
<b>Parks - Sports Lights (per hour)</b>								
Sports Field	T	\$ 19.37	Jan 1, 2021	\$ 19.58	Jan 1, 2022	\$ 20.55	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Softball Diamond	T	\$ 18.14	Jan 1, 2021	\$ 18.34	Jan 1, 2022	\$ 19.25	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Hardball Diamond	T	\$ 28.87	Jan 1, 2021	\$ 29.19	Jan 1, 2022	\$ 30.63	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Volleyball Court	T	\$ 16.43	Jan 1, 2021	\$ 16.61	Jan 1, 2022	\$ 17.43	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Tennis Court	T	\$ 16.43	Jan 1, 2021	\$ 16.61	Jan 1, 2022	\$ 17.43	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Parks - Sports Facilities</b>								
<b>Affiliated Youth Hourly Rental Rates</b>								
Hardball Diamond - Premiere	T	\$ 10.77	Jan 1, 2021	\$ 11.02	Jan 1, 2022	\$ 11.35	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Hardball Diamond - A	T	\$ 8.66	Jan 1, 2021	\$ 8.86	Jan 1, 2022	\$ 9.13	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Softball Diamond - A	T	\$ 7.80	Jan 1, 2021	\$ 7.98	Jan 1, 2022	\$ 8.22	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Softball Diamond - B	T	\$ 5.63	Jan 1, 2021	\$ 5.76	Jan 1, 2022	\$ 5.93	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
All Rural Diamonds (each)	T	\$ 2.70	Jan 1, 2021	\$ 2.76	Jan 1, 2022	\$ 2.84	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sport Field - Premiere	T	\$ 12.53	Jan 1, 2021	\$ 12.82	Jan 1, 2022	\$ 13.20	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sport Field - A	T	\$ 8.61	Jan 1, 2021	\$ 8.81	Jan 1, 2022	\$ 9.07	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sport Field - B	T	\$ 6.44	Jan 1, 2021	\$ 6.59	Jan 1, 2022	\$ 6.79	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Cricket Pitch	T	\$ 11.74	Jan 1, 2021	\$ 12.01	Jan 1, 2022	\$ 12.37	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Volleyball Court (per hour)	T	\$ 11.70	Jan 1, 2021	\$ 11.97	Jan 1, 2022	\$ 12.33	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Standard Hourly Rental Rates</b>								
Hardball Diamond - Premiere	T	\$ 21.53	Jan 1, 2021	\$ 22.03	Jan 1, 2022	\$ 22.69	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Hardball Diamond - A	T	\$ 17.35	Jan 1, 2021	\$ 17.75	Jan 1, 2022	\$ 18.28	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Softball Diamond - A	T	\$ 15.59	Jan 1, 2021	\$ 15.95	Jan 1, 2022	\$ 16.43	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Softball Diamond - B	T	\$ 11.27	Jan 1, 2021	\$ 11.53	Jan 1, 2022	\$ 11.88	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sport Field - Premiere	T	\$ 25.06	Jan 1, 2021	\$ 25.64	Jan 1, 2022	\$ 26.41	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sport Field - A	T	\$ 17.20	Jan 1, 2021	\$ 17.60	Jan 1, 2022	\$ 18.13	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sport Field - B	T	\$ 12.90	Jan 1, 2021	\$ 13.20	Jan 1, 2022	\$ 13.60	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Cricket Pitch	T	\$ 21.41	Jan 1, 2021	\$ 21.90	Jan 1, 2022	\$ 22.56	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Tennis Court (per hour)	T	\$ 20.68	Jan 1, 2021	\$ 21.16	Jan 1, 2022	\$ 21.79	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Volleyball Court (per hour)	T	\$ 15.60	Jan 1, 2021	\$ 15.96	Jan 1, 2022	\$ 16.44	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Parks - Community Park</b>								
<b>Community Park Picnic Areas</b>								
Category A (hourly)	T	\$ 53.50	Jan 1, 2021	\$ 54.75	Jan 1, 2022	\$ 56.39	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Category A (day)	T	\$ 241.50	Jan 1, 2021	\$ 247.00	Jan 1, 2022	\$ 254.41	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Category B (hourly)	T	\$ 43.00	Jan 1, 2021	\$ 44.00	Jan 1, 2022	\$ 45.32	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Category B (day)	T	\$ 198.50	Jan 1, 2021	\$ 203.00	Jan 1, 2022	\$ 209.09	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS**

**TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Category C (hourly)	T	\$ 24.50	Jan 1, 2021	\$ 25.00	Jan 1, 2022	\$ 25.75	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Special Event Area	T	\$ 1,545.75	Jan 1, 2021	\$ 1,581.25	Jan 1, 2022	\$ 1,628.69	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Hydro Fee (per Pedestal) (hourly)	T	\$ 5.25	Jan 1, 2021	\$ 5.35	Jan 1, 2022	\$ 5.51	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Hydro Fee (per Pedestal) (day)	T	\$ 37.50	Jan 1, 2021	\$ 38.35	Jan 1, 2022	\$ 39.50	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Picnic Table Rental (per temporary picnic table)	T	\$ 27.75	Jan 1, 2021	\$ 28.50	Jan 1, 2022	\$ 29.36	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Parks - Other Facilities (per hour)</b>								
BMX Site - Lions Sports Park	T	\$ 86.35	Jan 1, 2021	\$ 88.34	Jan 1, 2022	\$ 90.99	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Gazebo - Mill Pond	T	\$ 25.16	Jan 1, 2021	\$ 25.74	Jan 1, 2022	\$ 26.51	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Gazebo - Victoria Park	T	\$ 25.16	Jan 1, 2021	\$ 25.74	Jan 1, 2022	\$ 26.51	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Leash Free Dog Park	T	\$ 24.54	Jan 1, 2021	\$ 25.11	Jan 1, 2022	\$ 25.86	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
MNCC Escarpment Plaza	T	\$ 44.23	Jan 1, 2021	\$ 45.25	Jan 1, 2022	\$ 46.61	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
MNCC Spectator Plaza	T	\$ 33.17	Jan 1, 2021	\$ 33.93	Jan 1, 2022	\$ 34.95	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Park Social Event < 25 person	T	\$ 25.16	Jan 1, 2021	\$ 25.74	Jan 1, 2022	\$ 26.51	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Park Social Event >=25 person (Note: additional fees apply for applicable park amenities)	T	\$ 25.16	Jan 1, 2021	\$ 25.74	Jan 1, 2022	\$ 26.51	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Skate Site - Lions Sports Park	T	\$ 86.35	Jan 1, 2021	\$ 88.34	Jan 1, 2022	\$ 90.99	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Town Hall – Courtyard (per hour)	T	\$ 25.16	Jan 1, 2021	\$ 25.74	Jan 1, 2022	\$ 26.51	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>DEPOSITS</b>								
Park Concession Key	E	\$ 350.00	Jan 1, 2021	\$ 350.00	Jan 1, 2022	\$ 350.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Park Dressing Room Key	E	\$ 250.00	Jan 1, 2021	\$ 250.00	Jan 1, 2022	\$ 250.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Park Washroom Key	E	\$ 250.00	Jan 1, 2021	\$ 250.00	Jan 1, 2022	\$ 250.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Smart Serve Kit	E	\$ 186.29	Jan 1, 2021	\$ 190.58	Jan 1, 2022	\$ 196.30	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>LABOUR CHARGES</b>								
Duty Supervisor, Cultural Services (per hour) <sup>5</sup>	T	\$ 28.00	Jan 1, 2021	\$ 28.00	Jan 1, 2022	\$ 30.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Cultural Services Representative (per hour) <sup>5</sup>	T	\$ 26.00	Jan 1, 2021	\$ 26.00	Jan 1, 2022	\$ 26.78	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Cleaners (per hour) <sup>5</sup>	T	\$ 22.00	Jan 1, 2021	\$ 22.00	Jan 1, 2022	\$ 22.66	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Technician (per hour - minimum 4 hours per call)	T	\$ 38.00	Jan 1, 2021	\$ 38.00	Jan 1, 2022	\$ 40.00	Jul 1, 2023	Cash, Cheque, Debit, & Credit Card
Technician Overtime (per hour)	T	\$ 57.00	Jan 1, 2021	\$ 57.00	Jan 1, 2022	\$ 59.00	Jul 1, 2023	Cash, Cheque, Debit, & Credit Card
Event Coordinator (per hour) <sup>5</sup>	T	\$ 103.00	Jan 1, 2021	\$ 103.00	Jan 1, 2022	\$ 103.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Cycling Coach (per hour)	T	\$ 39.54	Sep 2, 2021	\$ 40.45	Sep 1, 2022	\$ 41.66	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Bicycle Mechanic / Track Cycling Facilitator (per hour)	T	\$ 28.24	Sep 2, 2021	\$ 28.89	Sep 1, 2022	\$ 29.76	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Parks Operations Staff Service Fee (per hour) - minimum booking of 3 hours; to be charged per hour, per staff person, based on operations staff required	T	\$ 66.79	Jan 1, 2021	\$ 68.33	Jan 1, 2022	\$ 70.38	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Holiday Premium Rate - Parks Operations (per hour) - minimum booking of 3 hours; to be charged per hour, per staff person, based on number of operations staff required	T	\$ 114.51	Jan 1, 2021	\$ 117.15	Jan 1, 2022	\$ 120.66	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022  
FACILITIES AND PARKS**

**TOWN OF MILTON  
RATES AND FEES  
FACILITIES AND PARKS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Additional Facility Staff Service Fee (per hour; per staff person): High Profile Event	T	\$ 77.32	Jan 1, 2021	\$ 79.10	Jan 1, 2022	\$ 81.47	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Additional Facility Staff Service Fee (per hour; per staff person): Low Profile	T	\$ 50.35	Jan 1, 2021	\$ 51.51	Jan 1, 2022	\$ 53.06	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness Instructor 1 (per hour) (General Fitness)	T			\$ 35.00	Jan 1, 2022	\$ 35.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fitness Instructor 2 (per hour) (Specialty Fitness)	T			\$ 45.00	Jan 1, 2022	\$ 45.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Holiday Rate Premium - Facilities (minimum booking of 3 hours) - to be charged per hour, per staff person based on facility staff required: High Profile Event	T	\$ 132.54	Jan 1, 2021	\$ 135.59	Jan 1, 2022	\$ 139.66	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Holiday Rate Premium - Facilities (minimum booking of 3 hours) - to be charged per hour, per staff person, based on facility staff required: Low Profile Event	T	\$ 86.32	Jan 1, 2021	\$ 88.31	Jan 1, 2022	\$ 90.96	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>PARTY PACKAGES</b>								
<b>FirstOntario Arts Centre Milton</b>								
Party/Event package: 2 hour event - to max of 15	T	\$ 214.33	Sep 1, 2021	\$ 219.27	Sep 1, 2022	\$ 225.85	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Party/Event package: 2 hour event - per additional person beyond 15	T	\$ 12.05	Sep 1, 2021	\$ 12.33	Sep 1, 2022	\$ 12.70	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Party/Event package: 3 hour event - to max of 15	T	\$ 281.31	Sep 1, 2021	\$ 287.79	Sep 1, 2022	\$ 296.42	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
Party/Event package: 3 hour event - per additional person beyond 15	T	\$ 12.05	Sep 1, 2021	\$ 12.33	Sep 1, 2022	\$ 12.70	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Swim, Skate, Arena, Fitness or Gymnasium Party Packages<sup>4</sup> (if aquatic staff are required to meet Public Health Reg. additional fees will apply) (if fitness staff are required to lead a 45 minute fun-fitness class, additional fees will apply)</b>								
Administration fee - (includes 30 invitations and swim/skate passes)	T	\$ 22.11	Sep 1, 2021	\$ 22.62	Sep 1, 2022	\$ 23.30	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>MISCELLANEOUS</b>								
Insurance Fees	T	100% of Actual Cost	Jan 1, 2021	100% of Actual Cost	Jan 1, 2022	100% of Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Socan/ReSound with Dancing	T	100% of Actual Cost	Jan 1, 2021	100% of Actual Cost	Jan 1, 2022	100% of Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Socan/Resound without Dancing	T	100% of Actual Cost	Jan 1, 2021	100% of Actual Cost	Jan 1, 2022	100% of Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Dressing Room Rental Fee: Affiliated Youth per hour	T	\$ 4.18	Jan 1, 2021	\$ 4.28	Jan 1, 2022	\$ 4.41	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Dressing Room Rental Fee: Standard per hour	T	\$ 7.60	Jan 1, 2021	\$ 7.78	Jan 1, 2022	\$ 8.01	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Equipment Cart Rental Fee (per month)	T	\$ 31.21	Jan 1, 2021	\$ 31.93	Jan 1, 2022	\$ 32.89	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Gym Equipment Rental Fee	T	\$ 20.01	Jan 1, 2021	\$ 20.47	Jan 1, 2022	\$ 21.08	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Park Lights - After Hours Service Fee	T	\$ 284.10	Jan 1, 2021	\$ 290.64	Jan 1, 2022	\$ 299.36	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre Lobby Booth: Affiliated per hour	T	\$ 10.61	Jan 1, 2021	\$ 10.85	Jan 1, 2022	\$ 11.18	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre Lobby Booth: Standard per hour	T	\$ 14.14	Jan 1, 2021	\$ 14.47	Jan 1, 2022	\$ 14.90	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Art Exhibition Administrative Charge	E	\$ 30.00	Jan 1, 2021	\$ 30.00	Jan 1, 2022	\$ 30.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**TABLE 'B-1' OF SCHEDULE 'B' TO BY-LAW NO. 082-2022**  
**FACILITIES AND PARKS**

**TOWN OF MILTON**  
**RATES AND FEES**  
**FACILITIES AND PARKS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Commercial Rental Fee per hour (excluding FirstOntario Arts Centre Milton)	T	10% Premium	Jan 1, 2021	10% Premium	Jan 1, 2022	10% Premium	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Commercial Rental Fee per hour (FirstOntario Arts Centre Milton)	T	Specific to space	Jan 1, 2021	Specific to space	Jan 1, 2022	Specific to space	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Non-Resident Rental Fee per hour	T	10% Premium	Jan 1, 2021	10% Premium	Jan 1, 2022	10% Premium	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Town Hall - Lobby and Milton Room Weekend rate (in addition to rental charge) <sup>2</sup>	T	\$ 23.46	Jan 1, 2021	\$ 24.00	Jan 1, 2022	\$ 24.72	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

- NOTES:**
- 1. HCDSB Indoor Turf rate subject to terms and conditions detailed in the Supported Dome Operating Agreement.
  - 2. Additional fees will apply for weekend bookings at Town Hall for security and maintenance purposes.
  - 3. Effective Date does not apply to groups with existing multi-year rental contracts. Rates and Fees will be charged as of the effective date.
  - 4. Individual Swim, Skate, Arena, Fitness or Gymnasium Party Packages will be created based on applicable fees, including administration charge, within the User Fees schedule and be posted on [www.milton.ca](http://www.milton.ca).
  - 5. Additional overtime charges will apply at 1.5 times the normal rate per hour if overtime is required or if staff are required before 8:00am or after 12:00 midnight.

**SCHEDULE 'C' TO BY-LAW NO. 082-2022**  
***Advertising and Sponsorship***

In addition to the other clauses of this By-law, the following paragraph also applies to Advertising and Sponsorship fees as defined in this By-law:

1. **THAT** the Director, Recreation & Culture or designate, in consultation with the Chief Financial Officer/Treasurer or designate, be authorized to discount advertising and sponsorship fees as per the Sponsorship Fee Framework outlined in the Town of Milton Corporate Sponsorship Policy.

**TABLE 'C-1' OF SCHEDULE "C" TO BY-LAW NO. 082-2022  
ADVERTISING AND SPONSORSHIP**

**TOWN OF MILTON  
RATES AND FEES  
ADVERTISING AND SPONSORSHIP**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Early bird discount of 15% for publication advertising spot, if reserved within 14 days of promotion notification distribution.	T	15% Discount from listed fee	Jan 1, 2022	15% Discount from listed fee	Jan 1, 2023	
<b>Community Services Guide Advertising</b>						
Standard						
1/6 Page	T	\$ 228.62	Jan 1, 2022	\$ 228.62	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/4 Page	T	\$ 381.03	Jan 1, 2022	\$ 381.03	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Half Page	T	\$ 609.66	Jan 1, 2022	\$ 609.66	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 1,163.90	Jan 1, 2022	\$ 1,163.90	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated						
1/6 Page	T	\$ 123.32	Jan 1, 2022	\$ 123.32	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/4 Page	T	\$ 200.91	Jan 1, 2022	\$ 200.91	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Half Page	T	\$ 327.00	Jan 1, 2022	\$ 327.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 644.29	Jan 1, 2022	\$ 644.29	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Cover Inside	T	\$ 1,770.13	Jan 1, 2022	\$ 1,770.13	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Cover inside Ad Premium (2 consecutive guides purchased together)	T	20% premium over listed fee	Jan 1, 2022	20% premium over listed fee	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Inside Back	T	\$ 1,909.14	Jan 1, 2022	\$ 1,909.14	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Inside Back Ad Premium (2 consecutive guides purchased together)	T	20% premium over listed fee	Jan 1, 2022	20% premium over listed fee	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Outside Back	T	\$ 2,035.01	Jan 1, 2022	\$ 2,035.01	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
2 Consecutive ads (purchased at same time)	T	10% Discount from listed fee	Jan 1, 2022	10% Discount from listed fee	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Milton Seniors' Activity Centre Activity Guide Advertising</b>						
Inside Front Cover Colour - 1 Issue						
1/4 Page	T	\$ 143.00	Jan 1, 2022	\$ 143.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/2 Page	T	\$ 257.00	Jan 1, 2022	\$ 257.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 333.00	Jan 1, 2022	\$ 333.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Inside Front Cover Colour - 3 Issues						
1/4 Page	T	\$ 349.00	Jan 1, 2022	\$ 349.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/2 Page	T	\$ 630.00	Jan 1, 2022	\$ 630.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 817.00	Jan 1, 2022	\$ 817.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Inside Page - 1 Issue						
1/4 Page	T	\$ 101.00	Jan 1, 2022	\$ 101.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/2 Page	T	\$ 202.00	Jan 1, 2022	\$ 202.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 270.00	Jan 1, 2022	\$ 270.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Inside Page - 3 Issues						
1/4 Page	T	\$ 243.00	Jan 1, 2022	\$ 243.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/2 Page	T	\$ 486.00	Jan 1, 2022	\$ 486.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 647.00	Jan 1, 2022	\$ 647.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card



**TABLE 'C-1' OF SCHEDULE "C" TO BY-LAW NO. 082-2022  
ADVERTISING AND SPONSORSHIP**

**TOWN OF MILTON  
RATES AND FEES  
ADVERTISING AND SPONSORSHIP**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Back Cover Colour- 1 Issue						
1/4 Page	T	\$ 167.00	Jan 1, 2022	\$ 167.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/2 Page	T	\$ 281.00	Jan 1, 2022	\$ 281.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 356.00	Jan 1, 2022	\$ 356.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Back Cover Colour - 3 Issues						
1/4 Page	T	\$ 418.00	Jan 1, 2022	\$ 418.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/2 Page	T	\$ 702.00	Jan 1, 2022	\$ 702.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 889.00	Jan 1, 2022	\$ 889.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Inside Back Cover Colour - 1 Issue						
1/4 Page	T	\$ 116.00	Jan 1, 2022	\$ 116.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/2 Page	T	\$ 233.00	Jan 1, 2022	\$ 233.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 310.00	Jan 1, 2022	\$ 310.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Inside Back Cover Colour - 3 Issues						
1/4 Page	T	\$ 279.00	Jan 1, 2022	\$ 279.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
1/2 Page	T	\$ 559.00	Jan 1, 2022	\$ 559.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Full Page	T	\$ 744.00	Jan 1, 2022	\$ 744.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Milton Seniors' Activity Centre - Advertising</b>						
Digital Graphic Interior Screen Rotation / 1 month duration	T	\$ 132.00	Jan 1, 2022	\$ 135.96	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**TABLE 'C-1' OF SCHEDULE "C" TO BY-LAW NO. 082-2022  
ADVERTISING AND SPONSORSHIP**

**TOWN OF MILTON  
RATES AND FEES  
ADVERTISING AND SPONSORSHIP**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
FirstOntario Arts Centre Milton - Season Program Advertising (per season)						
1/8 Page	T	\$ 264.00	Jan 1, 2022	\$ 264.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card OR Cost of Advertising will be deducted from Ticket proceeds at the time of settlement
1/4 Page	T	\$ 480.00	Jan 1, 2022	\$ 480.00	Jan 1, 2023	
1/3 Page	T	\$ 514.00	Jan 1, 2022	\$ 514.00	Jan 1, 2023	
1/2 Page	T	\$ 685.00	Jan 1, 2022	\$ 685.00	Jan 1, 2023	
Full Page	T	\$ 1,165.00	Jan 1, 2022	\$ 1,165.00	Jan 1, 2023	
Inside Front Cover - 1/2 Page	T	\$ 1,233.00	Jan 1, 2022	\$ 1,233.00	Jan 1, 2023	
Inside Front Cover - Full Page	T	\$ 1,644.00	Jan 1, 2022	\$ 1,644.00	Jan 1, 2023	
Inside Back Cover - 1/2 Page	T	\$ 1,233.00	Jan 1, 2022	\$ 1,233.00	Jan 1, 2023	
Inside Back Cover - Full Page	T	\$ 1,644.00	Jan 1, 2022	\$ 1,644.00	Jan 1, 2023	
Back Cover	T	\$ 2,055.00	Jan 1, 2022	\$ 2,055.00	Jan 1, 2023	
FirstOntario Arts Centre Milton - Brochure Advertising (per season)						
1/4 Page Event Listing	T	\$ 103.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card OR Cost of Advertising will be deducted from Ticket proceeds at the time of settlement
Back Cover	T	\$ 3,154.00	Jan 1, 2022	Discontinued	Jan 1, 2023	
Inside Cover	T	\$ 2,628.00	Jan 1, 2022	Discontinued	Jan 1, 2023	
FirstOntario Arts Centre Milton - Advertising						
FirstOntario Arts Centre Milton - Ticket Advertising (1 year)	T	\$ 1,798.00	Jan 1, 2022	\$ 1,798.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card OR Cost of Advertising will be deducted from Ticket proceeds at the time of settlement
FirstOntario Arts Centre Milton - Ticket Wallet Advertising (1 year)	T	\$ 2,312.00	Jan 1, 2022	\$ 2,312.00	Jan 1, 2023	
Event Listing Companion Poster Design	T	\$ 26.00	Jan 1, 2022	\$ 26.00	Jan 1, 2023	
FirstOntario Arts Centre Milton Eblast (Fee per email address) - Available for FOACM Rental Groups Only.	T	\$ 0.10	Jan 1, 2022	\$ 0.10	Jan 1, 2023	
FirstOntario Arts Centre Milton Single Ad spot on Eblast (Fee per Eblast distribution)	T	\$ 150.00	Jan 1, 2022	\$ 150.00	Jan 1, 2023	
Advertisement Design Fees						
Milton Seniors' Activity Centre Activity Guide						Cash, Cheque, Debit, & Credit Card
1/4 Page	T	\$ 50.00	Jan 1, 2022	Discontinued	Jan 1, 2023	
1/2 Page	T	\$ 75.00	Jan 1, 2022	Discontinued	Jan 1, 2023	
Full Page	T	\$ 94.00	Jan 1, 2022	Discontinued	Jan 1, 2023	
FirstOntario Arts Centre Milton Publications						Cash, Cheque, Debit, & Credit Card
1/4 Page	T	\$ 50.00	Jan 1, 2022	Discontinued	Jan 1, 2023	
1/2 Page	T	\$ 75.00	Jan 1, 2022	Discontinued	Jan 1, 2023	
Full Page	T	\$ 94.00	Jan 1, 2022	Discontinued	Jan 1, 2023	
Rink Board Advertising <sup>1</sup>						
One Year Agreement						Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink A/B	T	\$ 1,415.00	Jan 1, 2022	\$ 1,455.00	Jan 1, 2023	
Sports Centre - Rink C	T	\$ 1,290.00	Jan 1, 2022	\$ 1,330.00	Jan 1, 2023	
Sports Centre - Rink D	T	\$ 1,610.00	Jan 1, 2022	\$ 1,660.00	Jan 1, 2023	
Memorial Arena	T	\$ 1,180.00	Jan 1, 2022	\$ 1,215.00	Jan 1, 2023	

**TABLE 'C-1' OF SCHEDULE "C" TO BY-LAW NO. 082-2022  
ADVERTISING AND SPONSORSHIP**

**TOWN OF MILTON  
RATES AND FEES  
ADVERTISING AND SPONSORSHIP**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
John Tonelli Sports Centre	T	\$ 1,290.00	Jan 1, 2022	\$ 1,330.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sherwood Community Centre - Rink 1	T	\$ 1,180.00	Jan 1, 2022	\$ 1,215.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sherwood Community Centre - Rink 2	T	\$ 1,075.00	Jan 1, 2022	\$ 1,105.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Ice Logo Advertising</b>						
Centre Ice (Maximum rate)						
One Year Agreement						
Sports Centre - Rink A/B	T	\$ 825.00	Jan 1, 2022	\$ 850.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink C	T	\$ 750.00	Jan 1, 2022	\$ 775.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink D	T	\$ 940.00	Jan 1, 2022	\$ 970.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Memorial Arena	T	\$ 690.00	Jan 1, 2022	\$ 710.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
John Tonelli Sports Centre	T	\$ 750.00	Jan 1, 2022	\$ 775.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sherwood Community Centre - Rink 1	T	\$ 750.00	Jan 1, 2022	\$ 775.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sherwood Community Centre - Rink 2	T	\$ 725.00	Jan 1, 2022	\$ 745.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Blue Lines (Maximum rate)						
One Year Agreement						
Sports Centre - Rink A/B	T	\$ 710.00	Jan 1, 2022	\$ 730.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink C	T	\$ 645.00	Jan 1, 2022	\$ 665.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink D	T	\$ 805.00	Jan 1, 2022	\$ 830.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Memorial Arena	T	\$ 590.00	Jan 1, 2022	\$ 610.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
John Tonelli Sports Centre	T	\$ 645.00	Jan 1, 2022	\$ 665.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Neutral Zone (Maximum rate)						
One Year Agreement						
Sports Centre - Rink A/B	T	\$ 590.00	Jan 1, 2022	\$ 610.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink C	T	\$ 535.00	Jan 1, 2022	\$ 550.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink D	T	\$ 670.00	Jan 1, 2022	\$ 690.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Memorial Arena	T	\$ 490.00	Jan 1, 2022	\$ 505.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
John Tonelli Sports Centre	T	\$ 535.00	Jan 1, 2022	\$ 550.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sherwood Community Centre - Rink 1	T	\$ 535.00	Jan 1, 2022	\$ 550.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sherwood Community Centre - Rink 2	T	\$ 510.00	Jan 1, 2022	\$ 525.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Ice Machine Wrap</b>						
One Year Agreement						
Sports Centre - Rink A/D	T	\$ 5,150.00	Jan 1, 2022	\$ 5,305.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink B/C	T	\$ 3,865.00	Jan 1, 2022	\$ 3,980.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Memorial Arena	T	\$ 2,360.00	Jan 1, 2022	\$ 2,430.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
John Tonelli Sports Centre	T	\$ 2,570.00	Jan 1, 2022	\$ 2,645.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sherwood Community Centre - Rink 1/2	T	\$ 3,865.00	Jan 1, 2022	\$ 3,980.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Display Case Advertising (per 30 Day time period)</b>						
Memorial Arena	T	\$ 38.00	Jan 1, 2022	\$ 39.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**TABLE 'C-1' OF SCHEDULE "C" TO BY-LAW NO. 082-2022  
ADVERTISING AND SPONSORSHIP**

**TOWN OF MILTON  
RATES AND FEES  
ADVERTISING AND SPONSORSHIP**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>Indoor Sign Advertising</b>						
Sports Centre Pool - Electronic Sign - Standard per week	T	\$ 41.00	Jan 1, 2022	\$ 42.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre Pool - Electronic Sign per week	T	\$ 31.00	Jan 1, 2022	\$ 32.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Lobby and Common Area Signage (24" x 36")</b>						
One Year Agreement						
Sports Centre - wall across from Customer Service	T	\$ 5,010.00	Jan 1, 2022	\$ 5,160.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - centre lobby area	T	\$ 2,505.00	Jan 1, 2022	\$ 2,580.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Leisure Centre	T	\$ 1,740.00	Jan 1, 2022	\$ 1,790.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Memorial Arena	T	\$ 870.00	Jan 1, 2022	\$ 895.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
John Tonelli Sports Centre	T	\$ 870.00	Jan 1, 2022	\$ 895.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Rink Banners</b>						
One Year Agreement (Sports Centre, Memorial Arena, John Tonelli)	T	\$ 1,390.00	Jan 1, 2022	\$ 1,430.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Community User Group Banners (Mattamy National Cycling Centre)	T	\$ 420.00	Jan 1, 2022	\$ 435.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Pool Banners</b>						
One Year Agreement (Sports Centre, Leisure Centre)	T	\$ 1,390.00	Jan 1, 2022	\$ 1,430.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Community User Group Banners (Mattamy National Cycling Centre)	T	\$ 420.00	Jan 1, 2022	\$ 435.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Gym Banners</b>						
One Year Agreement (Sports Centre, Leisure Centre)	T	\$ 1,390.00	Jan 1, 2022	\$ 1,430.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Community User Group Banners (Mattamy National Cycling Centre)	T	\$ 420.00	Jan 1, 2022	\$ 435.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Change Room Advertising</b>						
One Year Agreement	T	\$ 580.00	Jan 1, 2022	\$ 595.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Olympia Ad Panel</b>						
Sports Centre - Rink A/D	T	\$ 855.00	Jan 1, 2022	\$ 880.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre - Rink B/C	T	\$ 645.00	Jan 1, 2022	\$ 665.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Memorial Arena	T	\$ 395.00	Jan 1, 2022	\$ 405.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
John Tonelli Sports Centre	T	\$ 430.00	Jan 1, 2022	\$ 445.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Outdoor Sign Advertising</b>						
<b>Static Sign per week</b>						
Standard						
Memorial Arena/John Tonelli Sports Centre	T	\$ 62.00	Jan 1, 2022	\$ 64.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Chris Hadfield Park	T	\$ 62.00	Jan 1, 2022	\$ 64.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Leisure Centre	T	\$ 62.00	Jan 1, 2022	\$ 64.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated						
Memorial Arena/John Tonelli Sports Centre	T	\$ 47.00	Jan 1, 2022	\$ 48.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Chris Hadfield Park	T	\$ 47.00	Jan 1, 2022	\$ 48.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Leisure Centre	T	\$ 47.00	Jan 1, 2022	\$ 48.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**TABLE 'C-1' OF SCHEDULE "C" TO BY-LAW NO. 082-2022  
ADVERTISING AND SPONSORSHIP**

**TOWN OF MILTON  
RATES AND FEES  
ADVERTISING AND SPONSORSHIP**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>Electronic Sign per week</b>						
Standard						
Nassagaweya Tennis Centre & Community Hall	T	\$ 42.00	Jan 1, 2022	\$ 43.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Main/Ontario	T	\$ 42.00	Jan 1, 2022	\$ 43.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
FirstOntario Arts Centre Milton	T	\$ 42.00	Jan 1, 2022	\$ 43.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre	T	\$ 42.00	Jan 1, 2022	\$ 43.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Affiliated						
Nassagaweya Tennis Centre & Community Hall	T	\$ 32.00	Jan 1, 2022	\$ 33.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Main/Ontario	T	\$ 32.00	Jan 1, 2022	\$ 33.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
FirstOntario Arts Centre Milton	T	\$ 32.00	Jan 1, 2022	\$ 33.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Sports Centre	T	\$ 32.00	Jan 1, 2022	\$ 33.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>Memorials</b>						
Bench (maximum rate)	E	\$ 3,560.00	Jan 1, 2022	\$ 3,665.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Tree (maximum rate)	E	\$ 950.00	Jan 1, 2022	\$ 980.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

- NOTES:**
1. Rink Board advertising is available to a maximum of two boards per ice pad (unless included in a larger package).
  2. Effective Date does not apply to groups with existing multi-year rental contracts. Rates and Fees will be charged as of the contract signing date.

**SCHEDULE 'D' TO BY-LAW NO. 082-2022  
RECIPROCAL AGREEMENT**

**TOWN OF MILTON  
RATES AND FEES  
RECIPROCAL AGREEMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
RA-Arena-Floor - Sport Use	T	\$ 146.61	Sep 1, 2022	\$ 151.01	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Arenas - Ice	T	\$ 200.20	Sep 1, 2022	\$ 206.21	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Beach Volleyball Court	T	\$ 21.16	Sep 1, 2022	\$ 21.79	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Community Centre Lobby Booth	T	\$ 14.47	Sep 1, 2022	\$ 14.90	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Gym-Full	T	\$ 91.82	Sep 1, 2022	\$ 94.57	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Gym-Half	T	\$ 59.36	Sep 1, 2022	\$ 61.14	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Studio	T	\$ 49.54	Sep 1, 2022	\$ 51.03	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Diamonds	T	\$ 17.92	Sep 1, 2022	\$ 18.46	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Fields	T	\$ 29.05	Sep 1, 2022	\$ 29.92	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Tennis Court	T	\$ 21.16	Sep 1, 2022	\$ 21.79	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>MEETING SPACES</b>						
RA-Category A	T	\$ 60.15	Sep 1, 2022	\$ 61.95	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Category B	T	\$ 50.99	Sep 1, 2022	\$ 52.52	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Category C	T	\$ 45.49	Sep 1, 2022	\$ 46.85	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Category D	T	\$ 37.66	Sep 1, 2022	\$ 38.79	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card
RA-Category E	T	\$ 27.48	Sep 1, 2022	\$ 28.30	Sep 1, 2023	Cash, Cheque, Debit, & Credit Card

**SCHEDULE 'E' TO BY-LAW NO. 082-2022**  
***Licencing Services/Enforcement***

In addition to the other clauses of this By-law, the following paragraph also apply to Licencing/Enforcement as defined in this By-law:

1. **THAT** a monthly fee be available, calculated at 1/12 (one Twelfth) of the yearly rate, for all new licences required by the Business Licencing By-law and Taxicab and Limousine Licencing By-law so applied to every whole or part month for which the licence is issued.

**TABLE 'E-1' OF SCHEDULE 'E' TO BY-LAW NO. 082-2022  
LICENCING SERVICES/ENFORCEMENT**

**TOWN OF MILTON  
RATES AND FEES  
LICENCES / ENFORCEMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Adult Entertain Entertainer License/ ReMPIal	E	\$ 483.00	Jan 1, 2022	\$ 525.00	Jan 1, 2023	Cash, Cheque, & Debit
Adult Entertain Operator License/ ReMPIal	E	\$ 4,238.00	Jan 1, 2022	\$ 4,488.00	Jan 1, 2023	Cash, Cheque, & Debit
Adult Entertain Owner License/ ReMPIal	E	\$ 4,238.00	Jan 1, 2022	\$ 4,488.00	Jan 1, 2023	Cash, Cheque, & Debit
Adult Video Class A License/ ReMPIal	E	\$ 918.00	Jan 1, 2022	\$ 972.00	Jan 1, 2023	Cash, Cheque, & Debit
Adult Video Class B License/ ReMPIal	E	\$ 739.00	Jan 1, 2022	\$ 783.00	Jan 1, 2023	Cash, Cheque, & Debit
Animal Control - Spayed / Neutered / ReMPIal	E	\$ 44.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Animal Control - Non-Spayed / Non-Neutered / ReMPIal	E	\$ 86.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Animal Control - with Microchip (Spayed / Neutered) ReMPIal	E	\$ 37.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Animal Control - with Microchip (Non-Spayed / Non-Neutered) ReMPIal	E	\$ 64.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Animal Services - Animal Licensing	E			\$ 48.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Senior's Discount for Animal Licensing (15% Discount)	E	15% Discount	Jan 1, 2022	\$ 40.80	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Replacement Tag	E	\$ 15.00	Jan 1, 2022	\$ 16.00	Jan 1, 2023	Cash, Cheque, & Debit
Animal Control - Late Payment	E	\$ 10.00	Jan 1, 2022	\$ 11.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Appeal Fee (Licensing / Muzzle Orders)	E	\$ 804.00	Jan 1, 2022	\$ 851.00	Jan 1, 2023	Cash, Cheque, & Debit
Appeal Fee (Property Standards)	E	\$ 621.00	Jan 1, 2022	\$ 658.00	Jan 1, 2023	Cash, Cheque, & Debit
Domestic Animal Return fee - per repeat occurrence	T	\$117 + Applicable Shelter Fees	Jan 1, 2022	\$124 + Applicable Shelter Fees	Jan 1, 2023	Cash, Cheque, & Debit
Late Licensing Fee	E	10% of Fee (Min \$10 Charge)	Jan 1, 2022	10% of Fee (Min \$36 Charge)	Jan 1, 2023	Cash, Cheque, & Debit
Licensing Appointment - Fail to Attend	E	\$ 17.00	Jan 1, 2022	\$ 18.00	Jan 1, 2023	Cash, Cheque, & Debit
Body Rub Parlour Attendant License/ ReMPIal	E	\$ 399.00	Jan 1, 2022	\$ 423.00	Jan 1, 2023	Cash, Cheque, & Debit
Body Rub Parlour Operator License/ ReMPIal	E	\$ 441.00	Jan 1, 2022	\$ 914.00	Jan 1, 2023	Cash, Cheque, & Debit
Body Rub Parlour Owner License/ ReMPIal	E	\$ 1,001.00	Jan 1, 2022	\$ 1,060.00	Jan 1, 2023	Cash, Cheque, & Debit
Business License Transfer Fee	E	\$ 62.00	Jan 1, 2022	\$ 66.00	Jan 1, 2023	Cash, Cheque, & Debit
Commercial Refreshment Vehicle - A	E	\$ 528.00	Jan 1, 2022	\$ 559.00	Jan 1, 2023	Cash, Cheque, & Debit
Commercial Refreshment Vehicle - B	E	\$ 373.00	Jan 1, 2022	\$ 395.00	Jan 1, 2023	Cash, Cheque, & Debit
Commercial Refreshment Vehicle - C	E	\$ 229.00	Jan 1, 2022	\$ 390.00	Jan 1, 2023	Cash, Cheque, & Debit
Commercial Refreshment Vehicle - D	E	\$ 373.00	Jan 1, 2022	\$ 395.00	Jan 1, 2023	Cash, Cheque, & Debit
Commercial Refreshment Vehicle Driver	E	\$ 85.00	Jan 1, 2022	\$ 218.00	Jan 1, 2023	Cash, Cheque, & Debit
Commercial Refreshment Vehicle Transfer/Change of Vehicle Fee	E	\$ 291.00	Jan 1, 2022	\$ 308.00	Jan 1, 2023	Cash, Cheque, & Debit
Extended On-Street Parking Application Fee	E	\$ 41.00	Jan 1, 2022	\$ 43.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Group Home Licence/ReMPIal	E	\$ 352.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Grow Op / Drug Lab Inspection Fee	T	\$ 660.00	Jan 1, 2022	\$ 699.00	Jan 1, 2023	Cash, Cheque, & Debit
Kennels	E	\$ 462.00	Jan 1, 2022	\$ 489.00	Jan 1, 2023	Cash, Cheque, & Debit
Late Vehicle Inspection Fee	E	\$ 125.00	Jan 1, 2022	\$ 132.00	Jan 1, 2023	Cash, Cheque, & Debit
Letter of Compliance	E	\$ 63.00	Jan 1, 2022	\$ 85.00	Jan 1, 2023	Cash, Cheque, & Debit
Line Fences Act Application Fee	E	\$ 371.00	Jan 1, 2022	\$ 393.00	Jan 1, 2023	Cash, Cheque, & Debit
Line Fences Act Fence viewer Attendance Fee (per Fence viewer)	T	\$ 101.00	Jan 1, 2022	\$ 107.00	Jan 1, 2023	Cash, Cheque, & Debit
Lotteries/ Bingos	E	Legislated at 3%	Jan 1, 2022	Legislated at 3%	Jan 1, 2023	Cheque
Municipal Clearance Letter (LLBO)	E	\$ 380.00	Jan 1, 2022	\$ 402.00	Jan 1, 2023	Cash, Cheque, & Debit
Noise Exemption Application Fee	E	\$ 187.00	Jan 1, 2022	\$ 287.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>



**TABLE 'E-1' OF SCHEDULE 'E' TO BY-LAW NO. 082-2022  
LICENCING SERVICES/ENFORCEMENT**

**TOWN OF MILTON  
RATES AND FEES  
LICENCES / ENFORCEMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Pay Duty Officer (per hour)	T	\$ 98.00	Jan 1, 2022	\$ 104.00	Jan 1, 2023	Cash, Cheque, & Debit
Personal Service Business	E	\$ 389.00	Jan 1, 2022	\$ 439.00	Jan 1, 2023	Cash, Cheque, & Debit
Personal Service Business with Body Rub	E	\$ 864.00	Jan 1, 2022	\$ 915.00	Jan 1, 2023	Cash, Cheque, & Debit
Portable Signs (per 21 day period)	E	\$ 71.00	Jan 1, 2022	\$ 75.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Portable Signs Change Fee (date/time)	E	\$ 26.00	Jan 1, 2022	\$ 28.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Private Property Parking - Licence New Officer Fee	T	\$ 50.00	Jan 1, 2022	\$ 53.00	Jan 1, 2023	Cheque
Private Property Parking - Ticket Cancellation Fee	T	\$ 10.00	Jan 1, 2022	\$ 11.00	Jan 1, 2023	Cheque
Replacement Commercial Plates	E	\$ 103.00	Jan 1, 2022	\$ 109.00	Jan 1, 2023	Cash, Cheque, & Debit
Request for Reopening Parking Matters (per Parking Infraction Notice)	T	\$ 35.00	Jan 1, 2022	\$ 37.00	Jan 1, 2023	Cash, Cheque, & Debit
Salvage/Scrap Yard	E	\$ 557.00	Jan 1, 2022	\$ 590.00	Jan 1, 2023	Cash, Cheque, & Debit
Sign Removal Fee (Town Storage) - illegally placed signs - per sign fee	T	\$ 87.00	Jan 1, 2022	\$ 92.00	Jan 1, 2023	Cash, Cheque, & Debit
Signage on Town Road Allowances	T	\$ 354.00	Jan 1, 2022	\$ 375.00	Jan 1, 2023	Cash, Cheque, & Debit
Special Vehicle Parking Exemption Application fee	E	\$ 20.00	Jan 1, 2022	\$ 21.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card <sup>1</sup>
Re-Site Inspection (By-Law/Licensing/Animal Control)	T	\$ 147.00	Jan 1, 2022	\$ 156.00	Jan 1, 2023	Cash, Cheque, & Debit
Re-Site Inspection After-Hours (By-Law/Licensing/Animal Control)	T	\$ 265.00	Jan 1, 2022	\$ 281.00	Jan 1, 2023	Cash, Cheque, & Debit
Taxi Driver Test	E	\$ 47.00	Jan 1, 2022	\$ 75.00	Jan 1, 2023	Cash, Cheque, & Debit
Taxi Driver Study and Application Package	T	\$ 11.00	Jan 1, 2022	\$ 12.00	Jan 1, 2023	Cash, Cheque, & Debit
Taxi Meter Seal Replacement	T	\$ 42.00	Jan 1, 2022	\$ 44.00	Jan 1, 2023	Cash, Cheque, & Debit
Taxi Photo ID Card Replacement	T	\$ 15.00	Jan 1, 2022	\$ 38.00	Jan 1, 2023	Cash, Cheque, & Debit
Taxi Plate Transfer/Change of Vehicle or Re-inspection Fee	E	\$ 207.00	Jan 1, 2022	\$ 219.00	Jan 1, 2023	Cash, Cheque, & Debit
Taxi/Limo Broker License / ReMPIal	E	\$ 345.00	Jan 1, 2022	\$ 568.00	Jan 1, 2023	Cash, Cheque, & Debit
Taxi/Limo Driver License / ReMPIal	E	\$ 143.00	Jan 1, 2022	\$ 309.00	Jan 1, 2023	Cash, Cheque, & Debit
Taxi/Limo Owner License / ReMPIal	E	\$ 551.00	Jan 1, 2022	\$ 584.00	Jan 1, 2023	Cash, Cheque, & Debit
Transient Trader Class 1 - Day Sales	E	\$ 273.00	Jan 1, 2022	\$ 404.00	Jan 1, 2023	Cash, Cheque, & Debit
Transient Trader Class 2 - Seasonal Sales	E	\$ 273.00	Jan 1, 2022	\$ 404.00	Jan 1, 2023	Cash, Cheque, & Debit
Transient Trader Class 3 - Door to Door Sales	E	\$ 530.00	Jan 1, 2022	\$ 561.00	Jan 1, 2023	Cash, Cheque, & Debit
Transient Trader Class 4 - Antique / Collectible Sales	E	\$ 273.00	Jan 1, 2022	\$ 404.00	Jan 1, 2023	Cash, Cheque, & Debit
Transient Trader Class 5 - Craft Show	E	\$ 273.00	Jan 1, 2022	\$ 404.00	Jan 1, 2023	Cash, Cheque, & Debit
Transient Trader Class 6 - Manufacturing Show	E	\$ 273.00	Jan 1, 2022	\$ 404.00	Jan 1, 2023	Cash, Cheque, & Debit
Transient Trader Class 7 - Flea Market	E	\$ 273.00	Jan 1, 2022	\$ 404.00	Jan 1, 2023	Cash, Cheque, & Debit
Transient Trader Class 8 - General	E	\$ 273.00	Jan 1, 2022	\$ 404.00	Jan 1, 2023	Cash, Cheque, & Debit

**NOTES:**

1. Credit Cards will only be accepted for online applications.

**SCHEDULE 'F' TO BY-LAW NO. 082-2022**  
***Clerks***

In addition to the other clauses of this By-law, the following paragraphs also apply to Clerks fees as defined in this By-law:

1. **THAT** the fee for expedited service as prescribed in Table 'F-1' be applied to all license applicants requesting a business license within 48 hours, to marriage license applicants without a scheduled appointment and requesters of immediate travel letters.
2. **THAT** expedited service for licensing and marriage licenses will be at the discretion of the Town Clerk's Division, provided there are sufficient resources available to handle the request.
3. **THAT** the sign fee for Municipal, Provincial and Federal candidates be refundable provided that the candidate removes their signs within 72 hours of the election and the candidate has no outstanding fines resulting from violations from the Election Sign By-law.

**TABLE 'F-1' OF SCHEDULE 'F' TO BY-LAW NO. 082-2022  
CLERKS**

**TOWN OF MILTON  
RATES AND FEES  
CLERKS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Commissioner of Oaths (1 - 5 pages)	T	\$ 31.00	Jan 1, 2022	\$ 33.00	Jan 1, 2023	Cash, Cheque, & Debit
Commissioner of Oaths(6 - 10 pages)	T	\$ 50.00	Jan 1, 2022	\$ 53.00	Jan 1, 2023	Cash, Cheque, & Debit
Commissioner of Oaths (11 - 20 pages)	T	\$ 73.00	Jan 1, 2022	\$ 77.00	Jan 1, 2023	Cash, Cheque, & Debit
Commissioner of Oaths (21+ pages)	T	\$ 87.00	Jan 1, 2022	\$ 92.00	Jan 1, 2023	Cash, Cheque, & Debit
Death Registration: In-Town	E	\$ 49.00	Jan 1, 2022	\$ 52.00	Jan 1, 2023	Cash, Cheque, & Debit
Death Registration: Out-of-Town	E	\$ 75.00	Jan 1, 2022	\$ 79.00	Jan 1, 2023	Cash, Cheque, & Debit
Discharge of an Order - Registered Order To Comply	T	\$ 437.00	Jan 1, 2022	\$ 463.00	Jan 1, 2023	Cash, Cheque, & Debit
Expedited Service <sup>1</sup>	E	10% of Fee (Min \$10 Charge)	Jan 1, 2022	10% of Fee (Min \$10 Charge)	Jan 1, 2023	Cash, Cheque, & Debit
Freedom of Information Request - Application Fee	E	Per Legislation	Jan 1, 2022	Per Legislation	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Freedom of Information Request	E	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, & Debit
Heritage Property Check	E	\$ 15.00	Jan 1, 2022	\$ 16.00	Jan 1, 2023	Cash, Cheque, & Debit
Marriage License	E	\$ 195.00	Jan 1, 2022	\$ 159.00	Jan 1, 2023	Cash, Cheque, & Debit
Marriage Ceremony	E			\$ 176.00	Jan 1, 2023	Cash, Cheque, & Debit
Short-Term Rental Licensing Fee	E	\$ 315.10	Jun 20, 2022	\$ 334.00	Jan 1, 2023	Cash, Cheque, & Debit
Online Parking Ticket Payment Service Charge	T	\$ 2.00	Jan 1, 2022	\$ 2.00	Jan 1, 2023	Credit Card
Release of Agreement	T	\$289.94 + Applicable Registration/ Teraview Fee(s)	Jan 1, 2022	\$307.06 + Applicable Registration/ Teraview Fee(s)	Jan 1, 2023	Cash, Cheque, & Debit
Replacement Marriage License	E	\$ 66.00	Jan 1, 2022	\$ 70.00	Jan 1, 2023	Cash, Cheque, & Debit
Special Research/Information Request (per hour)	T	\$ 241.00	Jan 1, 2022	\$ 255.00	Jan 1, 2023	Cash, Cheque, & Debit
Town Subdivision / Vacant Land Condo Agreement	E	\$ 6,063.00	Jan 1, 2022	\$ 8,930.00	Jan 1, 2023	Cash, Cheque, & Debit
<b>Administrative Penalty System</b>						
Certified Registered Owner Document	T	\$ 20.00	Feb 1, 2022	\$ 21.00	Jan 1, 2023	Cash, Cheque, & Debit
Late Payment	T	\$ 30.00	Feb 1, 2022	\$ 32.00	Jan 1, 2023	Cash, Cheque, & Debit
MTO Search Fee	T	\$ 10.00	Feb 1, 2022	\$ 11.00	Jan 1, 2023	Cash, Cheque, & Debit
MTO Plate Denial	T	\$ 26.00	Feb 1, 2022	\$ 28.00	Jan 1, 2023	Cash, Cheque, & Debit
Screening Fail to Appear	T	\$ 50.00	Feb 1, 2022	\$ 53.00	Jan 1, 2023	Cash, Cheque, & Debit
Hearing Fail to Appear	T	\$ 100.00	Feb 1, 2022	\$ 106.00	Jan 1, 2023	Cash, Cheque, & Debit

**TABLE 'F-1' OF SCHEDULE 'F' TO BY-LAW NO. 082-2022  
CLERKS**

**TOWN OF MILTON  
RATES AND FEES  
CLERKS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>Election</b>						
Nomination Filing Fee - Mayor <sup>2</sup>	E	Per Legislation	Jan 1, 2022	Per Legislation	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Nomination Filing Fee - All Other Positions <sup>2</sup>	E	Per Legislation	Jan 1, 2022	Per Legislation	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Election Sign Permit Fee for Council Candidate Running at Large, Provincial Candidates, Federal Candidates and Third Parties <sup>3</sup>	E	\$ 300.00	Jan 1, 2022	\$ 300.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Election Sign Permit Fee for Others (Including School Trustee Candidates)	E	\$ 150.00	Jan 1, 2022	\$ 150.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card

**NOTES:**

1. Expedited service will only be provided when there are sufficient resources available.
2. The Nomination Filing Fee is refundable if the candidate files the required documents under subsection 88.25 (1) on or before 2 p.m. on the filing date (s. 34).
3. The Election Sign Permit Fee is refundable provided signs are removed within 72 hours and the candidate has no outstanding fines resulting from violations from the Election Sign By-law for all Municipal, Provincial and Federal candidates only.

**SCHEDULE 'G' TO BY-LAW NO. 082-2022**  
***MEV Innovation Centre***

In addition to the other clauses of this By-law, the following paragraphs also apply to MEV Innovation Centre fees as defined in this By-law:

1. **THAT** the MEV Innovation Centre provides an ecosystem for technology intensive businesses to grow and foster their ideas, products and services. Users related to professional services, education and training are also permitted to use co-working, meeting and event space.
2. **THAT** offices will be reserved for those with a business idea and team that fit with the community and personality of the MEV Innovation Centre and interested users will be subject to an Entrance Interview process that will look for synergies in:
  - a. Emerging or disruptive technology that will change/create an existing industry or create a new industry
  - b. Technology intensive and associated professional services companies
  - c. Scalability into other industries
  - d. Delivering on ideas through commercialization
  - e. Potential for Market Penetration and Large Markets
  - f. Builds on Laurier's reputation of "Inspiring Lives"
3. **THAT** users of the space are required to provide a Certificate of Insurance that satisfies the requirements of the Town prior to occupancy.
4. **THAT** users of the space are required to make facility rental payments prior to occupancy.
5. **THAT** co-working day use desks or memberships are available to those users in business or starting a business.
6. **THAT** a minimum rental period of three (3) months applies for office rentals and that all users will be re-evaluated at the end of a 12 month period.
7. **THAT** the Board Room/Meeting Room/Workshop Room will be reserved for business related activities.
8. **THAT** the Atrium will be reserved for those users who are in business or support business networking.
9. **THAT** a maximum of 10 months of free office space be available annually for MEV Innovation Centre to use as an inducement to promote longer term leases and to allow businesses to try the MEV Innovation Centre that are for first time

users of the Centre, with no more than one (1) month free office space provided to a user.

10. **THAT** a maximum of 50 days of free co-working desk space be available annually for MEV Innovation Centre to allow businesses to try the MEV Innovation Centre that are first time users of the Centre, with no more than one (1) day free co-working desk space provide to a user.
11. **THAT** a maximum of 48 hours of free board room space be available annually for MEV Innovation Centre to allow businesses to try the MEV Innovation Centre that are first time users of the Centre, with no more than one (1) free session provided to a user.
12. **THAT** a maximum of 24 hours of free atrium space be available annually for MEV Innovation Centre to allow businesses to try the MEV Innovation Centre that are first time users of the Centre, with no more than one (1) free session provided to a user.
13. **THAT** a maximum of 24 hours of free Workshop Room be available annually for MEV Innovation Centre to allow businesses to try the MEV Innovation Centre that are first time users of the Centre, with no more than one (1) free session provided to a user.
14. **THAT** for the purpose of determining event profile and staffing requirements, profile is determined based on various needs associated with an event, such as supervision of licensed event, technical requirements for facility operation, security of event.
15. **THAT** the Cancellation Fee of 20% of the value of the rental permit be charged to any permit holder who cancels a rental agreement up to 14 days of the rental booking date. Refunds will not be provided for cancellations within 14 days of the rental booking date except in extenuating circumstances with the approval of the Director, Strategic Initiative and Business Development, or designate.

**TABLE 'G-1' OF SCHEDULE 'G' TO BY-LAW NO. 082-2022  
MEV INNOVATION CENTRE**

**TOWN OF MILTON  
RATES AND FEES  
MILTON EDUCATION CENTRE INNOVATION CENTRE**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>MILTON EDUCATION VILLAGE INNOVATION CENTRE</b>						
Co-Working Desk (Individual)						
Drop In (per day)	T	\$ 30.00	Jan 1, 2022	\$ 30.00	Jan 1, 2023	Debit & Credit Card
Once a week (per month)	T	\$ 60.00	Jan 1, 2022	\$ 60.00	Jan 1, 2023	Debit & Credit Card
Co-Working Desk (Team)						
Drop In (up to 5 team members) (per day)	T	\$ 80.00	Jan 1, 2022	\$ 80.00	Jan 1, 2023	Debit & Credit Card
Business Meetings (meeting host/up to 2 guests) (per hour)	T	\$ 20.00	Jan 1, 2022	\$ 20.00	Jan 1, 2023	Debit & Credit Card
MEVIC Membership						
Per month	T	\$ 250.00	Jan 1, 2022	\$ 250.00	Jan 1, 2023	Debit & Credit Card
Per Year	T	\$ 1,400.00	Jan 1, 2022	\$ 1,400.00	Jan 1, 2023	Debit & Credit Card
MEVIC Membership Upgrades						
Joint MEVIC - Burlington Hive Membership						
Per month	T	\$ 100.00	Jan 1, 2022	\$ 100.00	Jan 1, 2023	Debit & Credit Card
Per year	T	\$ 600.00	Jan 1, 2022	\$ 600.00	Jan 1, 2023	Debit & Credit Card
MEVIC Membership Plus (Dedicated Desk)						
Per month	T	\$ 90.00	Jan 1, 2022	\$ 90.00	Jan 1, 2023	Debit & Credit Card
Per year	T	\$ 650.00	Jan 1, 2022	\$ 650.00	Jan 1, 2023	Debit & Credit Card
Office Rental - per year	T	\$35.80/sq foot	Jan 1, 2022	36.80/sq.ft	Jan 1, 2023	Debit & Credit Card
Board Room / Meeting Room Rental						
Per hour	T	\$ 40.00	Jan 1, 2022	\$ 40.00	Jan 1, 2023	Debit & Credit Card
Per day	T	\$ 200.00	Jan 1, 2022	\$ 200.00	Jan 1, 2023	Debit & Credit Card
Atrium Rental						
Per hour	T	\$ 150.00	Jan 1, 2022	\$ 150.00	Jan 1, 2023	Debit & Credit Card
Per day	T	\$ 1,000.00	Jan 1, 2022	\$ 1,000.00	Jan 1, 2023	Debit & Credit Card
Workshop Room Rental						
Per hour	T	\$ 90.00	Jan 1, 2022	\$ 90.00	Jan 1, 2023	Debit & Credit Card
Per day	T	\$ 600.00	Jan 1, 2022	\$ 600.00	Jan 1, 2023	Debit & Credit Card
Project Office Rental						
Per Day	T	\$ 65.00	Jan 1, 2022	\$ 65.00	Jan 1, 2023	Debit & Credit Card
Per Month	T	\$ 1,300.00	Jan 1, 2022	\$ 1,300.00	Jan 1, 2023	Debit & Credit Card
Wired Internet Connection						
Per Day	T	\$ 11.23	Jan 1, 2022	\$ 11.89	Jan 1, 2023	Debit & Credit Card
Per Month	T	\$ 100.97	Jan 1, 2022	\$ 106.93	Jan 1, 2023	Debit & Credit Card
Server Room (per month)	T	\$ 75.00	Jan 1, 2022	\$ -	Jan 1, 2023	Debit & Credit Card
LCD/Laptop Rental (per use)	T	\$ 50.00	Jan 1, 2022	\$ 50.00	Jan 1, 2023	Debit & Credit Card

**TABLE 'G-1' OF SCHEDULE 'G' TO BY-LAW NO. 082-2022  
MEV INNOVATION CENTRE**

**TOWN OF MILTON  
RATES AND FEES  
MILTON EDUCATION CENTRE INNOVATION CENTRE**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Insurance Fees	E	100% of Actual Cost	Jan 1, 2022	100% of Actual Cost	Jan 1, 2023	Debit & Credit Card
Photocopies (per page) - (see Schedule 'N' of By-Law)	T	\$ 0.57	Jan 1, 2022	\$ 0.57	Jan 1, 2023	Debit & Credit Card
Complimentary Co-Working Desk (max of 50 days per year)		Free	Jan 1, 2022	Free	Jan 1, 2023	
Complimentary Office Space (max of 1 office 10 months/yr total)		Free	Jan 1, 2022	Free	Jan 1, 2023	
Complimentary Board Room Use (max of 48 hours per year)		Free	Jan 1, 2022	Free	Jan 1, 2023	
Complimentary Atrium Use (max of 24 hours per year)		Free	Jan 1, 2022	Free	Jan 1, 2023	
Complimentary Workshop Room Use (max of 24 hours per year)		Free	Jan 1, 2022	Free	Jan 1, 2023	
Event Staff Service Fee (per hour; minimum of 3 hours)						
High Profile Event	T	\$ 79.10	Jan 1, 2022	\$ 81.47	Jan 1, 2023	Debit & Credit Card
Low Profile Event	T	\$ 51.51	Jan 1, 2022	\$ 53.06	Jan 1, 2023	Debit & Credit Card



**SCHEDULE 'H' TO BY-LAW NO. 082-2022**  
***Corporate Services***

In addition to the other clauses of this By-law, the following paragraphs also apply to Corporate Services fees as defined in this By-law:

1. **THAT** the fees in this schedule may be waived in cases of error on the part of the Town or otherwise determined at the sole discretion of the Chief Financial Officer/Treasurer or designate.

**TABLE 'H-1' OF SCHEDULE 'H' TO BY-LAW NO. 082-2022  
CORPORATE SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
CORPORATE SERVICES DEPARTMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Development Charge Inquiries	E	\$ 82.00	Jan 1, 2022	\$ 87.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Finance Compliance Requests	E	\$ 82.00	Jan 1, 2022	\$ 100.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Financial Publications - Hard Copy	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Administration fee for Accounts Receivable Transfer to Tax						
\$0-\$499.99 (including accrued interest)	T	\$ 50.00	Jan 1, 2022	\$ 50.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
\$500 and greater (including accrued interest)	T	\$ 170.00	Jan 1, 2022	\$ 265.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Administration fee Accounts Receivable Transfer to Collection Agency						
\$0-\$499.99 (including accrued interest)	T	\$50 plus 25% of Outstanding Balance	Jan 1, 2022	\$50 plus 25% of Outstanding Balance	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
\$500 and greater (including accrued interest)	T	\$170 plus 25% of Outstanding Balance	Jan 1, 2022	\$265 + 25% of outstanding balance	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Administration fee for Other Charges Added to Tax Roll	T	\$ 50.00	Jan 1, 2022	\$ 65.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Bid Documents without Drawings	T	\$ 68.00	Jan 1, 2022	\$ 79.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Bid Documents without Drawings - Proposals	T	\$ 122.00	Jan 1, 2022	\$ 132.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Large Tender Documents with Extensive Drawings <sup>1</sup>	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Tender Documents (with drawings)	T	\$ 100.00	Jan 1, 2022	\$ 132.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Special Research/Information Request (per hour)	E	\$ 131.00	Jan 1, 2022	\$ 158.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Ownership Change	E	\$ 32.00	Jan 1, 2022	\$ 35.00	Jan 1, 2023	Cash, Cheque, Debit
Cheque Pull/Re-file	E	\$ 20.00	Jan 1, 2022	\$ 25.00	Jan 1, 2023	Cash, Cheque, Debit
Mortgage Company Processing Fee per roll number (each: interim and final)	E	\$ 10.00	Jan 1, 2022	\$ 10.00	Jan 1, 2023	Cash, Cheque, Debit
Processed Cheque Copy	E	\$ 20.00	Jan 1, 2022	\$ 20.00	Jan 1, 2023	Cash, Cheque, Debit
Tax Certificates	E	\$ 65.00	Jan 1, 2022	\$ 65.00	Jan 1, 2023	Cash, Cheque, Debit
Tax Transfer of Funds	E	\$ 20.00	Jan 1, 2022	\$ 30.00	Jan 1, 2023	Cash, Cheque, Debit
Tax Statements/Receipts/Duplicate or Reprint Billings	E	\$ 25.00	Jan 1, 2022	\$ 25.00	Jan 1, 2023	Cash, Cheque, Debit
Tax Sale Tender Package	T	\$ 68.00	Jan 1, 2022	\$ 72.00	Jan 1, 2023	Cash, Cheque, Debit
Overdue Tax Notices	E	\$ 5.00	Jan 1, 2022	\$ 8.00	Jan 1, 2023	Cash, Cheque, Debit
<b>TAX SALE</b>						
Negotiation, preparation, execution and registration of Extension Agreements	E	\$ 1,200.00	Jan 1, 2022	\$ 1,200.00	Jan 1, 2023	Cash, Cheque, Debit
Advertising/Conducting Tax Sale	E	Actual Cost (minimum - \$1,000)	Jan 1, 2022	Actual Cost (minimum - \$1,000)	Jan 1, 2023	Cash, Cheque, Debit
Tax Sale Registration Recovery Service Fees External Agent – Actual costs to execute the Tax Sale Registrations and Tax Sales	E	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit
Tax Sale Registration Recovery Service Fees Internal Staff	E	10% of Total External Agent Costs	Jan 1, 2022	10% of Total External Agent Costs	Jan 1, 2023	Cash, Cheque, Debit
Application Review Fee for Older Adult Tax Deferral Program	E	\$ 50.00	Jan 1, 2022	\$ 50.00	Jan 1, 2023	Cash, Cheque, Debit
Registration of Deferral Fee for Older Adult Tax Deferral Program	E	\$ 200.00	Jan 1, 2022	\$ 200.00	Jan 1, 2023	Cash, Cheque, Debit

**TABLE 'H-1' OF SCHEDULE 'H' TO BY-LAW NO. 082-2022  
CORPORATE SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
CORPORATE SERVICES DEPARTMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>MAPS</b>						
Custom Maps and digital map/data requests	T	Calculation Map Specific (hourly rate \$67 + materials)	Jan 1, 2022	Calculation Map Specific (hourly rate \$181 + materials)	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Pre-created maps - <b>standard sized</b> (letter, legal, ledger): ward maps, urban street directory, map imagery from council reports	T	\$ 10.00	Jan 1, 2022	\$ 25.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Pre-created maps - <b>oversized</b> (larger than ledger): ward maps, urban street directory, map imagery from council reports	T	\$ 20.00	Jan 1, 2022	\$ 35.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**NOTES:**

1. The fee to be charged for Large Tender Documents with Extensive Drawings will be based on the complexity of the documents and the time required to review the documents.
2. Organizations exempt from GIS data fees include: other municipalities, local school boards, local libraries, hydro commissions, other local government agencies or associations, provincial or federal government agencies involved in local programs, consultants/developers/individuals working on behalf of the Town of Milton.

**SCHEDULE 'I' TO BY-LAW NO. 082-2022**  
***Fire Services***

In addition to the other clauses of this By-law, the following paragraphs also apply to Fire Services fees as defined in this By-law:

1. **THAT** the fee prescribed in Table 'I-1' to Schedule 'I' for false alarms be imposed on activated false alarms caused by equipment malfunction, improper installation, inadequate maintenance, and maliciousness or a lack of control over reporting processes when maintenance is being conducted. False Alarms, for the purpose of this Schedule 'I', means the activation of a fire alarm or emergency system which occurs without just cause, including where there is no fire, carbon monoxide or other emergency situation. This fee shall be administered as follows:
  - a. Where the fire department responds to any premise within the Town of Milton for an initial false alarm, no fees will be imposed for the first offence, however the fee will be imposed for each subsequent false alarm occurrence within the same calendar year unless there is work being done on the system and the owner has notified the Fire Department.
  - b. The fire department shall charge a property owner the False Alarm Fee stipulated in this Schedule 'I' if upon attending a property in response to the activation of a fire alarm or emergency system it is determined that it was a false alarm.
  - c. Where a false alarm is triggered as a result of work being conducted on a fire alarm or emergency system and the fire department attend at the property in response to the activation of a false alarm, the property owner shall be charged the False Alarm Fee stipulated in this Schedule 'I', unless the property owner notified the Milton Fire Department in advance of the work that was being conducted.
2. **THAT** where the fire department responds to an open air burning incident (including discharge of fireworks or other inappropriate fire setting) being conducted without a permit, or in violation of the conditions of the permit, or when a person has failed to call back to acknowledge the fire has been extinguished, or who fails to extinguish a fire once notification to do so has been given to him/her by the Chief Fire Official, the full costs of apparatus response extinguishment, including labour costs and equipment costs as determined by the Chief Fire Official, may be charged to the property owner and/or permit holder.
3. **THAT** where the fire department responds to any specialized or technical rescue incident where any person(s) has engaged in any hazardous activity, approved recreational or otherwise, the full costs of apparatus response, including labour, equipment, and other incurred contracted services or costs as determined by the Fire Chief or his/her designate, may be charged to the property owner and/or permit

holder, or person(s) engaged in said activity that required or caused emergency rescue and/or response.

4. **THAT** where the fire department responds to any fire or emergency response incident (including but not limited to motor vehicle incidents for non-residents, technical rescue, etc.) the full costs of apparatus response, including labour, equipment, and other incurred contracted services or costs as determined by the Chief Fire Official, may be charged to the property owner or person(s) engaged in and/or responsible for the actions that required fire or emergency rescue and/or response.
5. **THAT** where the fire department responds to any fire or emergency response incident (including but not limited to motor vehicle incidents, technical rescue, etc.) on provincial or federal lands located within the geographical area of the Town, the full costs of apparatus response, including labour, equipment, and other incurred contracted services or costs as determined by the Chief Fire Official or via established service agreements, may be charged to the property owner or person(s) engaged in and/or responsible for the actions that required fire or emergency rescue and/or response.
6. **THAT** where the fire department responds to any fire or emergency response incident (including but not limited to request for assistance, unknown odors, check calls etc.) where a Carbon Monoxide Alarm and/or Smoke Alarm are provided or installed for the Owner / Occupant to ensure compliance with the Fire Protection and Prevention Act, 1997 the cost of these materials shall be invoiced to the property owner, tenant or carrier as the case may be as prescribed in Table 'I-1'.
7. **THAT** in accordance with the Fire Department Establishing & Regulating Bylaw (as amended), if as a result of the a Fire Department response to a fire or emergency incident, the Fire Chief or his/her designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus (the "Additional Service") in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted by the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property requiring or causing the need for the Additional Service or expense shall be charged the full costs to provide the Additional Service including all applicable taxes. Property shall mean personal and real property.
8. **THAT** where in the presence of new information or evidence (for current or previously implemented cost for recovery mechanisms) for fire department emergency and rescue response (or any "Additional or other service") provides for reconsideration of said cost recovery, the Fire Chief, in consultation with the Chief Financial Officer/Treasurer, has the authority to amend or waive costs dependent upon the circumstances surrounding the particular emergency response or fire and life safety complaint investigation.

9. **THAT** nothing in this By-law prohibits the enforcement provisions of the Fire Protection and Prevention Act/Ontario Fire Code from being implemented where, in the opinion of the Chief Fire Official, such circumstances warrant.
10. **THAT** where the fire department responds to any incident involving hazardous materials or dangerous goods and any specialized “consumable” equipment is utilized in the response or mitigation of the incident, 100% of the cost of replacement for these materials and/or equipment shall be invoiced to the property owner, tenant or carrier as the case may be.
11. **THAT** where the fire department responds to any transportation incident involving hazardous materials or dangerous goods, a fee as prescribed in Table ‘I-1’ per responding apparatus shall be applied and the property owner and/or material carrier as applicable shall be invoiced.
12. **THAT** for the provision of requested rentals of the specified fire equipment or facilities, the requester shall be charged the fee as stipulated in Table ‘I-1’. All rentals are subject to availability as well as pre-approval by Fire Department. Usage restrictions and limitations apply. Liability waivers are required. For the rental of fire trucks: (1) One hour shall be added to all vehicle rentals, in addition to the duration requested, to allow for set-up and travel. All vehicle rentals require a minimum three-hour rental, including set-up and travel time.
13. **THAT** for all fire related permit requests, code compliance alternative solution review, occupant load calculation, designated fire route applications and propane facility license application and reviews, the requestor shall be charged the fee as stipulated in Table ‘I-1’. Firework permit requirements are identified within Fireworks By-law 037-2009.
14. **THAT** for the provision of other general services and products such as lock box, smoke alarms, carbon monoxide alarms, file search, printed copies of safety plans and/or other general items listed within this section, the requester shall be charged the fee as stipulated in Table ‘I-1’.
15. **THAT** for the provision of a standby crew and fire apparatus, other than an emergency response, for a private company, community group, developer, industry or provincial government. Standby location must be within Milton’s jurisdiction. All fire apparatus standby requests are subject to availability as well as pre-approval by Fire Department. (1) One hour shall be added to all standby requests, in addition to the duration requested, to allow for set-up and travel. All standbys require a minimum three-hour charge, including set-up and travel time.

**TABLE 'I-1' OF SCHEDULE 'I' TO BY-LAW NO. 082-2022  
FIRE SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
FIRE DEPARTMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Burning Permit Issuance (Container and Brush)	E	\$ 52.00	Jan 1, 2022	\$ 55.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Large Burning Permit Issuance (Industrial/Commercial/Agricultural)	E	\$ 153.00	Jan 1, 2022	\$ 162.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
File Search	E	\$ 92.70	Jan 1, 2022	\$ 135.96	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fire Extinguisher Training (up to 20 Students)	T	\$ 400.00	Jan 1, 2022	\$ 423.89	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Additional Fee for each additional student	T	\$ 15.00	Jan 1, 2022	\$ 15.93	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fire Reports	T	\$ 106.64	Jan 1, 2022	\$ 114.38	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fire Fighter Applicant Fee	E	\$ 85.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fireworks (Family) Discharge Permit	E	No charge	Jan 1, 2022	\$ 34.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fireworks (Family) Sale Permit	E	\$ 132.00	Jan 1, 2022	\$ 156.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fireworks (Exhibition) Discharge Permit	E	\$ 266.00	Jan 1, 2022	\$ 360.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Inspections - Per Hour <sup>1</sup>	T	\$ 135.22	Jan 1, 2022	\$ 142.92	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Carbon Monoxide Alarm	T	\$ 46.24	Jan 1, 2022	\$ 48.68	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Signage	T	\$ 64.16	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Smoke Alarm	T	\$ 9.07	Jan 1, 2022	\$ 26.55	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Lock Box	T	\$ 115.48	Jan 1, 2022	\$ 387.61	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Photocopies (per page) - (see Schedule 'N' of By-Law)	T	\$ 0.57	Jan 1, 2022	\$ 0.57	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Training Grounds Rental - Vehicle Compound (per hour)	T			\$ 161.95	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Training Grounds Rental - Search Tower (per hour)	T			\$ 158.85	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Training Grounds Rental - Pumping Station; Drafting, Hydrant, Sprinkler (per hour)	T			\$ 158.85	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Training Grounds Rental - Forcible Entry/Cutting Station (per hour)	T			\$ 158.85	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Training Grounds Rental - Classroom, A, B, A&B (per hour)	T			\$ 166.37	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Training Grounds Rental - Low Profile Prop (per hour)	T			\$ 158.85	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Fire Route Application	T			\$ 381.20	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Code Compliance Alternative Solution Review	T			\$ 2,803.32	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Occupant Load Calculation	T			\$ 365.26	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Boarding and Securing Properties	T			\$ 654.43	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
EVT Services	T			\$ 142.92	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
<b>SPECIAL EVENTS</b>						
Special Events - Request for Attendance (per hour/per truck)	E	\$ 597.90	Jan 1, 2022	\$ 633.30	Jan 1, 2023	Cash, Cheque, & Debit
Special Events - Request for Staff	E	100% of cost	Jan 1, 2022	100% of cost	Jan 1, 2023	Cash, Cheque, & Debit
<b>FIRE AND EMERGENCY RESPONSE</b>						
<b>Response to Ministry of Transportation (MTO) Incidents</b>						
Each apparatus per hour	E	MTO Prescribed Rate	Jan 1, 2022	MTO Prescribed Rate	Jan 1, 2023	Cash, Cheque, & Debit
Replacement of equipment and resources used	E	100% of cost	Jan 1, 2022	100% of cost	Jan 1, 2023	Cash, Cheque, & Debit
Administration cost	T	100% of cost	Jan 1, 2022	100% of cost	Jan 1, 2023	Cash, Cheque, & Debit

**TABLE 'I-1' OF SCHEDULE 'I' TO BY-LAW NO. 082-2022  
FIRE SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
FIRE DEPARTMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>All Other Incidents<sup>2</sup></b>						
Burning Permit By-law Violations (per hour/per truck, minimum hour charge)	E	\$ 597.90	Jan 1, 2022	\$ 633.30	Jan 1, 2023	Cash, Cheque, & Debit
False Alarms (per hour/per truck, minimum hour charge)	E	\$ 597.90	Jan 1, 2022	\$ 805.92	Jan 1, 2023	Cash, Cheque, & Debit
Initial Response: each apparatus per hour	E	\$ 597.90	Jan 1, 2022	\$ 633.30	Jan 1, 2023	Cash, Cheque, & Debit
Pumper and Hazmat Trailer and appropriate personnel per hour	E	\$ 597.90	Jan 1, 2022	\$ 633.30	Jan 1, 2023	Cash, Cheque, & Debit
Additional Hours Apparatus Fee - charged per apparatus for each 1/2 hour (or part thereof) after initial response	E	\$ 314.26	Jan 1, 2022	\$ 332.54	Jan 1, 2023	Cash, Cheque, & Debit
Overtime Personnel (as applicable)	E	100% of cost	Jan 1, 2022	100% of cost	Jan 1, 2023	Cash, Cheque, & Debit
Replacement of equipment and resources used	E	100% of cost	Jan 1, 2022	100% of cost	Jan 1, 2023	Cash, Cheque, & Debit
Administration cost	T	100% of cost	Jan 1, 2022	100% of cost	Jan 1, 2023	Cash, Cheque, & Debit
<b>REVIEW AND APPROVAL OF RISK AND SAFETY MANAGEMENT PLANS</b>						
Existing 5000 USWG or less	E	\$ 309.00	Jan 1, 2022	\$ 327.00	Jan 1, 2023	Cash, Cheque, & Debit
New/Modified 5000 USWG or less	E	\$ 621.00	Jan 1, 2022	\$ 658.00	Jan 1, 2023	Cash, Cheque, & Debit
Existing greater than 5000 USWG	E	\$ 2,791.00	Jan 1, 2022	\$ 2,956.00	Jan 1, 2023	Cash, Cheque, & Debit
New/Modified greater than 5000 USWG	E	\$ 3,102.00	Jan 1, 2022	\$ 3,285.00	Jan 1, 2023	Cash, Cheque, & Debit
If necessary to retain 3 <sup>rd</sup> party engineer or other firm	E	Calculated at Cost	Jan 1, 2022	Calculated at Cost	Jan 1, 2023	Cash, Cheque, & Debit

**NOTES:**

1. First follow up Inspection of Code Compliance and Fire Safety Plan Review & Code Compliance Inspection are no charge. Items identified include, but are not limited to:
  - a. Second and subsequent reviews for Code Compliance and Fire Safety Plan Reviews.
  - b. Demolition Permit, Commercial Refreshment Vehicle, Salvage Yard Inspection, Daycare, and AGCO Approval
2. Items identified include, but are not limited to:
  - a. Hazardous Materials Response (Hazmat), Technical Rescue Response (High Angle Rope Rescue, Ice/Water, Confined Space Rescue, Trench Rescue, etc.),
  - b. Motor Vehicle Collision Response (non-Milton residents) & other fire suppression/emergency response.



**SCHEDULE 'J' TO BY-LAW NO. 082-2022**  
***Engineering Services***

In addition to the other clauses of this By-law, the following paragraphs also apply to Engineering Services fees as defined in this By-law:

1. **THAT** no refund of application fees will be granted upon the withdrawal of the application regardless of the timing of the withdrawal, except where it is determined, at the sole discretion of the Commissioner of Development Services or designate, that the application was made in error or a refund is deemed to be required as a direct result of the action of the Town of Milton.
2. **THAT** the following definitions and guidelines will apply to fees and charges identified in Table 'J-1' to Schedule 'J':

a) Peer Review Fees

- i. In conjunction with the Subwatershed Impact Study (SIS) process or in situations where the Town lacks the required in-house technical expertise, peer review of specific studies and reports submitted in support of a development proposal may be required in order to complete and/or expedite the technical evaluation of such applications. Any requirement for peer review shall be at the discretion of the Commissioner of Development Services or designate.
- ii. When peer review is determined to be required in support of the Subwatershed Impact Study (SIS) process, the applicant shall be responsible for 100% of the costs incurred by the Corporation in obtaining such peer review; the applicant will be provided an estimate for review and approval prior to the peer review starting and the applicant will be invoiced based on the actual costs of the peer review including staff time incurred. The applicant is advised that the invoice schedule of the peer review consultant may not coincide with the Town's invoicing schedule and as such peer review and staff time may be invoiced separately.
- iii. When peer review is determined to be required in support of a development proposal, the applicant shall be responsible for 100% of the costs incurred by the Corporation in obtaining such peer review; the applicant will be provided an estimate for review and approval prior to the peer review starting and the applicant will be invoiced based on the actual costs of the peer review.
- iv. When peer review is determined to be required in support of works (design, construction, or otherwise) covered in an agreement between a

third party and the Town (i.e. a third party requires infrastructure installed, and the Town agrees to install this infrastructure on behalf of the third party, as part of a Town construction contract), the third party shall be responsible for 100% of the costs incurred by the Corporation in obtaining such peer review; the third party will be provided an estimate for review and approval prior to the peer review starting and the third party will be invoiced based on the actual costs of the peer review.

- v. When peer review is determined to be required in support of a site alteration permit application, the applicant shall be responsible for 100% of the costs incurred by the Corporation in obtaining such peer review; the applicant will be provided an estimate for review and approval prior to the peer review starting and the applicant will be invoiced based on the actual costs of the peer review.
- vi. The Corporation shall be responsible for and retain full control of the peer review including, but not limited to, the following:
  - a. Preparation of the terms of reference;
  - b. Selection of the required consultant(s)
  - c. Project management; and
  - d. Material Testing

b) Site Alteration Per Hectare Fees

- i. In conjunction with a site alteration permit application, when Site Alteration Per Hectare Fees are determined, Site Alteration Per Hectare Fees are calculated based on the total combined area of site disturbance including cutting, clearing, filling, excavating, leveling, compaction, or any combination of these activities.

c) MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application) Fee

- i. When it is determined that a Environmental Compliance Approval issued from the Ministry of the Environment, Conservation and Parks (MECP) is required for construction of sewage works, subject to the terms and conditions of the Transfer of Review Agreement between the Town of Milton and the MECP, the MECP Transfer of Review Fee payable to the Town is established based on the requirements set out in accordance with Section 6 (Activities mentioned in subsection 53(1) of the Ontario Water Resources Act – Subject Matter) of the Minister's Fee Schedule and s.179.1 of the Environmental Protection Act (EPA).

d) Consolidated Linear Infrastructure - Environmental Compliance Approval Permit Fee

- i. When it is determined that a Consolidated Linear Infrastructure Environmental Compliance Approval Permit (CLI ECA Permit) issued from the Town is required for construction of new stormwater management systems as well as alterations to the Town's existing stormwater management system, subject to the terms and conditions of the Parent CLI ECA issued to the Town by the MECP, the CLI ECA Permit Fee is established based on a full cost recovery model which includes;
  - a. Application review and permitting
  - b. MECP Reporting
  - c. CLI ECA program administration

**TABLE 'J-1' OF SCHEDULE 'J' TO BY-LAW NO. 082-2022  
ENGINEERING SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
ENGINEERING SERVICES**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Banner Program: Banner Permit	E	\$ 108.00	Jan 1, 2022	\$ 168.00	Jan 1, 2023	Cash, Cheque, & Debit
Banner Program: Reimbursement of banner installation costs	T	\$ 93.00	Jan 1, 2022	\$ 147.00	Jan 1, 2023	Cash, Cheque, & Debit
Compliance Letters	E	\$ 396.00	Jan 1, 2022	\$ 419.00	Jan 1, 2023	Cash, Cheque, & Debit
Curb Cut	E	Cost + 40%	Jan 1, 2022	Cost + 40%	Jan 1, 2023	Cash, Cheque, & Debit
Decorative Street Name Signs	E	\$ 397.00	Jan 1, 2022	\$ 420.00	Jan 1, 2023	Cash, Cheque, & Debit
Emergency Works	E	Cost + 40%	Jan 1, 2022	Cost + 40%	Jan 1, 2023	Cash, Cheque, & Debit
Encroachment Agreement: Processing Fee	E	\$ 1,350.00	Jan 1, 2022	\$ 1,727.00	Jan 1, 2023	Cash, Cheque, & Debit
Encroachment Agreement: Renewal Fee	E	\$ 270.00	Jan 1, 2022	\$ 465.00	Jan 1, 2023	Cash, Cheque, & Debit
Encroachment Agreement: Rental Fee	E	\$ 207.00	Jan 1, 2022	\$ 265.00	Jan 1, 2023	Cash, Cheque, & Debit
Entrance Culvert Installation Rates (\$/metre)	E	\$ 871.00	Jan 1, 2022	\$ 922.00	Jan 1, 2023	Cash, Cheque, & Debit
Entrance Permit - Non-Residential	E	\$ 878.00	Jan 1, 2022	\$ 1,801.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Entrance Permit - Residential	E	\$ 457.00	Jan 1, 2022	\$ 603.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Filming Permit Fee	E	\$ 356.00	Jan 1, 2022	\$ 377.00	Jan 1, 2023	Cash, Cheque, & Debit
Inspection fees (Access, holdback, construction damage deposit)	T	\$ 213.00	Jan 1, 2022	\$ 501.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
MECP Transfer of Review (Stormwater Management Environmental Compliance Approval application)	E	Per Legislation	Jan 1, 2022	Per Legislation	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
<b>Other</b>						
Picnic Table Rentals	T	\$ 713.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Piling and Shoring	T	\$890.81 + Actual Legal Cost	Jan 1, 2022	\$536.00 + Actual Legal Cost	Jan 1, 2023	Cash, Cheque, & Debit
Publication Distribution Box - New Location Permit Fee (Per Box)	T	\$ 252.00	Jan 1, 2022	\$ 267.00	Jan 1, 2023	Cash, Cheque, & Debit
Publication Distribution Box - Test Location Permit Fee (Per Box)	T	\$ 115.00	Jan 1, 2022	\$ 225.00	Jan 1, 2023	Cash, Cheque, & Debit
Publication Distribution Box - Renewal Location Permit Fee (Per Box)	T	\$ 56.00	Jan 1, 2022	\$ 112.00	Jan 1, 2023	Cash, Cheque, & Debit
Road Clearing Works	E	Cost + 40%	Jan 1, 2022	Cost + 40%	Jan 1, 2023	Cash, Cheque, & Debit
Road Closure for Special Events	T			\$ 387.00	Jan 1, 2023	Cash, Cheque, & Debit
Road Occupancy Permit - General	E	\$ 797.00	Jan 1, 2022	\$ 844.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Road Occupancy Permit - Storage	E	\$ 91.00	Jan 1, 2022	\$ 231.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Rural House Numbering	E	\$ 237.00	Jan 1, 2022	\$ 251.00	Jan 1, 2023	Cash, Cheque, & Debit
Signal Timing Plan	T	\$ 163.00	Jan 1, 2022	\$ 173.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Alteration Permit	E	\$ 412.00	Jan 1, 2022	\$ 2,648.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Site Alteration Per Hectare Fee	E	\$ 354.00	Jan 1, 2022	\$ 378.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Site Alteration Extensions	E			\$ 1,324.00	Jan 1, 2023	Cash, Cheque, & Debit
Special Event Permit Fees (non Charitable Events)	E	\$ 309.00	Jan 1, 2022	\$ 327.00	Jan 1, 2023	Cash, Cheque, & Debit
Special Traffic Data or Analysis Request (per hour)	T	\$ 385.00	Jan 1, 2022	\$ 408.00	Jan 1, 2023	Cash, Cheque, & Debit
Spillage or Tracking Cleanup (per hour)	E	Cost + 40%	Jan 1, 2022	Cost + 40%	Jan 1, 2023	Cash, Cheque, & Debit
Subwatershed Impact Study (SIS)	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, & Debit
Temporary Stop Sign Rental (per day)	T	\$ 314.00	Jan 1, 2022	\$ 333.00	Jan 1, 2023	Cash, Cheque, & Debit
Access to Private Property via Town Owned Lands						
Application Fee	E	\$ 958.00	Jan 1, 2022	\$ 536.00	Jan 1, 2023	Cash, Cheque, & Debit
Daily Rate	E	\$ 45.00	Jan 1, 2022	\$ 48.00	Jan 1, 2023	Cash, Cheque, & Debit
Base Permit Fee	E	\$ 1,105.00	Jan 1, 2022	\$ 1,170.00	Jan 1, 2023	Cash, Cheque, & Debit
Security Deposit	E	\$5,000 Minimum	Jan 1, 2022	\$5,000 Minimum	Jan 1, 2023	Cash, Certified Cheque, Money Order, Bank Draft, & Debit

**TABLE 'J-1' OF SCHEDULE 'J' TO BY-LAW NO. 082-2022  
ENGINEERING SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
ENGINEERING SERVICES**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Traffic Count Data - ATR or TMC (per location)	T	\$ 163.00	Jan 1, 2022	\$ 229.00	Jan 1, 2023	Cash, Cheque, & Debit
Wide Load Permits	E	\$ 241.00	Jan 1, 2022	\$ 263.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Engineering Plan Request (Digital or Printed)	T	\$ 37.00	Jan 1, 2022	\$ 124.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Agreement Registration - Pre-Servicing	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, & Debit
Windrow Program	E	\$ 63.00	Jan 1, 2022	\$ 63.00	Jan 1, 2023	Cash, Cheque, & Debit
<b>DAMAGE AND DEBRIS SECURITIES</b>						
Residential Development	E	\$25 per meter of frontage / max \$500	Jan 1, 2022	\$25 per meter of frontage / max \$500	Jan 1, 2023	Cash, Certified Cheque, & Debit
Industrial or commercial Development	E	\$25 per meter of frontage / max \$1,000	Jan 1, 2022	\$25 per meter of frontage / max \$1,000	Jan 1, 2023	Cash, Certified Cheque, & Debit
Additions with full foundation onto existing res. Development	E	\$25 per meter of frontage / max \$500	Jan 1, 2022	\$25 per meter of frontage / max \$500	Jan 1, 2023	Cash, Certified Cheque, & Debit
Road Damage Deposit	E	\$10,000 minimum deposit + \$8,000 per 100m of road lane	Jan 1, 2022	\$10,000 minimum deposit + \$8,000 per 100m of road lane	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
<b>PLAN REVIEW AND SUBMISSIONS</b>						
Pre-Draft Plan Review	E	\$ 6,840.00	Jan 1, 2022	\$ 7,240.00	Jan 1, 2023	Cash, Certified Cheque, & Debit
Additional Engineering Submissions	E	\$ 2,730.00	Jan 1, 2022	\$ 3,580.00	Jan 1, 2023	Cash, Certified Cheque, & Debit
Additional Landscape Submissions	E	\$ 1,390.00	Jan 1, 2022	\$ 2,250.00	Jan 1, 2023	Cash, Certified Cheque, & Debit
<b>MUNICIPAL ACCESS AGREEMENT WITH TELECOM COMPANIES</b>						
Road Occupancy Permit (ROP) fee (annual blanket fee)	E	\$ 6,200.00	Jan 1, 2022	\$ 6,566.00	Jan 1, 2023	Cash, Cheque, & Debit
Plus ROP Application fee (Annual - based on number of applications in prior year)						
0 to 100 Applications (covered by the blanket fee)	E	\$ -	Jan 1, 2022	\$ -	Jan 1, 2023	Cash, Cheque, & Debit
101 to 500 Applications	E	\$ 4,869.00	Jan 1, 2022	\$ 5,156.00	Jan 1, 2023	Cash, Cheque, & Debit
501 to 1000 Applications	E	\$ 9,737.00	Jan 1, 2022	\$ 10,312.00	Jan 1, 2023	Cash, Cheque, & Debit
1001 to 2000 Applications	E	\$ 12,171.00	Jan 1, 2022	\$ 12,889.00	Jan 1, 2023	Cash, Cheque, & Debit
Over 2000 Applications	E	\$ 18,255.00	Jan 1, 2022	\$ 19,333.00	Jan 1, 2023	Cash, Cheque, & Debit
Municipal Consent Permit application fee (per street - including a wrap-around to a side street of no more than 20 metres)	E	\$ 524.00	Jan 1, 2022	\$ 588.00	Jan 1, 2023	Cash, Cheque, Debit & Credit Card
Pavement Degradation fees (per metre squared based on age of pavement cut)						
2 years or less	E	\$ 32.00	Jan 1, 2022	\$ 34.00	Jan 1, 2023	Cash, Cheque, & Debit
2 to 4 years	E	\$ 27.00	Jan 1, 2022	\$ 29.00	Jan 1, 2023	Cash, Cheque, & Debit
4 to 7 years	E	\$ 17.00	Jan 1, 2022	\$ 18.00	Jan 1, 2023	Cash, Cheque, & Debit
7 to 10 years	E	\$ 11.00	Jan 1, 2022	\$ 12.00	Jan 1, 2023	Cash, Cheque, & Debit
10 or more years	E	\$ 5.00	Jan 1, 2022	\$ 5.00	Jan 1, 2023	Cash, Cheque, & Debit
<b>Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) program:</b>						
Stormsewers	E	\$ 3,700.00	Sep 13, 2022	\$ 3,918.00	Jan 1, 2023	Cash, Cheque, & Debit
Ponds	E	\$ 4,600.00	Sep 13, 2022	\$ 4,872.00	Jan 1, 2023	Cash, Cheque, & Debit
Oil Grit Separators	E	\$ 2,700.00	Sep 13, 2022	\$ 2,859.00	Jan 1, 2023	Cash, Cheque, & Debit
Low Impact Development	E	\$ 3,700.00	Sep 13, 2022	\$ 3,918.00	Jan 1, 2023	Cash, Cheque, & Debit

**SCHEDULE 'K' TO BY-LAW NO. 082-2022**  
***Planning Services***

In addition to the other clauses of this By-law, the following paragraphs also apply to Planning Services fees as defined in this By-law:

1. **THAT** the applicant may be entitled to a partial refund of the fees prescribed in Table 'K-1' to Schedule 'K' on the following basis:
  - a. When an appeal of an application fee has been made to the Ontario Land Tribunal (OLT) or Town Council pursuant to Section 69(3) of the Planning Act and the reduction or waiving of the fee is approved by either the OLT and/or Town Council; or
  - b. For the following applications: Subdivision Approval, Condominium Approval and Amendment to the Official Plan, an Amendment to the Zoning By-law or for a Temporary Use By-law which have been withdrawn by the applicant:
    - i. 75% of the application fee may be refunded after the application has been entered into the Town's tracking system (AMANDA) and prior to circulation of the application to public agencies;
    - ii. 50% of the application fee may be refunded prior to the circulation of the Notice of Public Meeting;
    - iii. 25% of the application fee may be refunded prior to the statutory public meeting being held before Committee or Council;
    - iv. No portion of the application fee shall be refunded after the statutory public meeting has been held;
    - v. Notwithstanding the foregoing, no application fee or portion thereof shall be refunded after six (6) months from the date the application was deemed complete by the Town.
    - vi. Where an application is appealed to the OLT, at any point in the application review process, no refund of fees shall be provided.
2. **THAT** no refund of application fees will be granted upon the withdrawal of any other application type regardless of the timing of the withdrawal.
3. **THAT** the following definitions and guidelines will apply to fees and charges identified in Table 'K-1' to Schedule 'K':

3.1 Minor Variance Applications

- a. Type 1: Any application for existing residential dwellings, decks, fences, accessory buildings and/or structures, residential additions under 75m<sup>2</sup> and any application to permit the construction of accessory buildings or structures on properties used for public or agricultural purposes.
- b. Type 2: Any application to permit the construction of a residential dwelling(s) and/or units and/or residential additions over 75m<sup>2</sup>.
- c. Type 3: Any application to permit the construction of and/or additions to buildings or structures on lands used for commercial, industrial or institutional purposes.

### 3.2 Consent to Sever

- a. Type 1: Any application for the creation of a new lot, or any application not defined as a Type 2 application below.
- b. Type 2: Any application for a lot line adjustment, a lease or an easement where no new lot is created.

### 3.3 Site Plan Applications

- a. A minor site plan application is one involving minor site works that require scoped review from internal Town Departments only and is in compliance with the Zoning By-law. Site Plan applications that require review from external agencies are not considered minor. Minor Site Plans may include, but are not limited to, the following:
  - i. Site works associated with the change of use of an existing building
  - ii. Parking lot modifications, outdoor patios, landscape works and the placement of accessory buildings and structures
  - iii. Minor building additions not requiring other Planning Act approvals (e.g. minor variance applications)
  - iv. Minor changes to approved site plans to recognize as-constructed conditions which are satisfactory to the Town and in substantial compliance with the approved site plan
- b. “Partial Site Plan Approval” means the granting of full site plan approval to a subset of the required site plan drawings and must include full approval of the final the engineering drawings and reports. Partial Site Plan Approval may only be considered once the building footprint has been confirmed and zoning compliance has been achieved. The granting of “Partial Site Plan Approval” is entirely at the discretion of the

Commissioner of Development Services or his/her designate in consultation with commenting agencies and may only be considered for complex development projects involving lengthy earth works and staged construction.

- c. Site Plan Application Fees are calculated in accordance with the following:
  - i. Residential Applications (including Bed and Breakfast and Farm Vacation Home Applications):
    - 1) Residential Base Fee plus a per unit fee for every dwelling unit or suite proposed in excess of one dwelling unit
  - ii. Applications for Permitted Uses with an Environmentally Sensitive Area land use designation or within a Natural Heritage System (NHS) or Greenlands B (GB) Zone:
    - 1) Residential Base Fee plus a per unit fee for every dwelling unit or suite proposed in excess of one dwelling unit or suite, or,
    - 2) Non-Residential Base Fee plus a per hectare fee (rounded up to the next  $\frac{1}{4}$  hectare) to a maximum of 10 hectares. The per hectare fee is calculated based upon the minimum site area required to satisfy the requirements of the Zoning By-law for the proposed development.
  - iii. Industrial, Commercial, Institutional and Recreational Applications:
    - 1) Non-Residential Base Fee plus a per hectare fee (rounded up to the next  $\frac{1}{4}$  hectare) to a maximum of 10 hectares. The per hectare fee is calculated based upon the minimum site area required to satisfy the requirements of the Zoning By-law for the proposed development.
  - iv. Mixed Use Applications (Residential/Commercial):
    - 1) Residential Base Fee plus a per unit fee for every dwelling unit proposed where residential is the predominant land use; or,
    - 2) Non-Residential Base Fee plus a per hectare fee (rounded up to the next  $\frac{1}{4}$  hectare) where commercial is



the predominant land use. The per hectare fee is calculated based upon the minimum site area required to satisfy the requirements of the Zoning By-law for the proposed development.

v. Minor Site Plan Applications:

- 1) 15% of the applicable Site Plan application base fee.

vi. Partial Site Plan Approval Applications:

- 1) 15% of the applicable Site Plan application fee base fee.

vii. Additional Site Plan Resubmission Fee:

- 1) All Site Plan applications include the processing of the first submission and two (2) revisions only.
- 2) The fourth and subsequent revisions submitted to the Town by the owner will be subject to an additional fee of five (5%) percent of the current applicable Site Plan application fee for each subsequent resubmission required prior to Site Plan Approval.

3.4 Multiple Concurrent Subdivision, Condominium, Official Plan and/or Zoning By-law Amendment Applications

Where a specific development proposal requires multiple, concurrent applications the total application fee payable shall be calculated on the basis of the base fee for each application type plus the per unit and/or per hectare fee for one of the applications, whichever is the greatest.

3.5 Revision Fees

Revision fees are applicable where applicant-initiated changes are made to all application types in accordance with the following:

i) Minor Revisions Fees

- 1) Minor Revision Fees are payable where no further public meeting is required and/or no more than three agencies are required to be circulated.

ii) Major Revision Fees

- 1) Major Revision Fees are payable where an additional

public meeting is required and/or more than three agencies are required to be circulated.

iii) Site Plan Application Revision Fees

- 2) Minor Site Plan Revision Fees are payable for owner-initiated changes during the processing of a Site Plan application and where external agencies do not require re-circulation.
- 3) Major Site Plan Revision Fees are payable for owner-initiated changes during the processing of a Site Plan application and where external agencies require re-circulation.

3.6 Annual Processing Fees

- a. Annual Processing Fees are payable on the anniversary date of the acceptance of a complete application by the Town and are applicable to all application types where a decision has not been made;
- b. Annual processing fees will only be payable on files that are dormant as a result of inactivity on behalf of the applicant or their authorized agent.
- c. Notwithstanding the foregoing, annual processing fees for Subdivision and Condominium applications are only applicable prior to the granting of draft plan approval, after which, extension fees apply.
- d. Should there be no activity on an application over a period of six (6) months from the date of the last activity by the applicant, the application may be closed by the Development Services Department without further notification to the applicant and/or property owner. If the application is closed due to inactivity and the applicant/or property owner wish to again pursue the application, they will be required to re-apply and incur new application fees in accordance with the current Planning Act User Fee By-law.
- e. If the applicant and/or property owner is aware that the application will be held in abeyance for six (6) months or more and wish the application remain open, they must submit in writing the reasons for this request, upon which time the Development Services Department will make a determination on the disposition of the application.

3.7 Fees for Extension of Draft Approved Plans of Subdivision/Condominium

- a. The granting of a one-year extension to draft plan approval will only be considered by the Commissioner of Development Services upon receipt of a written request and payment of the extension fee a minimum of 25 working days prior to the scheduled date of lapsing. In the event that the request and fee is not submitted within that timeframe, an emergency extension fee may also be payable.
- b. Only one emergency extension of draft plan approval may be considered for each draft plan within a twelve (12) month period.

### 3.8 Peer Review Fees

- a. In conjunction with certain Type 1 and Type 2 Applications, peer review of specific studies and reports submitted in support of a development proposal may be required in order to complete and/or expedite the technical evaluation of such applications. Any requirement for peer review shall be at the discretion of the Commissioner of Development Services or designate;
- b. When peer review is determined to be required, the applicant shall be responsible for 100% of the costs incurred by the Corporation in obtaining such peer review; the applicant will be required to provide a deposit of \$5,000 per study requiring peer review prior to the application being deemed complete by the Town. Based on the actual costs of the peer review, the Town will either reimburse the applicant for excess deposit or invoice the applicant for additional peer review cost.
- c. The Corporation shall be responsible for and retain full control of the peer review including:
  - i. Preparation of the terms of reference;
  - ii. Selection of the required consultant(s); and
  - iii. Project management

**TABLE 'K-1' OF SCHEDULE 'K' TO BY-LAW NO. 082-2022  
PLANNING SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
PLANNING & DEVELOPMENT DEPARTMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Advertising Fee (per required notice)	T	\$ 2,202.07	Jul 20, 2021	\$ 2,445.00	Jan 1, 2023	Cash, Cheque, & Debit
Administration Fee for Ontario Land Tribunal Appeal	E			\$ 349.00	Jan 1, 2023	Cash, Cheque, & Debit
Agreement Registration - Condominium	E	\$ 348.00	Jan 1, 2022	\$ 276.00	Jan 1, 2023	Cash, Cheque, & Debit
Agreement Registration - Subdivision	E	\$ 348.00	Jan 1, 2022	\$ 276.00	Jan 1, 2023	Cash, Cheque, & Debit
Agreement Release & Discharge	E	\$ 985.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Annual processing fee for any planning application	E	\$ 3,100.00	Jan 1, 2022	\$ 3,283.00	Jan 1, 2023	Cash, Cheque, & Debit
Application for Communications Tower (on Town owned property)	E	\$ 8,206.00	Jan 1, 2022	\$ 7,024.00	Jan 1, 2023	Cash, Cheque, & Debit
Application for Communications Tower (on other property)	E	\$ 6,779.00	Jan 1, 2022	\$ 5,125.00	Jan 1, 2023	Cash, Cheque, & Debit
Cash in Lieu of Parking Agreement	E	\$ 2,851.00	Jan 1, 2022	\$ 2,649.00	Jan 1, 2023	Cash, Cheque, & Debit
Certificate of Occupancy/Zoning	E	\$ 132.00	Jan 1, 2022	\$ 140.00	Jan 1, 2023	Cash, Cheque, & Debit
Condominium Review	E	\$ 13,320.00	Jan 1, 2022	\$ 19,041.00	Jan 1, 2023	Cash, Cheque, & Debit
Condominium Conversion/Exemption	E	\$ 9,115.00	Jan 1, 2022	\$ 16,960.00	Jan 1, 2023	Cash, Cheque, & Debit
Consent to Sever - Type 1	E	\$ 5,660.00	Jan 1, 2022	\$ 7,809.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Consent to Sever - Type 2	E	\$ 4,203.00	Jan 1, 2022	\$ 5,922.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Ground mounted Solar Application Screening	E	\$ 886.00	Jan 1, 2022	\$ 938.00	Jan 1, 2023	Cash, Cheque, & Debit
Local Official Plan Amendment - Incomplete Application <sup>4</sup>	E	\$ 194.00	Jan 1, 2022	\$ 456.00	Jan 1, 2023	Cash, Cheque, & Debit
Local Official Plan Amendment	E	\$ 20,465.00	Jan 1, 2022	\$ 47,036.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 0-25	E	\$ 347.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Units 26-100	E	\$ 207.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Units 100+	E	\$ 125.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Per square metre of GFA	E	\$ 1.42	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Regional Official Plan Amendment	E	\$ 20,465.00	Jan 1, 2022	\$ 30,998.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 0-25	E	\$ 347.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Units 26-100	E	\$ 207.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Units 100+	E	\$ 125.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Per square metre of GFA	E	\$ 1.42	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Major revision to planning application	E	50% of Base Application Fees plus additional unit fee(s) <sup>1</sup>	Jan 1, 2022	50% of Base Application Fees plus additional unit fee(s) <sup>1</sup>	Jan 1, 2023	Cash, Cheque, & Debit
Minor revision to planning application	E	15% of Base Application Fees plus additional unit fee(s) <sup>1</sup>	Jan 1, 2022	15% of Base Application Fees plus additional unit fee(s) <sup>1</sup>	Jan 1, 2023	Cash, Cheque, & Debit

**TABLE 'K-1' OF SCHEDULE 'K' TO BY-LAW NO. 082-2022  
PLANNING SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
PLANNING & DEVELOPMENT DEPARTMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Minor Variance - Type 1	E	\$ 7,544.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Minor Variance - Type 2	E	\$ 2,015.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Minor Variance - Type 1 (Pools/Decks)	E			\$ 2,197.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Minor Variance - Type 2 (New Homes, Additions >75)	E			\$ 2,799.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Minor Variance - Type 3 (Commercial/Industrial)	E			\$ 9,386.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Municipal House Number Change	E	\$ 1,273.00	Jan 1, 2022	\$ 1,410.00	Jan 1, 2023	Cash, Cheque, & Debit
Part Lot Control Exemption - Base fee plus per unit fee	E	\$ 1,523.00	Jan 1, 2022	\$ 1,613.00	Jan 1, 2023	Cash, Cheque, & Debit
Per Unit fee	E	\$ 109.00	Jan 1, 2022	\$ 70.00	Jan 1, 2023	Cash, Cheque, & Debit
Part Lot Control - Subsequent or Extension by-law fee (inc. registration)	E	\$ 1,117.00	Jan 1, 2022	\$ 1,076.00	Jan 1, 2023	Cash, Cheque, & Debit
Pre-Consultation Fee	E			\$ 371.00	Jan 1, 2023	Cash, Cheque, & Debit
Property Information Request - Planning	E	\$ 641.00	Jan 1, 2022	\$ 1,484.00	Jan 1, 2023	Cash, Cheque, & Debit
Property Information Request - Building	E	\$ 116.00	Jan 1, 2022	\$ 358.00	Jan 1, 2023	Cash, Cheque, & Debit
Remove Holdings	E	\$ 3,433.00	Jan 1, 2022	\$ 4,049.00	Jan 1, 2023	Cash, Cheque, & Debit
Sign Variance	E	\$ 4,555.00	Jan 1, 2022	\$ 4,291.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Agreement Fee	E	\$ 2,289.00	Jan 1, 2022	\$ 1,897.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Agreement Fee (Character Area)	E			\$ 276.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Application - Property Title Search Fee	E	\$ 200.00	Jan 1, 2022	\$ 212.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Application - Legal Fees	E	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Inspection Fee <sup>5</sup>	E	\$ 816.00	Jan 1, 2022	\$ 1,101.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Approval - Non-Residential Base Fee	E	\$ 6,200.00	Jan 1, 2022	\$ 13,767.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Approval - Non-Residential fee per hectare up to a max of 10 hectares per application (rounded to nearest 1/4 hectare)	E	\$ 4,202.00	Jan 1, 2022	\$ 22,713.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Approval - Residential Base Fee plus per unit fee	E	\$ 6,200.00	Jan 1, 2022	\$ 13,767.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 2-25	E	\$ 126.00	Jan 1, 2022	\$ 574.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 26-100	E	\$ 43.00	Jan 1, 2022	\$ 196.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 100+	E	\$ 35.00	Jan 1, 2022	\$ 160.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Approval - Residential Base Fee (Character Area)	E			\$ 985.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Approval - Extension	E	\$ 1,420.00	Jan 1, 2022	\$ 1,412.00	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Approval - Mixed Use Applications (Residential/Commercial)	E	Refer to Site Plan Approval Fee for Predominant Land Use	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Site Plan Approval - Mixed Use Base Fee plus variable fee (per residential unit or per sq.m. of non-residential GFA)	E			\$ 13,767.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 2-25	E			\$ 248.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 26-100	E			\$ 85.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 100+	E			\$ 69.00	Jan 1, 2023	Cash, Cheque, & Debit
Per square metre of GFA	E			\$ 2.99	Jan 1, 2023	Cash, Cheque, & Debit

**TABLE 'K-1' OF SCHEDULE 'K' TO BY-LAW NO. 082-2022  
PLANNING SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
PLANNING & DEVELOPMENT DEPARTMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Minor Site Plan Approval Application (heritage detached dwelling)	E	15% of Current Application Fees	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Partial Site Plan Approval Application (percentage of base fee)	E	15% of Current Application Fees	Jan 1, 2022	15% of Current Application Fees	Jan 1, 2023	Cash, Cheque, & Debit
Aggregate Extraction Applications	E	\$ 67,134.00	Jan 1, 2022	\$ 102,961.00	Jan 1, 2023	Cash, Cheque, & Debit
MOE/MNR Permit Application Bordering Municipality	E	\$ 24,016.00	Jan 1, 2022	\$ 44,438.00	Jan 1, 2023	Cash, Cheque, & Debit
Special Committee of Adjustment Meeting	E	\$ 1,354.00	Jan 1, 2022	\$ 2,268.00	Jan 1, 2023	Cash, Cheque, & Debit
Special Research/Information Request (PD) (per hour)	E	\$ 243.00	Jan 1, 2022	\$ 257.00	Jan 1, 2023	Cash, Cheque, & Debit
Subdivision Deeming	E	\$ 4,671.00	Jan 1, 2022	\$ 2,689.00	Jan 1, 2023	Cash, Cheque, & Debit
Swimming Pool Fence Enclosure	E	\$ 187.00	Jan 1, 2022	\$ 198.00	Jan 1, 2023	Cash, Cheque, & Debit
Temporary Use By-law Amendment - Type 1	E	\$ 12,709.00	Jan 1, 2022	\$ 18,539.00	Jan 1, 2023	Cash, Cheque, & Debit
Temporary Use By-law Amendment - Type 2	E	\$ 9,982.00	Jan 1, 2022	Discontinued	Jan 1, 2023	Cash, Cheque, & Debit
Temporary Use By-law - Extension	E	\$ 6,316.00	Jan 1, 2022	\$ 6,257.00	Jan 1, 2023	Cash, Cheque, & Debit
Tertiary Plan Fee	E	\$ 62,452.00	Jan 1, 2022	\$ 129,173.00	Jan 1, 2023	Cash, Cheque, & Debit
Vacant Land Condo / Subdivision Review - Base fee plus per unit fee	E	\$ 48,969.00	Jan 1, 2022	\$ 53,760.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 0-25	E	\$ 397.00	Jan 1, 2022	\$ 436.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 26-100	E	\$ 236.00	Jan 1, 2022	\$ 259.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 100+	E	\$ 110.00	Jan 1, 2022	\$ 121.00	Jan 1, 2023	Cash, Cheque, & Debit
Per square metre of GFA	E	\$ 1.31	Jan 1, 2022	\$ 1.44	Jan 1, 2023	Cash, Cheque, & Debit
Vacant Land Condo / Subdivision Review - Subsequent Phase of D.P.A. or	E	\$ 29,481.00	Jan 1, 2022	\$ 34,959.00	Jan 1, 2023	Cash, Cheque, & Debit
Vacant Land Condo / Subdivision Review - Request for Extension to Draft	E	\$ 4,795.00	Jan 1, 2022	\$ 3,428.00	Jan 1, 2023	Cash, Cheque, & Debit
Vacant Land Rev-Emergency Extension fee	E	\$ 2,194.00	Jan 1, 2022	\$ 1,473.00	Jan 1, 2023	Cash, Cheque, & Debit
Zoning By-law Amendment- Incomplete Application <sup>4</sup>	E	\$ 194.00	Jan 1, 2022	\$ 333.00	Jan 1, 2023	Cash, Cheque, & Debit
Zoning By-law Amendment- Base fee plus per unit fee	E	\$ 14,651.00	Jan 1, 2022	\$ 24,361.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 0-25	E	\$ 347.00	Jan 1, 2022	\$ 577.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 26-100	E	\$ 207.00	Jan 1, 2022	\$ 344.00	Jan 1, 2023	Cash, Cheque, & Debit
Units 100+	E	\$ 125.00	Jan 1, 2022	\$ 208.00	Jan 1, 2023	Cash, Cheque, & Debit
Per square metre of GFA	E	\$ 1.42	Jan 1, 2022	\$ 2.36	Jan 1, 2023	Cash, Cheque, & Debit
<b>PARKING</b>						
Cash in Lieu of Parking (per space)	E	\$ 9,579.94	Jan 1, 2022	\$ 10,145.47	Jan 1, 2023	Cash, Certified Cheque, & Debit
Cash in Lieu of Parking Application Fee	E			\$ 4,083.00	Jan 1, 2023	Cash, Certified Cheque, & Debit
<b>DAMAGE AND DEBRIS SECURITIES</b>						
Inground Pools or garages on residential lot	E	\$ 300.00	Jan 1, 2022	\$ 300.00	Jan 1, 2023	Cash, Certified Cheque, & Debit

**TABLE 'K-1' OF SCHEDULE 'K' TO BY-LAW NO. 082-2022  
PLANNING SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
PLANNING & DEVELOPMENT DEPARTMENT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>PLANS, MAPS, AND STUDIES</b>						
CD copy of study or plan	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Draft Subwatershed Update Study	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Official Plan (2001)	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Colour Schedules and Maps (11" x 17")	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Colour Schedules and Maps (24" x 36")	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Retail Commercial Strategy Study	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Secondary Plan	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Secondary Plan - Schedules - 11" x 17"	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Secondary Plan - Schedules (letter)	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Zoning By-law	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Building Plans - dependant on drawing size <sup>2,3</sup>	T	\$102.30 + Actual Cost	Jan 1, 2022	\$108.34 + Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**\*\* All agreement fees are also subject to disbursements.**

**NOTES:**

1. Additional unit fee(s) represent the per unit fee(s) for any additional units not included in the original application.
2. Staff time and actual printing costs: Up to 11x17 in size, photocopy fees on Table N-1 of Schedule N apply. Larger than 11x17 in size, external printing fees apply.
3. Additional fees may apply for offsite file retrieval
4. Includes Payment Issuance Fee from Table N-1 of Schedule N of the By-Law.
5. Fee for character area, if required, will be set at 15% of the inspection fee.

**SCHEDULE 'L' TO BY-LAW NO. 082-2022**  
***Development Agreements***

In addition to the other clauses of this By-law, the following paragraphs also apply to Development Agreement fees as defined in this By-law:

1. **THAT** *development agreements* is defined as an executed agreement between a landowner and the Town and includes, but is not limited to,
  - a) a condominium agreement
  - b) a site plan agreement
  - c) a pre-servicing agreement
  - d) a subdivision agreement
  - e) a servicing agreement
2. **THAT** *estimated value of construction costs* is defined as the cost estimate of works to be designed, constructed or carried out by a landowner, or his/her designate, in accordance with Town standards and itemized in the development agreement. The works will include temporary and permanent infrastructure for both on-site and off-site works.
3. **THAT** the following definitions and guidelines will apply to fees and charges identified in Table 'L-1' to Schedule 'L':

a) Engineering & Inspection Fees

- i. Fee is calculated by multiplying the total estimated value of construction costs by the applicable fee percentage;
- ii. To be paid at the time of execution of the development agreement;
- iii. Where a pre-servicing agreement has been previously executed, the fee will be recalculated using the revised total estimated value of construction costs (which includes the pre-servicing works plus additional works required in new development agreement) and the fee paid under the pre-servicing agreement will be deducted from the amount payable.
- iv. In the event the development does not proceed and the development agreement and underlying planning application process is closed, the Town will refund any unexpended Engineering and Inspection Fees; provided no works have commenced on the development site.

b) Legal & Administration

- i. The fee is a minimum, non-refundable amount;
- ii. If actual legal costs exceed the amount collected in the development agreement, the Town will invoice the incremental legal costs.

c) Per Unit Processing Fees:



- i. In the event of cancellation of the development agreement, the per unit processing fees will be retained by the Town to cover the costs of non-planning staff time expended supporting the development agreement.

d) Traffic Lights

- i. Invoiced annually based on the number of signalized intersections identified in the development agreement;
- ii. Annual invoices will be prorated as necessary using the date the signal(s) become(s) operational and/or the assumption of the development.

e) Winter Maintenance

- i. Roadway
  - o Invoiced annually for all roads within or external to but required for a development, as identified in the development agreement, commencing on:
    - The date of first occupancy for residential development; or
    - The first day that winter maintenance services are provided for non-residential development.
  - o Initial invoice will be prorated over the *winter season*.
- ii. Sidewalk
  - o Invoiced annually for all sidewalks within or external to but required for a development for which the Town provides winter maintenance services commencing on the first day that winter maintenance services are provided;
  - o Initial invoice will be prorated over the *winter season* from the date winter maintenance services are first provided.
- iii. Final invoice will be prorated over the *winter season* to the date the Town assumes the road and/or sidewalk;
- iv. *Winter season* is defined as January 1 to April 15 and November 15 to December 31 of every year.

f) Streetlights

- i. Invoiced annually based on the number of streetlights identified in the development agreement commencing on the date of the development agreement; except for Streetlight Maintenance fees which will commence on the one-year anniversary of the development agreement as streetlights are under warranty for a period of one year.

- ii. Annual invoices will be prorated as necessary using the date of the development agreement and/or the assumption of the development.

**TABLE 'L-1' OF SCHEDULE 'L' TO BY-LAW NO. 082-2022  
DEVELOPMENT**

**TOWN OF MILTON  
RATES AND FEES  
DEVELOPMENT AGREEMENTS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>DAMAGE/DEBRIS AND LOT GRADING SECURITIES</b>						
Damage/Debris Deposit - units within an unassumed development	E	\$1,000 per 100 units	Jan 1, 2022	\$1,000 per 100 units	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
Lot Grading Security - units within an unassumed development	E	\$100 per unit	Jan 1, 2022	\$100 per unit	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
Administration Fee	T	10% of unclaimed deposit after six years	Jan 1, 2022	10% of unclaimed deposit after six years	Jan 1, 2023	Cash, Certified Payment & Debit
<b>ENGINEERING &amp; INSPECTION FEES</b>						
<b>Total estimated value of construction costs</b>						
up to \$249,999	T	13% or \$6,000 whichever is greater	Jan 1, 2022	13% or \$6,000 whichever is greater	Jan 1, 2023	Cash, Debit & Certified Payment
between \$250,000 to \$499,999	T	9.00%	Jan 1, 2022	9.00%	Jan 1, 2023	Cash, Debit & Certified Payment
between \$500,000 to \$749,999	T	7.00%	Jan 1, 2022	8.00%	Jan 1, 2023	Cash, Debit & Certified Payment
between \$750,000 to \$1,499,999	T	7.00%	Jan 1, 2022	8.00%	Jan 1, 2023	Cash, Debit & Certified Payment
between \$1,500,000 to \$4,999,999	T	7.00%	Jan 1, 2022	7.00%	Jan 1, 2023	Cash, Debit & Certified Payment
\$5,000,000 and greater	T	4.00%	Jan 1, 2022	5.00%	Jan 1, 2023	Cash, Debit & Certified Payment
Condominium Developments	T	2.50% or \$6,000 whichever is greater	Jan 1, 2022	2.50% or \$6,000 whichever is greater	Jan 1, 2023	Cash, Debit & Certified Payment
<b>LEGAL &amp; ADMINISTRATION</b>						
Per agreement	E	\$9,000 or actual cost if greater	Jan 1, 2022	\$9,000 or actual cost if greater	Jan 1, 2023	Cash, Debit & Certified Payment
<b>MODEL HOMES</b>						
Deposit per model home	E	\$ 10,000.00	Jan 1, 2022	\$ 10,000.00	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
<b>PER UNIT PROCESSING FEE</b>						
Admin fee for non-planning staff reviews	E	\$ 522.00	Jan 1, 2022	\$ 553.00	Jan 1, 2023	Cash, Debit & Certified Payment
<b>PERPETUAL MAINTENANCE FEES</b>						
TBD prior to execution of development agreement to provide for long-term maintenance of works which will be assumed by the Town and are beyond Town Standards (i.e. enhanced stormwater management, fencing, landscaping and/or streetscape structures)	E	100% of construction cost	Jan 1, 2022	100% of construction cost	Jan 1, 2023	Cash, Debit & Certified Payment

**TABLE 'L-1' OF SCHEDULE 'L' TO BY-LAW NO. 082-2022  
DEVELOPMENT**

**TOWN OF MILTON  
RATES AND FEES  
DEVELOPMENT AGREEMENTS**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>SECURITY DEPOSIT</b>						
Subdivision Agreement: Roads, sidewalks, site work/storm sewers/street lighting/drainage and erosion control/landscaping	E	100% of estimated value of construction costs	Jan 1, 2022	100% of estimated value of construction costs	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
Site Plan Agreement	E	100% of estimated value of construction costs for SWM, landscape and off-site works; 50% of estimated value of construction costs for on-site works	Jan 1, 2022	100% of estimated value of construction costs for SWM, landscape and off-site works; 50% of estimated value of construction costs for on-site works	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
Pre-servicing agreements	E	10% of estimated value of on-site construction costs and 100% of estimated value of off-site construction costs	Jan 1, 2022	10% of estimated value of on-site construction costs and 100% of estimated value of off-site construction costs	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
Stormpond Clearing Security Deposit	E	\$ 120,000.00	Jan 1, 2022	\$ 120,000.00	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
Piling and Shoring Security Deposit (per sq.m)	E	\$ 50.00	Jan 1, 2022	\$ 50.00	Jan 1, 2023	Cash, Debit, Certified Payment & Letter of Credit
<b>TRAFFIC LIGHTS</b>						
Traffic Lights (per signalized intersection, per year)	T	\$ 5,431.48	Jan 1, 2022	\$ 5,894.57	Jan 1, 2023	Cash, Cheque, & Debit
<b>PARKLAND MAINTENANCE</b>						
Parkland Maintenance (prior to Subdivision Assumption)	E	Actual Cost plus 10%	Jan 1, 2022	Actual Cost plus 10%	Jan 1, 2023	Cash, Cheque, & Debit
<b>WINTER MAINTENANCE</b>						
Roadway - per lane km	E	\$ 3,174.77	Jan 1, 2022	\$ 3,615.52	Jan 1, 2023	Cash, Cheque, & Debit
Sidewalk - per km	E	\$ 1,061.89	Jan 1, 2022	\$ 1,209.32	Jan 1, 2023	Cash, Cheque, & Debit
<b>STREETLIGHTS (per streetlight)</b>						
Hydro Power	T	\$ 133.44	Jan 1, 2022	\$ 118.89	Jan 1, 2023	Cash, Cheque, & Debit
Maintenance	T	\$ 17.81	Jan 1, 2022	\$ 17.12	Jan 1, 2023	Cash, Cheque, & Debit

**SCHEDULE 'M' TO BY-LAW NO. 082-2022**  
***Transit***

In addition to the other clauses of this By-law, the following paragraph also applies to Milton Transit fares as defined in this By-law:

1. **THAT** the Director, Transit Services or designate, in consultation with the Chief Financial Officer/Treasurer or designate, be authorized to implement promotional fares as per the Milton Transit Fare Policy, as a mechanism to support ridership recovery campaigns, where applicable.

**TABLE 'M-1' OF SCHEDULE 'M' TO BY-LAW NO. 082-2022  
TRANSIT**

**TOWN OF MILTON  
RATES AND FEES  
TRANSIT**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
<b>CONVENTIONAL AND SPECIALIZED TRANSIT</b>						
Adult (20-64 years): Cash Fare per Trip	E	\$ 4.00	Jan 1, 2022	\$ 4.00	Jan 1, 2023	Exact Cash upon boarding
Adult (20-64 years): Book of 10-trip Tickets	E	\$ 32.00	Jan 1, 2022	\$ 32.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card, purchase only
Adult (20-64 years): Monthly Pass (unlimited trips during month indicated on pass)	E	\$ 85.00	Jan 1, 2022	\$ 85.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card, purchase only
Senior (65+ years): Cash Fare per Trip	E	\$ 4.00	Jan 1, 2022	\$ 4.00	Jan 1, 2023	Exact Cash upon boarding
Senior (65+ years): Book of 10-trip Tickets	E	\$ 22.00	Jan 1, 2022	\$ 22.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card, purchase only
Senior (65+ years): Monthly Pass (unlimited trips during month indicated on pass)	E	\$ 54.00	Jan 1, 2022	\$ 54.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card, purchase only
Youth (13-19 years): Cash Fare per Trip	E	\$ 4.00	Jan 1, 2022	\$ 4.00	Jan 1, 2023	Exact Cash upon boarding
Youth (13-19 years): Book of 10-trip Tickets	E	\$ 23.00	Jan 1, 2022	\$ 23.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card, purchase only
Youth (13-19 years): Monthly Pass (unlimited trips during month indicated on pass)	E	\$ 63.00	Jan 1, 2022	\$ 63.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card, purchase only
<b>GO TRANSIT FARE INTEGRATION</b>						
Universal (all ages): Fare per Trip (as per program guidelines)	E	\$ 0.80	Jan 1, 2022	Free	Mar 14, 2022	N/A
Universal (all ages): Monthly Pass (unlimited trips during month indicated on pass, as per program guidelines)	E	\$ 32.00	Jan 1, 2022	Discontinued	Mar 14, 2022	
<b>TRANSIT - OTHER</b>						
Child (12 years and under): With fare paying passenger	E	Free	Jan 1, 2022	Free	Jan 1, 2023	N/A
CNIB Card Holder (all ages with photo ID)	E	Free	Jan 1, 2022	Free	Jan 1, 2023	N/A
Support Person (with a fare paying passenger): As per Accessibility for Ontarians with Disabilities Act (AODA)	E	Free	Jan 1, 2022	Free	Jan 1, 2023	N/A
Life Skills - Transit Travel Training Program (Halton Catholic District School Board and Halton District School Board): as per program guidelines and eligibility)	E	50% Youth Concession Fare	Jan 1, 2022	50% Youth Concession Fare	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Charter Service Fee per hour (as per program guidelines)	T	\$ 145.00	Jan 1, 2022	\$ 145.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card

**NOTES:**

Policies:

A. Universal Transfer Policy: valid for multi-directional travel within a two (2) hour time window upon issuance. Stopovers and return trips permitted (effective Sep 1, 2020).

B. GO Transit Fare Integration: requires valid PRESTO card, GO Single-Ride Ticket or GO Day Pass presented upon boarding, including identification of eligible origin and/or destination as per program guidelines.

**SCHEDULE 'N' TO BY-LAW NO. 082-2022**  
***Town-Wide***

In addition to the other clauses of this By-law, the following paragraphs also apply to Town-Wide fees as defined in this By-law:

1. **THAT** the Payment Issuance Fee as prescribed in Table 'N-1' be imposed on gross refunds greater than \$100 under the following circumstances:
  - a. Program Refunds;
  - b. Refunds of Overpayment of Accounts;
  - c. Stale-dated cheques;
  - d. Lost or stolen cheques; and
  - e. Payments made in error.
2. **THAT** the Director, Recreation & Culture, or designate, be authorized to waive the Payment Issuance Fee for Program Refunds, as appropriate, and the Chief Financial Officer/Treasurer or designate be authorized to waive the Payment Issuance Fee for all other areas.
3. **THAT** the Dishonoured Payment Fee will be applied when payments in any form (cheque, electronically, preauthorized) are returned by the financial institution for the following reasons:
  - i. Non-Sufficient Funds
  - ii. Stop Payment
  - iii. Account Closed
  - iv. Cannot Trace
  - v. No Chequing Privilege
  - vi. Not Eligible for Clearing
  - vii. Require Guarantor Endorsement
  - viii. Funds not Cleared
  - ix. Forged/Counterfeit
  - x. PTP Payor Refused
  - xi. Bank marked as Other
4. **THAT** the fees in this schedule may be waived in cases of error on the part of the Town or otherwise determined at the sole discretion of the Chief Financial Officer/Treasurer or designate.
5. **THAT** where chargeback recovery is subject to a settlement process, the existing authorities that have been delegated by Council to the Town's Risk Management staff will take precedence and Risk Management staff will have discretion as to the application (or not) of the related fees and charges.

**TABLE 'N-1' OF SCHEDULE 'N' TO BY-LAW NO. 082-2022  
TOWN WIDE SERVICES**

**TOWN OF MILTON  
RATES AND FEES  
TOWN WIDE GOODS & SERVICES**

Description	HST Status (T = Taxable) (E = Exempt)	Fee (Excl. HST)	Effective From	Fee (Excl. HST)	Effective From	Acceptable Methods of Payment
Chargeback Administration Fee	T	10% of Chargeback	Jan 1, 2022	10% of Chargeback	Jan 1, 2023	Cash, Cheque, & Debit
Payment Issuance Fee	E	\$ 30.00	Jan 1, 2022	\$ 40.00	Jan 1, 2023	Automatic Deduction from Payment
Documents (courier cost and retrieval)	T	Actual Cost	Jan 1, 2022	Actual Cost	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Dishonoured Payment	E	\$ 50.00	Jan 1, 2022	\$ 50.00	Jan 1, 2023	Cash, Certified Cheque, & Debit
Photocopies (per page)	T	\$ 0.57	Jan 1, 2022	\$ 0.57	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Preparation of Standard Agreements (with template) - related to real property, tax rolls and subdivisions (i.e. Access to Private Property via Town owned lands Agreement)	E	\$ 506.00	Jan 1, 2022	\$ 536.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Preparation of Standard Agreements (with template) - Other	T	\$ 506.00	Jan 1, 2022	\$ 536.00	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Request from off-site storage	T	Actual cost + \$72	Jan 1, 2022	Actual cost + \$76	Jan 1, 2023	Cash, Cheque, Debit, & Credit Card
Preparation of Non-Standard Agreements <sup>1</sup>	E	\$ 4,709.00	Jan 1, 2022	\$ 8,703.00	Jan 1, 2023	Cash, Cheque, & Debit
Subpoena Fee (per hour) - related to tax sale, property deeds, subdivisions	E	100% of cost	Jan 1, 2022	100% of cost	Jan 1, 2023	Cash, Cheque, & Debit
Subpoena Fee (per hour) - Other	T	100% of cost	Jan 1, 2022	100% of cost	Jan 1, 2023	Cash, Cheque, & Debit

**NOTES:**

1. Applies to agreements such as servicing agreements related to roads, construction of public infrastructure that fall outside the subdivision process, cost sharing of municipal servicing, advancing capital works etc.



## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 081-2022

BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF BUILDING RATES, FEES AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY AND TO REPEAL BY-LAW 063-2018 AND ALL OTHER PREVIOUS BUILDING USER FEES BY-LAWS PASSED PRIOR TO SEPTEMBER 12, 2022.

**WHEREAS** pursuant to section 7(1) of the *Building Code Act*, S.O. 1992, c.23, the council of a municipality may pass by-laws prescribing classes of permits and requiring the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and prescribing the amounts of the fees.

**AND WHEREAS** pursuant to section 7(2) of the *Building Code Act*, S.O. 1992, c.23, the total amount of the fees under clause (1)(c) shall not exceed the anticipated reasonable costs of the principal authority to administer and enforce the Act in its area of jurisdiction.

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** the rates and fees for building permit applications be established as set out in Schedule 'A' to this by-law.
2. **THAT** all previous Building User Fees By-laws passed prior to September 12, 2022 are hereby repealed, including but not limited to By-Law 063-2018.
3. **THAT** interest be added to rates, fees and charges including any collection costs, that are due and unpaid after 30 days at the rate of 1.25% per month.
4. **THAT** no request by any person for any information, service or activity described in Schedule 'A' will be processed or provided unless and until the person requesting the information, service or activity has paid the applicable fee in the prescribed amount as set out in Schedule 'A' to this By-law.
5. **THAT** should any part of this By-law, including any part of Schedule 'A', be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule 'A', as applicable, shall continue to operate and to be in force and effect.

6. **THAT** the following definitions and guidelines will apply:

6.1 Calculation of Permit Fees

- a) Permit fees payable shall be calculated based on the formula given below, unless otherwise specified in this by-law or in Schedule 'A':

Permit Fee = SI x A, where SI = Service Index for the Classification of the work proposed, as described in Schedule 'A' Classes of Permits and Permit Fees and A = Floor Area in m<sup>2</sup> of proposed work.

- b) *Floor area* is measured to the outer face of exterior walls and to the centre of party walls or demising walls for each storey of construction. No deductions shall be allowed for floor openings for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- c) The Chief Building Official shall determine fees for any class of permit not described or included in Schedule 'A' (based upon 1.28% of the prescribed construction value, as determined by the Chief Building Official).
- d) Elective changes (revisions) filed after the issuance of a building permit, or prior to the issuance of a building permit and requiring the repetition of processes already commenced or completed, shall be subject to an additional Elective Changes (Revisions) fee as prescribed in Schedule 'A' as determined by the Chief Building Official.
- e) Where they serve detached, semi-detached or townhouse dwellings, no additional fee applies for attached decks, fireplaces, unfinished basements or attached garages proposed and constructed at the same time as the dwelling they serve.
- f) No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve, except in the case of revisions to proposed systems, which will be charged in accordance with paragraph 6.1(d) above.
- g) For interior partitioning, floor areas used for the calculation of fees shall be the lesser of:
- i) The area contained within a rectangle encompassing the partitions being erected, or
  - ii) The actual area of the tenant space.
- h) The occupancy classifications used in this By-law are based upon the Ontario Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier (SI) for each occupancy applies.

## 6.2 Minimum Fee

Notwithstanding the fee calculation, a minimum fee as prescribed in Schedule 'A' shall be charged for all permit classifications, unless otherwise noted in Schedule 'A'.

## 6.3 Administrative Fee

- a) Where construction or demolition is carried out prior to permit issuance, to offset the additional investigative and administrative costs incurred by the municipality, upon issuance, the permit fee prescribed in Schedule 'A' shall be increased by the Order to Comply fee and/or the Stop Work Order Fee in Schedule 'A'.
- b) Where an inspector determines that the work for which an inspection has been requested is not sufficiently complete to allow for a proper inspection, the subsequent re-inspection fee as prescribed in Schedule 'A' will apply, payable upon receipt of a written invoice.
- c) Where a requested inspection reveals an infraction that was identified at a previous inspection and not remedied, the fee for subsequent re-inspection as prescribed in Schedule 'A' will apply, payable upon receipt of a written invoice.
- d) The fee for a Conditional Building Permit shall be 20% of the permit fee payable for the complete building permit and additional thereto. A minimum fee of \$1,700 and a maximum fee of \$25,000 apply to Conditional Building Permits.
- e) Upon request, the Chief Building Official may authorize a priority, fast track, after-hours service, at a rate of 1.5 times the permit fee prescribed herein.
- f) Upon request, the Chief Building Official may authorize special inspections outside of normal working hours at the rate prescribed in Schedule 'A', subject to a minimum 3 hour charge.
- g) Upon request, the Chief Building Official may authorize a Partial Building Permit at the rate prescribed in Schedule 'A' for the following classes of permits:
  - i) Foundation Component (no charge for Firebreak Lots);
  - ii) Foundation to Roof Component;
  - iii) Plumbing Component; and
  - iv) Drain Component (this may include drains within a building and/or mechanical component).

**PASSED IN OPEN COUNCIL ON THIS 12<sup>th</sup> DAY OF SEPTEMBER, 2022**

\_\_\_\_\_  
Gordon A. Krantz

Mayor

\_\_\_\_\_  
Meaghen Reid

Clerk

Schedule "A" to Building User Fees By-Law 081-2022

BUILDING CLASSIFICATION	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees	2027 Fees
	Effective from January 1, 2022	Effective from January 1, 2023	Effective from January 1, 2024	Effective from January 1, 2025	Effective from January 1, 2026	Effective from January 1, 2027
	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>
Minimum permit fee, unless otherwise noted	\$244.08	\$248.96	\$253.94	\$259.02	\$264.20	\$269.48
<b>A) CONSTRUCTION - New Buildings and Additions to Existing Buildings</b>						
<i>Group A (Assembly Uses)</i> All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (finished), Theatres, Arenas, Gymnasias, Indoor Pools	25.28	25.79	\$26.30	\$26.83	\$27.36	\$27.91
Portable Classrooms	\$ 249.38 (Flat Rate)	\$ 254.37 (Flat Rate)	\$ 259.46 (Flat Rate)	\$ 264.65 (Flat Rate)	\$ 269.94 (Flat Rate)	\$ 275.34 (Flat Rate)
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	6.17	6.29	6.42	6.55	6.68
<i>Group B (Care or Detention Uses)</i> All Group B Buildings	27.92	28.48	29.05	29.63	30.22	30.83
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	6.17	6.29	6.42	6.55	6.68
<i>Group C (Residential Uses)</i> Single/Semi-detached Dwellings, Townhouses, Duplexes and Back to Back	16.67	18.96	21.61	24.64	25.13	25.64
All other Multiple Unit Buildings (6 storey or less)	16.67	18.96	21.61	24.64	25.13	25.64
Apartment Buildings (greater than 6 storey)	16.67	17.00	17.34	17.69	18.04	18.41
Hotels, Motels	16.67	17.00	17.34	17.69	18.04	18.41
Unfinished Basement/Foundation to accommodate a Building moved from elsewhere	5.08	5.18	5.29	5.39	5.50	5.61
Detached garage or other Accessory Structure (over 27.9 m <sup>2</sup> or 300 ft <sup>2</sup> )	8.72	8.89	9.07	9.25	9.44	9.63

Schedule "A" to Building User Fees By-Law 081-2022

BUILDING CLASSIFICATION	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees	2027 Fees
	Effective from January 1, 2022	Effective from January 1, 2023	Effective from January 1, 2024	Effective from January 1, 2025	Effective from January 1, 2026	Effective from January 1, 2027
	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>
Detached garage or other Accessory Structure (up to 27.9 m <sup>2</sup> or 300ft <sup>2</sup> )	\$ 150.69 (Flat Rate)	\$ 153.70 (Flat Rate)	\$ 156.77 (Flat Rate)	\$ 159.91 (Flat Rate)	\$ 163.11 (Flat Rate)	\$ 166.37 (Flat Rate)
Attached carport or garage attached to Detached/or Semi-detached or Townhouse dwellings	\$ 150.69 (Flat Rate)	\$ 153.70 (Flat Rate)	\$ 156.77 (Flat Rate)	\$ 159.91 (Flat Rate)	\$ 163.11 (Flat Rate)	\$ 166.37 (Flat Rate)
Unenclosed deck or porch	\$ 150.69 (Flat Rate)	\$ 153.70 (Flat Rate)	\$ 156.77 (Flat Rate)	\$ 159.91 (Flat Rate)	\$ 163.11 (Flat Rate)	\$ 166.37 (Flat Rate)
<i>Group D (Business and Personal Services Uses)</i>						
Shell Only	17.00	13.67	13.94	14.22	14.51	14.80
Partitioned and/or Finished	20.62	21.03	21.45	21.88	22.32	22.77
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	7.36	7.51	7.66	7.81	7.97
<i>Group E (Mercantile Uses)</i>						
Shell Only	15.09	12.34	12.59	12.84	13.09	13.36
Partitioned and/or Finished	18.61	18.98	19.36	19.75	20.14	20.55
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	6.64	6.78	6.91	7.05	7.19
Temporary Real Estate Sales Pavilion	18.61	18.98	19.36	19.75	20.14	20.55
<i>Group F (Industrial Uses)</i>						
Under 9,999 m <sup>2</sup> :						
Shell Only	12.55	12.33	12.58	12.83	13.09	13.35
Partitioned and/or Finished	13.53	18.97	19.35	19.74	20.13	20.54
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	6.64	6.77	6.91	7.05	7.19

Schedule "A" to Building User Fees By-Law 081-2022

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	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>
Over 10,000 m <sup>2</sup> :						
Shell Only	12.55	10.54	10.75	10.97	11.19	11.41
Partitioned and/or Finished	13.53	16.22	16.54	16.87	17.21	17.55
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	5.68	5.79	5.91	6.02	6.14
Gas Station, Car Wash	13.53	13.80	14.08	14.36	14.65	14.94
Canopy over pump island, outside storage, etc.	\$ 520.42 (Flat Rate)	\$ 530.83 (Flat Rate)	\$ 541.45 (Flat Rate)	\$ 552.28 (Flat Rate)	\$ 563.32 (Flat Rate)	\$ 574.59 (Flat Rate)
Parking Garage	6.82	6.96	7.10	7.24	7.39	7.53
Farm Building	4.06	4.14	4.22	4.31	4.39	4.48
Greenhouse/Storage	4.06	4.14	4.22	4.31	4.39	4.48
Poly Hoop	2.11	2.15	2.20	2.24	2.29	2.33
<i>All Occupancies</i>						
Occupancy Permit	\$ 63.67 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 64.94 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 66.24 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 67.56 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 68.91 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 70.29 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)
Permanent Tent, Air-Supported Structure	6.97	7.11	7.25	7.40	7.55	7.70
Temporary Tent (s)	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Temporary Building (trailer or buildings on construction site for office purposes, and other similar temporary buildings)	\$ 318.36 (Flat Rate)	\$ 325.24 (Flat Rate)	\$ 331.74 (Flat Rate)	\$ 338.38 (Flat Rate)	\$ 345.15 (Flat Rate)	\$ 352.05 (Flat Rate)
Move or Relocate a Building to an existing foundation (except portable classrooms)	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Designated Structures - mobile homes and those listed in the Ontario Building Code	\$ 451.01 (Flat Rate)	\$ 460.03 (Flat Rate)	\$ 469.23 (Flat Rate)	\$ 478.62 (Flat Rate)	\$ 488.19 (Flat Rate)	\$ 497.95 (Flat Rate)
Shoring (per linear metre)	-	10.97	11.19	11.41	11.64	11.87
<b>B) CHANGE OF USE</b> - No construction proposed or required	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)

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<b>C) OTHER ALTERATIONS</b> - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and <b>OTHER CHANGES OF USE</b> (No construction proposed but Change of Use results in an increase in hazard and construction is required):						
Finished Basement	6.05	6.17	6.29	6.42	6.55	6.68
Secondary Suites	8.85	9.03	9.21	9.39	9.58	9.77
Basement walkouts, exterior stairs	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Deck Alterations	\$ 150.69 (Flat Rate)	\$ 153.70 (Flat Rate)	\$ 156.77 (Flat Rate)	\$ 159.91 (Flat Rate)	\$ 163.11 (Flat Rate)	\$ 166.37 (Flat Rate)
Miscellaneous						
Parking Garage Repair	2.59	2.64	2.69	2.75	2.80	2.86
Farm Building Alterations	2.59	2.64	2.69	2.75	2.80	2.86
Racking (no platforms/mezzanine) (per linear metre)	-	10.97	11.19	11.41	11.64	11.87
<b>D) DEMOLITION</b>						
All Occupancies	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
<b>E) MECHANICAL WORK</b> (Heating, Ventilating, Air-conditioning and Fire Protection NOT Proposed with the Original Building)						
All Occupancies						
Heating, Ventilating, Air-Conditioning	0.92	0.94	0.96	0.98	1.00	1.02
Sprinkler System	0.92	0.94	0.96	0.98	1.00	1.02
Fire Alarm	\$ 631.42 (Flat Rate)	\$ 644.05 (Flat Rate)	\$ 656.93 (Flat Rate)	\$ 670.07 (Flat Rate)	\$ 683.47 (Flat Rate)	\$ 697.14 (Flat Rate)
Electromagnetic Locks	\$ 131.59 (Each)	\$ 134.22 (Each)	\$ 136.90 (Each)	\$ 139.64 (Each)	\$ 142.44 (Each)	\$ 145.28 (Each)
Fireplace, Woodstove	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Special Systems (Commercial Exhausts, Spray Booths, Dust Collectors, CO Detection, etc.)	\$ 477.54 (Flat Rate)	\$ 487.09 (Flat Rate)	\$ 496.83 (Flat Rate)	\$ 506.77 (Flat Rate)	\$ 516.90 (Flat Rate)	\$ 527.24 (Flat Rate)



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<b>F) PLUMBING (Proposed Separately)</b>						
<i>All Occupancies</i>						
New/replacement drainage system, water supply system or parts thereof	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Site Servicing (sanitary, storm, water)	\$ 3.46 lin. m.	\$ 3.53 lin. m.	\$ 3.60 lin. m.	\$ 3.67 lin. m.	\$ 3.75 lin. m.	\$ 3.82 lin. m.
<b>G) PRIVATE SANITARY SEWAGE DISPOSAL SYSTEMS (Proposed Separately or in relation to other construction)</b>						
<i>All Occupancies</i>						
Evaluation of a Building Addition or Change of Use	\$ 189.96 (Flat Rate)	\$ 193.76 (Flat Rate)	\$ 197.64 (Flat Rate)	\$ 201.59 (Flat Rate)	\$ 205.62 (Flat Rate)	\$ 209.73 (Flat Rate)
Evaluation and Inspection related to replacement or repair of a tank or leaching bed	\$ 382.03 (Flat Rate)	\$ 389.67 (Flat Rate)	\$ 397.46 (Flat Rate)	\$ 405.41 (Flat Rate)	\$ 413.52 (Flat Rate)	\$ 421.79 (Flat Rate)
New/replacement System	\$ 764.07 (Flat Rate)	\$ 779.35 (Flat Rate)	\$ 794.94 (Flat Rate)	\$ 810.84 (Flat Rate)	\$ 827.05 (Flat Rate)	\$ 843.59 (Flat Rate)
Septic System Assessment/Inspection (Provincially Mandated)	\$ 100.81 (Flat Rate)	\$ 102.83 (Flat Rate)	\$ 104.89 (Flat Rate)	\$ 106.98 (Flat Rate)	\$ 109.12 (Flat Rate)	\$ 111.31 (Flat Rate)
<b>H) SIGNS</b>						
<i>All Signs</i>	1.6% of prescribed value or minimum \$244.08	1.6% of prescribed value or minimum \$248.96	1.6% of prescribed value or minimum \$253.94	1.6% of prescribed value or minimum \$259.02	1.6% of prescribed value or minimum \$264.20	1.6% of prescribed value or minimum \$269.48
<b>I) ADMINISTRATIVE FEES</b>						
<i>Order to Comply</i>	\$ 313.06 (Flat Rate)	\$ 319.32 (Flat Rate)	\$ 325.71 (Flat Rate)	\$ 332.22 (Flat Rate)	\$ 338.86 (Flat Rate)	\$ 345.64 (Flat Rate)
<i>Stop Work Order</i>	\$ 625.05 (Flat Rate)	\$ 637.55 (Flat Rate)	\$ 650.30 (Flat Rate)	\$ 663.31 (Flat Rate)	\$ 676.57 (Flat Rate)	\$ 690.10 (Flat Rate)
<i>Registration of Order on Title</i>	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost
<i>Discharge of Order on Title</i>	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost
<i>Permit Transfer</i>	\$ 159.18 (Flat Rate)	\$ 162.36 (Flat Rate)	\$ 165.61 (Flat Rate)	\$ 168.92 (Flat Rate)	\$ 172.30 (Flat Rate)	\$ 175.74 (Flat Rate)
<i>Subsequent Re-Inspection</i>	\$ 96.57 (Flat Rate)	\$ 98.50 (Flat Rate)	\$ 100.47 (Flat Rate)	\$ 102.48 (Flat Rate)	\$ 104.53 (Flat Rate)	\$ 106.62 (Flat Rate)
<i>Elective Changes (Revisions)</i>	\$ 403.26 (Flat Rate)	\$ 411.33 (Flat Rate)	\$ 419.56 (Flat Rate)	\$ 427.95 (Flat Rate)	\$ 436.51 (Flat Rate)	\$ 445.24 (Flat Rate)
<i>Special Inspections</i>	\$ 96.57 (Flat Rate)	\$ 98.50 (Flat Rate)	\$ 100.47 (Flat Rate)	\$ 102.48 (Flat Rate)	\$ 104.53 (Flat Rate)	\$ 106.62 (Flat Rate)
<i>Partial Building Permit</i>	\$ 700.40 (Flat Rate)	\$ 714.41 (Flat Rate)	\$ 728.70 (Flat Rate)	\$ 743.27 (Flat Rate)	\$ 758.14 (Flat Rate)	\$ 773.30 (Flat Rate)
<i>Limiting Distance Agreement</i>	\$ 594.28 (Flat Rate)	\$ 606.17 (Flat Rate)	\$ 618.29 (Flat Rate)	\$ 630.66 (Flat Rate)	\$ 643.27 (Flat Rate)	\$ 656.14 (Flat Rate)
<i>Alternate Solution Application</i>	\$1,310.59 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,336.80 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,363.54 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,390.81 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,418.62 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,447.00 (Flat Rate) (plus any additional fees incurred during evaluation process)



# The Corporation of the Town of Milton

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Report To: Council

From: Aaron Smit, Director, Information Technology

Date: September 12, 2022

Report No: CORS-061-22

Subject: Town of Milton Digital Strategy

**Recommendation:** THAT Council endorse the 2023-2027 Digital Strategy;

THAT Digital Strategy implementation initiatives will be subject to future budget approvals as necessary.

## EXECUTIVE SUMMARY

- The creation of a new digital strategy was identified as a key priority within the 2020-2023 Council-Staff work plan.
- In August 2021, staff retained Blackline Consulting to support the development of a new information technology strategic plan for Milton.
- A comprehensive strategy development process was initiated that focused on data collection, surveys and interviews with staff, management and Members of Council to ensure Milton's digital future aligns to broader corporate priorities and focuses on enhancing customer service across the organization.
- The digital strategy includes 5 themes aimed at improving Milton's digital maturity and capabilities, with a series of initiatives aligned to each, along with established criteria for measuring success and the net overall positive impact to the Town as each initiative is implemented.
- The digital strategy will guide Milton's information technology investment and focus over the next five years, and has been designed to balance evaluation and progression with the flexibility needed to seize any opportunities that arise during this time period.

## REPORT

### Background

Milton's Council-Staff work plan is a road map for how the Town of Milton will continue to accommodate growth while ensuring financial sustainability for the organization and the community. Under the goal of "Service Innovation" for the 2020-2023 Council-Staff work plan, it was identified that the Town will need to continue to deliver services that address increased expectations and service requests while effectively managing the need for new investment. The creation of a new digital strategy was established as key priority within this term of Council as a means to support this achievement. This digital strategy will allow the organization to focus its resources and technology investments over the coming years to enable the Town to continue to deliver digital services in an effective manner and enhance customer service throughout the community.

The community continues to grow and mature as the fastest growing municipality in Ontario, and one of the fastest anywhere in Canada. To that end, the Town must ensure future investment in technology platforms is made in a manner that facilitates enhanced customer service offerings and a "digital by default" mode of operation in order to allow the organization to continue to keep pace with service expectations and demands from the community in a fiscally responsible manner. The Information Technology Division has played and will continue to play a key role in implementing and supporting technology solutions which enable digital processes and service delivery across the Town.

The development of this digital strategy was completed by the Information Technology Division with input from stakeholders across the organization. It was informed by key documents and strategies previously completed by the Town such as:

- Service Delivery Review 1 (2019)
- Service Delivery Review 2 (2020)
- Information Governance Strategy (2020)
- Council Staff Workplan (2020)
- Customer Service Strategy (2021)

Many of these previous documents and strategies recommend and/or infer the need and desire for technology and digital within the Town. It is important that the Town of Milton have in place a digital strategy which focuses and streamlines the work being done within the Information Technology Division and the Corporation as a whole to ensure a

## Background

consistent approach to implementing digital solutions and enhancing internal and external customer service across all intake channels.

## Discussion

In July of 2021, staff retained Blackline Consulting to support the development of a new Information Technology Strategic Plan (ITSP) for Milton. Aligned to the Service Innovation pillar of the Council-Staff workplan, the ITSP was to include key themes and identify future areas of focus in order to foster a digital-first mindset within the organization and promote enhanced, online customer-accessible means of interacting with Town services. Recognizing the interdependency between and the critical role the Information Technology Division plays in implementing, supporting and enhancing digital within the organization, the ITSP deliverables were combined with those of the digital strategy and henceforth became known as the Town's digital strategy throughout the project lifecycle.

The process to create the strategy was divided into three phases, including: 1. Stakeholder Engagement and Environment Review; 2. Current State Assessment and Analysis; 3. Strategy Development and Approval. Phase 1 included interviews with key stakeholders within the organization including Members of Council representing the community at large. The purpose of the interviews was to collect information on both current and future department and divisional priorities, challenges, opportunities and how digital technologies and solutions can best prepare the Town for the road ahead. A review of the Town's current information technology tools, applications, architecture, policies and practices also took place in order to help guide recommendations and initiatives creation to continue moving the Town towards a customer service-driven, digital by default mindset and capability. Phase 2 involved collating all of the data collected during the initial phase and assessing the organization's current capabilities and overall current digital maturity starting point from which to build atop of. A target digital future state was created. It was during this phase that 5 overall digital themes, accompanying initiatives and an updated vision for the digital strategy was synthesized. Phase 3 involved building out detailed steps for each of the individual initiatives along with an overall implementation roadmap predicated on existing divisional capabilities balanced with the overall priority and urgency of the initiatives in relation to one another.

The digital strategy includes 5 themes aimed at improving Milton's digital maturity and capabilities, with a series of initiatives aligned to each along with established criteria for

## Discussion

measuring success and the net overall positive impact to the Town as each individual initiative is implemented.

### 1. Connecting the Community

The application of digital technologies can only be achieved when people have access to good connectivity.

### 2. Collaborative Platforms

Beyond connecting is collaborating. Access to internet is only one part of the requirement to help digitize services. The Town also needs to have in place and actively pursue/evolve technology to collaborate between departments, as well as with residents, visitors and businesses.

### 3. Digital Service Delivery

Digital by Default challenges the Town to offer as many services as possible digitally and that it is the preferred choice as it is easier, simpler and more convenient for residents and businesses.

### 4. Automation and Mobility

Automation will help the Town be more efficient with managing its growth, reducing the need for adding staff. Mobility will allow staff to spend more time in the field. It also enables residents to use self-services, reducing wait times and reliance on Town staff.

### 5. Data Analytics

While capturing and managing data is important, it is even more critical that it be useful. The tools are a starting point, but the skills and knowledge of staff is essential.

These themes are important because it will help ensure the Town is able to deliver efficient services, now and as it grows. They will also ensure the Town continues to focus its efforts on continually enhancing customer service across all service intake channels. For this strategy to succeed, Milton will need to ensure a constant focus on continuous customer service improvements and digital-first ways of conducting business across the organization. It will be vitally important for staff to collaborate internally and seek collective progression towards these common goals. The absence of an approved digital strategy within the Town will continue to yield investments in ad-hoc and fractured technology solutions that show improvements in only selective areas and services of the organization. These ad-hoc improvements may not sufficiently serve the long-term goal of the organization to enhance customer service across all intake channels and all facets of the organization.



# The Corporation of the Town of Milton

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## Discussion

The digital strategy will guide Milton's information technology investment and organizational focus over coming years and has been designed to balance evaluation and progression with the flexibility needed to seize any new opportunities that arise during this time period. Implementing digital technologies and enhancing customer service is a continuous process that will extend well beyond the initial five year implementation timeline outlined in this strategy. The Town will work towards completion of the identified initiatives during the next five years and continuously investigate, evaluate and implement new opportunities beyond this mark as the Town grows, services expand and technology evolves. It is anticipated that a subset of the initiatives can be implemented within existing budgets using current internal resources and skillsets, however others will require net new investments in resources, expertise or technologies which will be brought forward as part of annual budgeting processes.

## Financial Impact

Initial implementation of the digital strategy will be done within the existing division budget. Any future financial impacts, including service level adjustments or increases in resource requirements, will be brought forward for Council approval through the annual budget process. Staff will also continue to leverage other available sources of funding as a mechanism to supplement the approved operating budget.

Respectfully submitted,

Troy McHarg  
Commissioner, Corporate Services

For questions, please contact:      Aaron Smit      Phone: Ext. 2317  
Director, Information Technology

## Attachments

Digital Strategy

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer



## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.



# Town of Milton

## Digital Strategy

August 2022

FINAL

DO  
MORE.



# Table of Contents

## Context



Details of influencing factors both internal and external on why a digital strategy is needed for the Town

Pages 3-13

## The Path Forward



Describes the Town's digital vision, roadmap to achieve it and key enablers

Pages 14-24

## The Initiatives



Details of each initiative - situation, recommendation and actions the Town should take

Pages 25-65

# CONTEXT

# Acronyms

Acronym	Definition
AP	Accounts Payable
CASB	Cloud Access Security Brokers
COBIT	Control Objectives for Information and Related Technologies
ERM	Enterprise Risk Management
HR	Human Resources
IT	Information Technology
ITIL	Information Technology Infrastructure Library
ITSM	Information Technology Service Management
ITSP	Information Technology Strategic Plan
KPI	Key Performance Indicator

Acronym	Definition
LMT	Leadership Management Team
NIST	National Institute of Standards and Technology
PDF	Portable Document Format
RFP	Request for Proposal
RPA	Robotic Process Automation
SDR	Service Delivery Review
SMT	Strategic Management Team
TCO	Total Cost of Ownership
TOR	Terms of Reference
UCC	Unified Communications and Collaboration

# Introduction

## Background

The Town of Milton (Milton or the Town) is a dynamic, modern and innovative urban centre. Set against the backdrop of the Niagara Escarpment within Halton Region, Milton is well-situated at the core of one of Canada's most significant technology clusters, the Toronto-Waterloo Innovation Corridor.

Milton's population is among the youngest in Ontario (median age of 34.6) and ranks amongst Ontario's most educated, with 73% of the labour force possessing a postsecondary education.\* As of 2021, Milton's population is expected to grow to 235,000 by 2031\*\*, outpacing the provincial average between 2011 and 2016.

In addition, technology continues to change at a fast pace and the Town needs a plan to manage its adoption of technology.

As such, the development of a Digital Strategy is a priority within the Town's Council-Staff Work Plan, 2020-2023.

## What is digital?

Digital is a means to an end, not an end itself. Digital creates better value for investments and enables more efficient services.\*\*\*

A digital strategy serves as an integrated plan articulating how the Town uses technology to deliver services. It takes both the external (residents, businesses, visitors) and internal (staff, management) perspectives. The scope of digital strategies can vary, however typically include service channels (phone, website, etc.), information and data, systems, and technology.

Consequently, Information Technology (IT) and the IT Division are key enablers to any digital strategy.

## Why is a digital strategy important?

The pandemic accelerated the need for many organizations to think differently about service delivery, customer service, automation and self-service – both from a service continuity and safety perspective. In addition, the Town's demographics desire more digitally enabled services and access to information.

It is with this context that the Town is developing its first digital strategy.

\* StatisticsCanada, 2021

\*\* Halton Region Best Planning Estimates, 2011

\*\*\* Ontario's Digital Action Plan



# Digital services are not a new concept, but they start with several premises

In March 2017, the Province announced its Digital Action Plan. This initiative seeks to make digital service delivery and digital operations the preferred mechanism used by the Province to serve residents.

The UK launched its digital government strategy in 2011, leading with the phrase “Digital by Default”. Undoubtedly COVID-19 has accelerated this trend. Digital by Default starts with a number of premises:




- ▶ Taking a resident perspective
- ▶ Applying technology to digitize processes as it will make us more efficient, reduce errors and create a wealth of information that will inform our decision-making
- ▶ Make the services more convenient and easier to use, so residents, businesses and partners choose the digital channel above all others



# Our approach for developing the Strategy

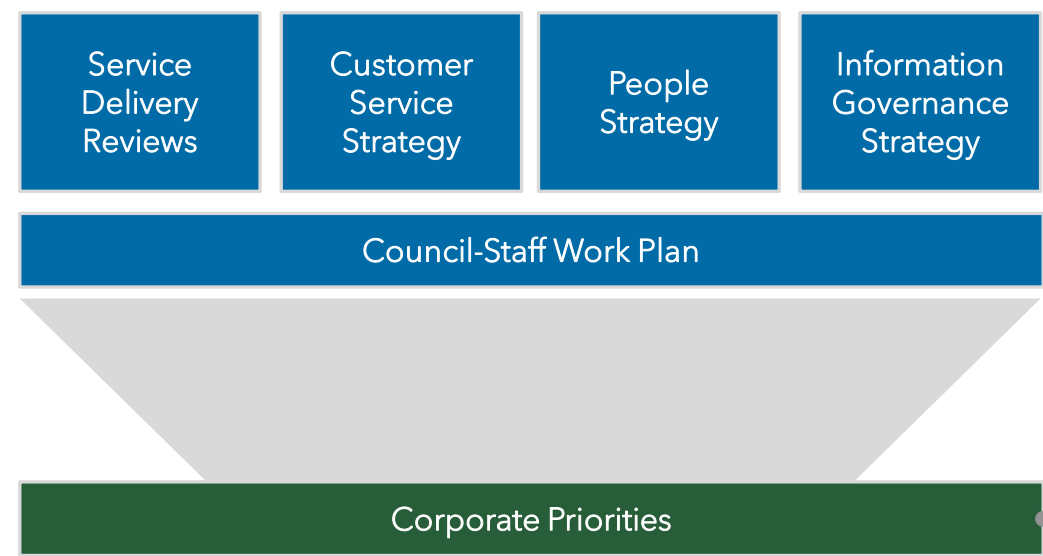
Development of the Strategy was highly collaborative, engaging Council, management and staff from all departments of the Town

In 2021, the Town engaged the services of a third-party consulting firm to work with a project team and employees across the Town on the development of a Digital Strategy. The project involved three phases:

 Assess where we are	<ul style="list-style-type: none"><li>▶ Conducting interviews and surveys across the organization</li><li>▶ Developing customer journey maps for priority areas</li><li>▶ Assessing the Town’s current use of technology</li></ul>
 Determine where we want to be	<ul style="list-style-type: none"><li>▶ Creating a vision for the Town’s digital future</li><li>▶ Collecting ideas from departments and Members of Council on where they see the future</li><li>▶ Leveraging common digital practices from the province and federal government</li></ul>
 Build a plan to get there	<ul style="list-style-type: none"><li>▶ Working with Town staff to develop step-by-step plans to achieve the vision</li></ul>

# This Strategy builds on the hard work the Town has been doing

This Strategy also leverages and supports the previous hard work of Council and staff. Specifically, over the past few years, the Town has commissioned and/or developed a number of studies and reports:



Many explicitly identify the need for technology, others infer it. Review of these documents and the current project pipeline indicates that there is high demand for digital within the organization.

Distilling the needs from these sources indicates a number of emerging themes (see right).



**Increasing Automation**  
(doing away with paper and manual activities)



**Addressing System Gaps**  
(ensuring the systems used within the organization fully meet the needs of staff and the community)



**Desire for Greater Data and Analytics**



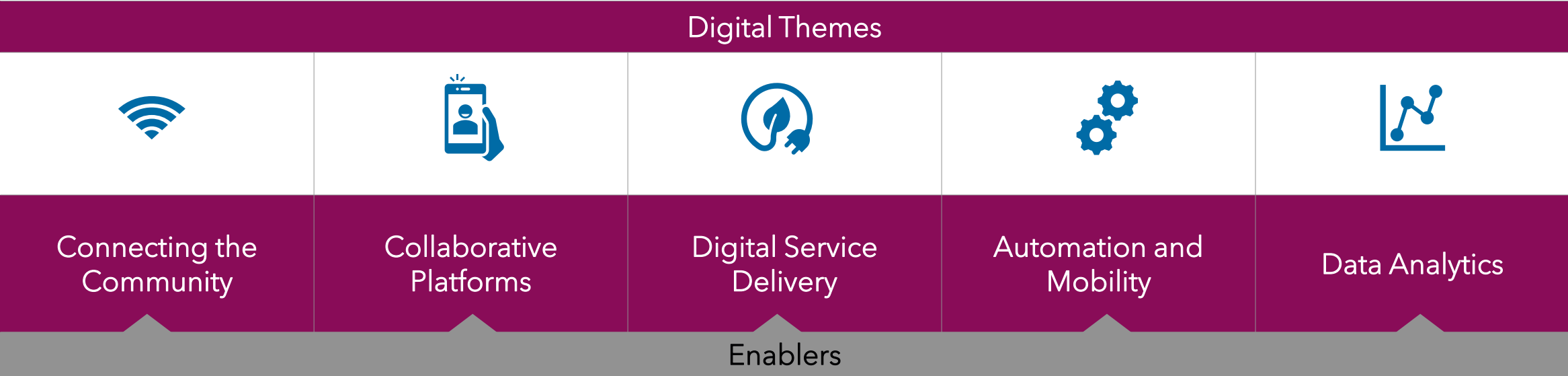
**Going Digital**  
(offering straight-thru processing / self service for residents and businesses)

These needs align with industry and consumer trends

# This Strategy adopts the principle of digital by default

Using the ‘digital by default’ principle, the Town has identified a set of digital themes

By focusing on a set of themes, the Town is able to ensure future technology investments are done in a manner that promotes the digital by default narrative. These themes provide a structure for the Town’s digital strategy and initiatives. We summarize these themes below:






Each of the five digital themes will require enabling technology, security and process changes that will impact how the Town and the Information Technology Division operates.

These themes are important because it will help ensure the Town is able to deliver improved customer service, now and as it grows. It will also enhance the Town’s ability to deliver services.






# Connectivity provides the foundation for residents and businesses to use digital services

Below we provide further details on each theme, what they are, why they are important, and some examples of current and future initiatives that support these themes:

Connecting the Community		The application of digital technologies can only be achieved when people have access to good connectivity.	Internet has become a utility, a basic need for people to access services. This is also a key requirement to accessing digital services.	<i>Examples include:</i> <ul style="list-style-type: none"> <li>Partnering and working with agencies to expand high-speed internet in Milton</li> <li>Offering free WI-FI in Town facilities</li> </ul>
Collaborative Platforms		Beyond connecting is collaborating. Access to internet is only one part of the requirement to help digitize services. The Town also needs to have in place and actively pursue/evolve technology to collaborate between departments, as well as with residents, visitors and businesses.	It is important to have efficient collaboration tools so that the Town is able to reduce transaction costs, provide timely and efficient services to residents and facilitate two-way interaction and communication with the community.	<i>Examples include:</i> <ul style="list-style-type: none"> <li>Staff being able to work efficiently in office, home and remote</li> <li>Offering online services to submit and track requests</li> <li>Enabling two-way communication with the community</li> </ul>
Digital Service Delivery		Digital by Default challenges the Town to offer as many services as possible digitally and that it is the preferred choice as it is easier, simpler and more convenient for residents and businesses.	It enables the Town to provide more cost-effective services and a platform to launch more.	<i>Examples include:</i> <ul style="list-style-type: none"> <li>Digitizing processes</li> <li>Creating more self-services for residents and businesses to perform their own transactions</li> <li>Educating the public on how to use digital services</li> </ul>




# The themes compliment each other with a focus on improving Town efficiency and effectiveness

<p>Automation and Mobility</p>		<p>Automation: technology driven process transformation.</p> <p>Mobility: enabling work to happen at the right location.</p>	<p>Automation will help the Town be more efficient with managing its growth, reducing the need for adding staff. Mobility will allow staff to spend more time in the field. It also enables residents to use self-services, reducing wait times and reliance on Town staff.</p>	<p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>Automating repeatable activities (e.g. finance, HR, taxes, permits) using Robotic Process Automation</li> <li>Providing mobile responsive services for residents</li> <li>Providing field staff with the most appropriate devices</li> </ul>
<p>Data Analytics</p>		<p>While capturing and managing data is important, it is even more critical that it be useful. The tools are a starting point, but the skills and knowledge of staff is essential.</p>	<p>Previous Town reports indicate the need for data-driven decision-making and the desire for it to be efficient to compile the required data. The importance of data analytics is to make the Town more efficient with its use of data to plan for future growth as well as provide greater transparency to residents.</p>	<p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>Creating a data warehouse and data marts</li> <li>Using data visualization tools to support open data</li> <li>Using data to develop business cases for budgeting</li> <li>Providing readily available and frequently updated datasets on an Open Data hub</li> </ul>
<p>Enablers</p>		<p>Each of the five digital themes will require enabling technology, security and process changes that will impact how the Town and the Information Technology Division operates.</p>	<p>Without evolving how IT operates any digital strategy will not be successful. IT is a key enabler to helping the Town achieve the digital strategy.</p>	<p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>Cyber security</li> <li>Enhancing the Town's network infrastructure</li> <li>Automating IT processes</li> </ul>

# This Strategy unlocks value for different stakeholders

Technology is a key enabler to unlock the value and potential the Town can offer to its various stakeholders



<div>Residents and Visitors</div> <div></div>	<ul style="list-style-type: none"><li>• Perform more transactions online</li><li>• Provide transparency</li><li>• Make it easier to find information</li></ul>
<div>Businesses</div> <div></div>	<ul style="list-style-type: none"><li>• Streamline processes (removing red tape)</li><li>• Reduce wait times</li><li>• Manage service expectations</li></ul>
<div>Town Staff</div> <div></div>	<ul style="list-style-type: none"><li>• Use data to inform decision-making</li><li>• Create and foster a culture of innovation</li><li>• Reduce their carbon footprint at work</li><li>• Manage growth efficiently</li></ul>



# Measuring the value the strategy will deliver will become increasingly important

While having key performance indicators is important, more so is the ability to accurately and efficiently produce those measures. This strategy will help the Town do so.

As it implements the strategy the Town should see noticeable changes both internally (staff) and externally (residents and businesses) as it implements the Strategy – some indicators that may be used to measure delivered value are:



- Customer Satisfaction



- % of services that are self Service / automated



- Cost of services (e.g. cost/transaction)



- The Town is able to track and report customer service request standards / response timeframes



- Use of online services



- Website, mobile web usage statistics



- Ability to perform data modeling and analytics in real-time



- Speed to share information with residents and businesses



# THE PATH FORWARD

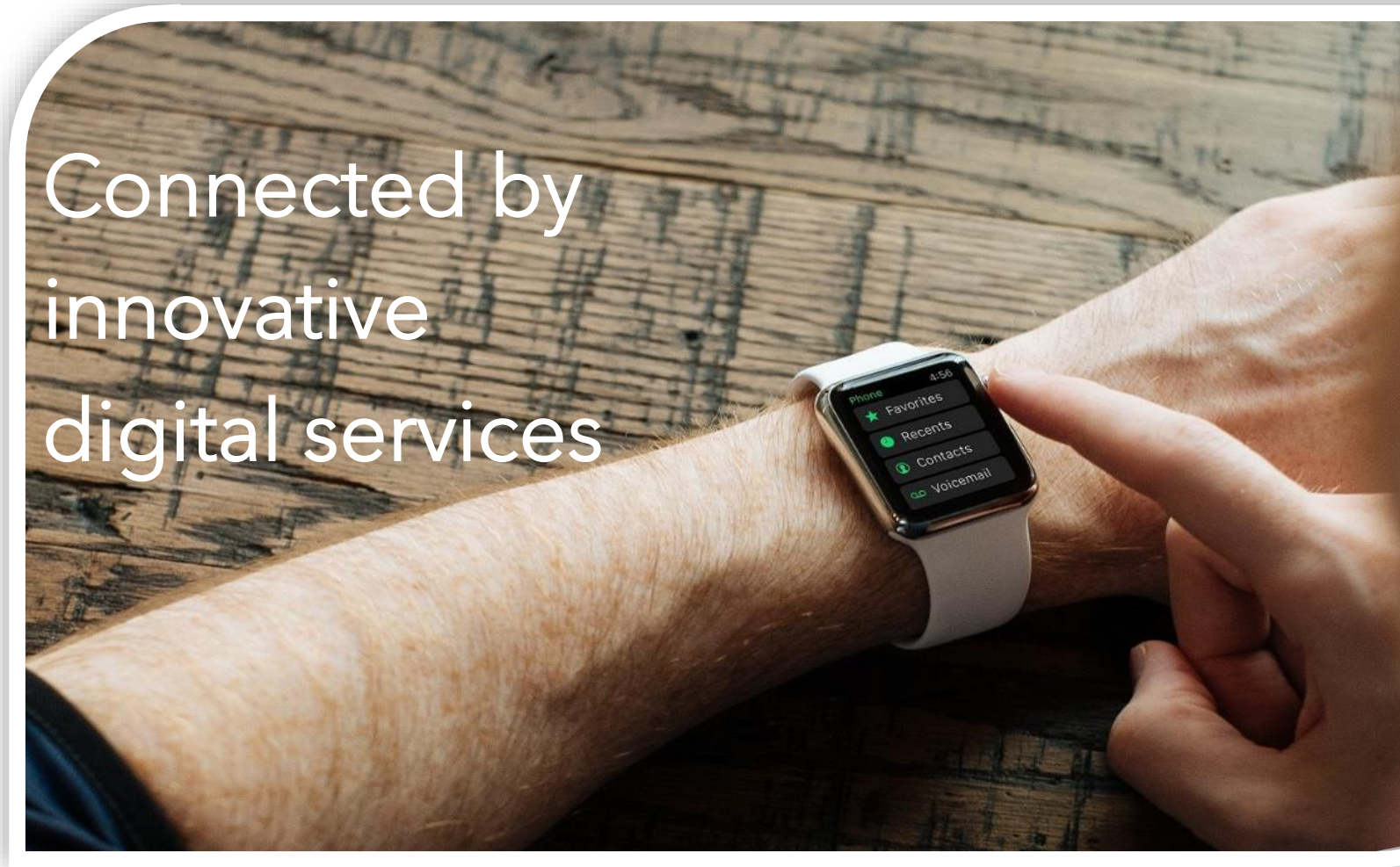


# A vision for the future

Imagine a Milton where...

- ▶ Completing transactions are seamless and transparent;
- ▶ Your channel of choice is robust [able to do what you want on the channel you prefer];
- ▶ Information is accessible, timely, accurate;
- ▶ Messaging from the Town is consistent across different channels; and
- ▶ The Town uses analytics and data to make informed and timely decisions.

This is glimpse into the Town's 'digital by default' vision.



# Achieving the vision will require a focus on twelve unique initiatives

A vision based on the principle of digital by default

## Connected by innovative digital services

To achieve this vision, there are twelve strategic priorities the Town should focus on:

1	2	3	4	5	6	7	8	9	10	11	12
Define the Town's Digital Governance	Create a Target Architecture	Expand digital Self-service Capabilities	Monetize Town Assets	Digital / IT Literacy Program	Cloud First policy	Develop an Enterprise Data Action Plan	Enhance ITSM and Update IT Processes	Enhance Policies	Pilot the Use of Robotic Process Automation	Develop and execute an Application lifecycle Plan	Enhance Hybrid Workforce Model

# The initiatives align and support the digital by default themes

The strategic initiatives align to the aforementioned digital themes and will build a solid foundation for the Town to manage growth efficiently without compromising on service standards

	Connecting the Community	Collaborative Platforms	Digital Service Delivery	Automation and Mobility	Data Analytics	Enabler
#1 - Define the Town's Digital Governance			X			X
#2 - Create a Target Architecture	X	X	X	X	X	X
#3 - Expand Digital Self-service Capabilities		X	X	X		X
#4 - Monetize Town Assets	X	X			X	X
#5 - Digital / IT Literacy Program			X		X	X
#6 - Cloud First Policy	X		X			X
#7 - Develop an Enterprise Data Action Plan		X		X	X	X
#8 - Enhance ITSM and Update IT Processes			X	X		X
#9 - Enhance Policies		X		X		X
#10 - Pilot the use of Robotic Process Automation		X	X	X		X
#11 - Develop and Execute an Application Lifecycle Plan		X	X	X	X	X
#12 - Enhance Hybrid Workforce Model	X	X		X		X



# Each initiative has a set of activities and benefits supporting the digital by default principle

#	Initiative	Brief Description	Benefits
1	<b>Define the Town's Digital Governance</b>	The Town will establish new working groups to govern digital. These new groups will prioritize digital opportunities, evaluate different solutions and develop technical standards to govern new technology.	<ul style="list-style-type: none"> <li>▶ This will address a gap of digital ownership. It will also create a consistent way for the Town to prioritize digital opportunities.</li> </ul>
2	<b>Create a Target Architecture</b>	The Town does not have a complete "blueprint" of the systems in use. As the Town grows and adopts new technology it will be important to have a blueprint to guide these changes. This initiative focuses on building a blueprint of today and for the future.	<ul style="list-style-type: none"> <li>▶ Having a blueprint will help to reduce data duplication and make it easier for the Town integrate new systems in the future.</li> </ul>
3	<b>Expand Digital Self-service Capabilities</b>	This initiative focusses on continuing to expand the Town's online and mobile experience, so residents and businesses are able to do more - quickly and efficiently.	<ul style="list-style-type: none"> <li>▶ This will improve staff productivity, help the Town grow more efficiently and enhance customer service.</li> </ul>
4	<b>Monetize Town Assets</b>	Digital services can enable the Town to find new revenue streams. In addition, given the current economic outlook financial constraints may continue to impact the Town. This initiative provides the Town with a structure to identify, assess, pilot and implement potential revenue generating opportunities.	<ul style="list-style-type: none"> <li>▶ The primary benefit and reason for doing this is to find ways to subsidize the cost of technology and better use Town assets.</li> </ul>
5	<b>Digital / IT Literacy Program</b>	With the increasing use of technology Town staff need to have the right level of skills to use it. This initiative focuses on assessing Town staff's ability to use technology, identify areas of improvement and develop a training program to help them better use technology. It will also help inform the Town's recruitment, so staff come in with a better understanding of the technology knowledge they need to be successful.	<ul style="list-style-type: none"> <li>▶ Having a more knowledgeable workforce will improve staff productivity as well as ensure the Town investments in systems are being used to its full potential.</li> </ul>

# Many require the involvement of the Town's IT Division

#	Initiative	Brief Description	Benefits
6	Cloud First Policy	The move to Cloud is almost inevitable. In response to this, Governments around the world are creating avenues to adopt it more securely and efficiently. To help the Town with this adoption, IT needs a policy and templates to assess when best to use certain Cloud products and how to migrate existing systems to the Cloud. This initiatives helps to achieve that goal while not compromising on security.	<ul style="list-style-type: none"> <li>▶ The main benefit is improving scalability and resiliency with the adoption of Cloud. A secondary benefit is timing the activities so that the Town maximizes its current investments before moving to the Cloud.</li> </ul>
7	Develop an Enterprise Data Action Plan	By the very nature of services, the Town provides, it captures vast amount of information. However, the Town has limited data analytics and Business Intelligence (BI) capabilities making it time consuming to find information for decision-making. This initiative focuses on improving the Town's ability to capture, transform, analyze and report information for internal purposes as well as support the Town's open data directive.	<ul style="list-style-type: none"> <li>▶ Doing this will better inform residents, improve Town insights and analytics and reduce information wait times.</li> </ul>
8	Enhance ITSM and Update IT Processes	With greater technology adoption there is more work for the Town's IT Division to manage it. Therefore, it is imperative that the IT Division is operating as efficient as possible. Currently, IT's tools have limitations causing manual, time intensive activities. This initiatives aims to enhance its main tool (IT Service Management) and update (automate) IT processes to the extent possible.	<ul style="list-style-type: none"> <li>▶ This initiative will improve IT staff efficiency, provide greater ability for staff to self-service and enable IT to implement a performance dashboard.</li> </ul>
9	Enhance Policies	As the Town continues to grow, the importance of having policies and processes to ensure a consistent experience will be important. During this initiative IT will update and revise its policies to ensure it aligns with new technology standards and to make sure they support a consistent user experience.	<ul style="list-style-type: none"> <li>▶ The primary benefit is to improve the Town's overall security posture and deliver a consistent user experience.</li> </ul>

# As well as support from various Town departments

#	Initiative	Brief Description	Benefits
10	<b>Pilot the use of Robotic Process Automation</b>	Many Town divisions rely on manual processes to perform services. Robotic Process Automation (RPA) is becoming widely adopted as a cost effective and quick solution to address manual, repetitive processes. During this initiative, IT will work closely with other operating divisions to automate those manual processes.	<ul style="list-style-type: none"> <li>▶ This initiative will help reduce manual effort, increase staff efficiency and reduce potential for errors.</li> </ul>
11	<b>Develop and Execute an Application lifecycle Plan</b>	The Town relies on systems to deliver effective resident services. Systems are and will be a key component to enabling this digital strategy. However, the Town has several systems that over the next five years will need replacement, upgrades or purchasing to address gaps. This initiative focuses on building a plan to replace/upgrade key systems and address gaps (no system today). This initiative will create a multi-year plan to help the Town understand the required resources and technical requirements and expenses.	<ul style="list-style-type: none"> <li>▶ By having a multi-year plan, the Town will be better able to predict future expenses.</li> <li>▶ In addition, by updating systems and addressing gaps the Town will be able to improve staff productivity and enable greater data analytics.</li> </ul>
12	<b>Enhance Hybrid Workforce Model</b>	While the Town was able to adapt quickly during COVID-19 to a remote work style, the current model is now hybrid (work from home, and in office). The Town needs to evolve its approach to how it collaborates to ensure staff are working efficiently. This initiative starts with assessing the new ways of working of each operating division, developing technology profiles for those users (from phones, hardware and software) and how they collaborate both with other divisions and with residents. The intent is to build a more integrated solution for staff to work seamlessly whether at home or office or a mix.	<ul style="list-style-type: none"> <li>▶ The primary benefit of this initiative is improving staff effectiveness in how they work and interact with other staff or residents.</li> </ul>

# Our roadmap to achieve the Town's digital vision

The implementation of the initiatives has been phased over five years

- ▶ The roadmap takes into account urgency, dependencies and estimated effort.
- ▶ There is a significant amount of work to achieve the Town's digital vision. While each initiative includes steps to complete them, it is anticipated that for many, further detailed planning will be required.
- ▶ This strategy also does not presume funding for each initiative is available. The Town will approve each of the initiatives as part of its annual budgeting process.

Following acceptance of this strategy, the Town will further validate the supporting assumptions, develop more detailed implementation plans and create capital projects for budgetary approval.

## \* Legend



Denotes the main expense is internal resources



Denotes the major expense will be external (third party, hardware, software, etc.)

Town Digital Roadmap*	2023	2024	2025	2026	2027
#1 - Define the Town's Digital Governance	Blue				
#2 - Create a Target Architecture	Green	Green			
#3 - Expand Digital Self-service Capabilities	Green	Green	Green	Green	Green
#4 - Monetize Town Assets	Green	Green	Green	Green	Green
#5 - Digital / IT Literacy Program		Blue			
#6 - Cloud first Policy		Blue			
#7 - Develop an Enterprise Data Action Plan		Green	Green	Green	Green
#8 - Enhance ITSM and Update IT Processes	Blue				
#9 - Enhance Policies	Blue				
#10 - Pilot the use of Robotic Process Automation				Blue	
#11 - Develop and Execute an Application Lifecycle Plan	Green	Green	Green	Green	Green
#12 - Enhance Hybrid Workforce Model	Green				

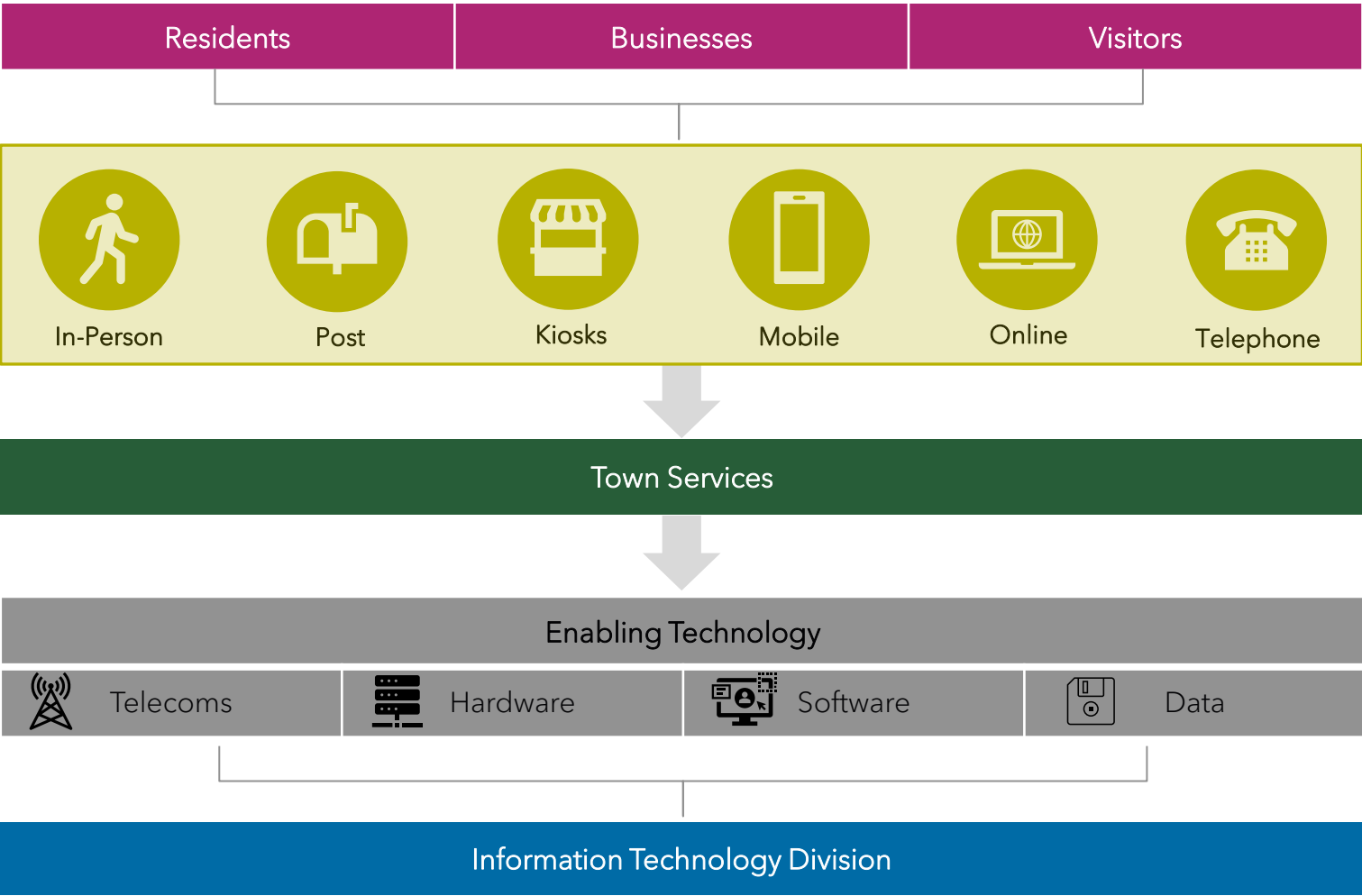
# The Town's IT Division will be a key enabler

Residents and staff rely on technology to access Town services

- ▶ The illustration to the right demonstrates the connection between stakeholders at the top, the channels they use to access Town services, and the role the IT Division plays in supporting associated systems.

Given the Town's growth projections, current IT Division capabilities and the amount of change this strategy suggests, the Town's IT Division will need to evolve

- ▶ IT will need to transition its capabilities to help ensure it can support the Town's digital agenda. Some of those areas are identified on the right.
- ▶ Capacity is also a constraint. The Town's IT Division may need to consider alternatives to build capacity and flexibility (e.g. to scale for managing projects).
- ▶ The IT Division has given thought to the impact of the digital strategy and has a defined IT operating model to help align and guide them over the coming years.



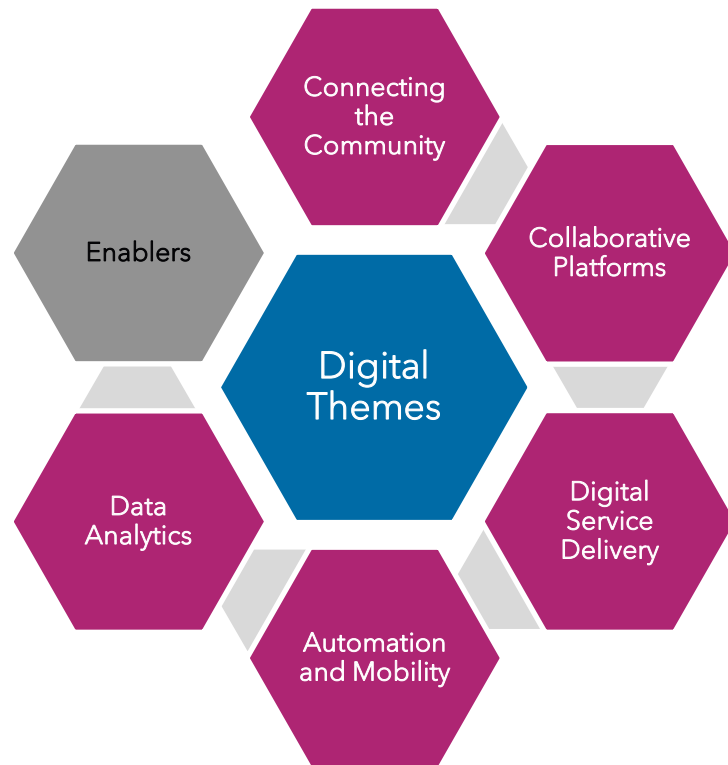
# This strategy further highlights challenges the Town will need to manage

There are challenges the Town is and will continue to face as it embarks on this digital journey. In order to realize success, it will become increasingly important to manage these challenges effectively and in a financially responsible manner:

- ▶ More demand than supply – IT is a key enabler to achieve the Strategy, however their ability to manage these initiatives, day-to-day activities and other projects will create a greater imbalance between demand (from residents and departments) and IT's supply (staff). The consequence of this imbalance can result in the following:
  - Staff burnout
  - The Town is unable to manage growth efficiently
  - Operational risks emerge
- ▶ Tightening labour force – the Town like many other municipalities it facing a talent shortage on two fronts. The first with continued eligible retirements and loss of institutional knowledge, the second attracting and retaining qualified staff. The consequence of this tightening labour force may cause:
  - Capability gaps in delivering municipal services
  - Key person dependencies causing delays in executing the Strategy
  - Inconsistent user experience across platforms and digital channels
- ▶ Clear governance and ownership – digital is something that spans the entire organization, IT is not the owner but a key enabler. Consequently, without a model to manage decision-making the Town may suffer from inconsistent user experiences and degraded customer service across its various service channels.
- ▶ Evolving changes in technology – technology continues to evolve at a rapid pace and consequently, staff (both in IT and departments) need to keep abreast of new advancements and how best to take advantage of them. Inaction can cause the Town to underutilize key investments in technology and fall behind in its ability to meet the ever-evolving and increasing needs of a growing community.

# Milton's future looks brighter with a digital strategy

By aligning our focus and technology investments to these themes will lead us down a digital path of continuous improvement and enhanced customer service as we continue to grow



## Connected by innovative digital services

Milton's first digital strategy will help enable it to demonstrate why it is a destination of choice and the core of one of Canada's most significant technology clusters, the Toronto-Waterloo Innovation Corridor.

## Imagine a Milton where...

- ▶ Completing transactions are seamless and transparent;
- ▶ Your channel of choice is robust [able to do what you want on the channel you prefer];
- ▶ Information is accessible, timely, accurate;
- ▶ Messaging from the Town is consistent across different channels; and
- ▶ The Town uses analytics and data to make informed and timely decisions.





# THE INITIATIVES



# Initiatives #1 – Define the Town’s Digital Governance

## Situation

The use of service channels differs across the organization. Some areas offer mostly online while others are in-person or telephone. This causes service fractures, customer service delays between different service groups and an overall degraded level of service to residents.

Also, the Town does not have a method to prioritize digital initiatives. Currently decisions regarding digital channels and its use are ad-hoc without clear ownership. As per the customer service strategy, some Councilors described their roles as “concierges” helping residents navigate the website or channels to interact with the Town.

## Initiative

Define the Town's Digital governance to clearly articulate roles, responsibilities and decision-making for investing in and prioritizing initiatives within the organization that promote digital services and enhanced customer service.

## Steps to Implement

### *Step 1: Design and confirm governance model*

- ▶ Confirm the design and composition of the new governance model. As set out in the [Appendix](#), this will consist of two new working groups responsible for overseeing digital services and functions on an organizational level.
- ▶ The [Digital Working Group](#) will set the digital priorities and ensure that the IT Division is performing work aligned to corporate needs. It will report into the Strategic Management Team (SMT).
- ▶ The [Technical Working Group](#) will be comprised of three separate subgroups, covering data, digital and technical standards. It will ensure that there are consistent data governance policies and practices, that systems have a consistent design, and that changes are tested and communicated effectively. It will report into Digital Working Group.
- ▶ SMT will review the draft Terms of Reference (ToR). Following any amendments, SMT will approve the working groups or staff will design a new model that is able to meet the same objectives.

# Initiatives #1 – Define the Town’s Digital Governance

## Steps to Implement (cont’d)

### *Step 2: Create reporting templates*

- ▶ To ensure that the Digital Working Group and Technical Working Group work effectively and to minimize administrative burdens, develop templates including standing agendas, meeting minutes, change advisory communications, and reports. This will allow the groups to stay focused and efficient.

### *Step 3: Create prioritization tool*

- ▶ Create a framework for the Digital Working Group to use to assess digital initiatives across the organization. Criteria to prioritize initiatives includes:
  - Overall business value
  - Costs and resource constraints
  - Legislative need
  - IT capacity and capability
  - Complexity
  - Urgency
  - Supportability
- ▶ Use the framework to score and prioritize current and future initiatives and ensure a consistent approach to the overall needs of the Town.






### *Step 4: Pilot governance model*

- ▶ Pilot the governance model by conducting initial meetings and an after-action session to consider what worked well and what could be improved, if terms of reference or agendas should be modified to improve effectiveness.
- ▶ As well, after the first year, SMT will review the overall effectiveness, use of resources, and strategic outcomes of the governance structure and determine if any further changes to composition, terms of reference, or activities need to be made.

### *Step 5: Refine and optimize*

- ▶ On a set basis (at least once every two years), review the effectiveness of the governance structure with SMT. Consider in the review:
  - Whether governance and working groups are structured appropriately and working effectively,
  - If they have the right members, and
  - Whether they are meeting the strategic goals of the Town.
- ▶ Update the Terms of References as required.

# Initiatives #1 – Define the Town’s Digital Governance

 Risks	<ul style="list-style-type: none"><li>▶ Without clear definition of digital governance, the Town will continue to support an inconsistent digital ownership model leading to varying resident experiences and overall degraded customer service.</li><li>▶ There is a risk that if the working groups are not setup appropriately (composition, frequency, level of authority) they will only add a layer of bureaucracy and slow down the implementation of digital solutions within the organization..</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Clear accountability for making decisions on customer interaction channels.</li><li>▶ Greater focus on customer service and the Town’s ability to prioritize opportunities.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ The governance work will be delivered by internal resources from IT and some operating divisions staff.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town will deliver this initiative using internal resources.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ No other initiatives.</li></ul>

# Initiatives #2 – Create a Target Architecture

## Situation

The Town does not have a documented comprehensive architecture. This target architecture will help to determine gaps in automation along with the enabling aspects of the Town's Customer Service Strategy. Having this will also help inform Request for Proposals (RFPs), the technical requirements and the flow of information between departments.

## Initiative

Create a comprehensive target architecture of Town systems, data and integration points. This will allow the organization to have a clear picture of current system gaps and future direction with respect to improving digital tools and information exchange across the organization.

## Steps to Implement

### *Step 1: Document current architecture*

- ▶ The Town will create a current state system architecture. It will outline the systems, any integration points and data flow (bi/uni-directional). This architecture will include all systems regardless of the hosting type (in-house, third party, cloud).
- ▶ The intent is to have a comprehensive view of the current systems that Town staff use including integration points between these systems.

### *Step 2: Collate known future changes and update architecture*

- ▶ IT will then put together a list of known and approved upcoming changes (system upgrades, replacements, introduction of new systems, and new integrations) then apply these changes to the diagram and create a target architecture.

### *Step 3: Identify gaps*

- ▶ Leveraging information from various sources (Customer Service Strategy, customer journey maps, departmental needs, etc.), IT will identify gap areas in the target architecture. This could include solutions that are currently not meeting the needs of the organization or areas where there isn't a system, causing staff to resort to manual work-arounds.

# Initiatives #2 – Create a Target Architecture

## Steps to Implement (cont'd)

### *Step 4: Determine potential solutions*

- ▶ After identifying gap areas, IT will investigate and collate a list of potential solutions and changes to systems, which will better support the Town and resident needs. The solutions will be presented to the Digital Working Group for approval.
- ▶ Once approved, for each solution, IT will work closely with departments to collect all the changes and create a package of improvements. For each potential change, IT should test it against the architecture to confirm the change remains valid.

### *Step 5: Document target architecture*

- ▶ IT will define this architecture diagram and evolve it as the Town selects new systems / implements the changes. This is important as there will be many unknowns about the particular product the Town will select until it undertakes a competitive selection process.






### *Step 6: Develop roadmap to achieve target architecture*

- ▶ It is important for the Town to develop a roadmap towards achieving this target architecture. The roadmap will need to consider capacity (effort of Town staff) and align IT milestones with any upcoming projects/dependencies.

### *Step 7: Update and maintain architecture and roadmap*

- ▶ It is important to note that aligning business needs, available technology and the Town's target architecture is a continuous activity. As a result, the roadmap will continually need updating (at a minimum annually) as technology evolves or as new information arises.

# Initiatives #2 – Create a Target Architecture

 Risks	<ul style="list-style-type: none"><li>▶ The risk of not performing this initiative is that the Town could miss important opportunities to enhance the customer experience and employee experience.</li><li>▶ Technology investments are not being fully leveraged (e.g. not using all of the functionality a system has to offer).</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ A defined target architecture makes the process of integrating systems easier. Reducing data duplication and the likelihood of re-work.</li><li>▶ It also enables easier formulation of system requirements for new/future system selections.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ We estimate this initiative will require some external assistance (technical resources) working closely with the IT Division. The external assistance will help to identify, validate, and document current systems in use in the Town along with associated integration points and data exchanges.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town has the capabilities to deliver this work using internal resources however will require additional third party capacity (contractor or consultancy) to complete the work.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ There are no dependencies. Align and coordinate work with two other important initiatives:<ul style="list-style-type: none"><li>- #3 - Expand digital self-service capabilities</li><li>- #11 - Develop and execute an application life cycle plan</li></ul></li></ul>

# Initiatives #3 – Expand Digital Self-service Capabilities

## Situation

Some areas of the Town offer online services to residents by way of web form or downloadable PDF form. While this provides efficient data collection and submission for residents, the overall benefit of such solutions is hampered by manual staff processes involved with extracting data from these forms and entering into back-end systems. Often times, this data needs to be manually transcribed from emails or PDF forms into existing Town systems before it can be actioned. There are few services that residents can start and complete online. If the Town continues with its current manual customer service processes and channel at it's continued high growth rate, keeping customer experience at the same level will be challenging for staff.

Additionally, as the Town continues to experience high growth rate, its demographics is also expected to change (i.e., average age of the Town will continue to lower). This, coupled with other socio-economic and consumer behaviour changes will increase the desire to use digital channels.

## Initiative

Expand resident self-service capabilities (web / mobile) and improve process automation. This will allow the Town to manage multiple intake channels (should these channels be supported by the Town's Customer Service Strategy implementation), handle an increasing number of requests, track service standards, and expedite services.

This recommendation specifically refers to expanding digital self-service for the most frequently accessed/used Town services, as it may not be feasible or beneficial to digitally enable all services.

# Initiatives #3 – Expand Digital Self-service Capabilities

## Steps to Implement

*Step 1: Use output from the Town's Customer Service Strategy and Council Staff Work Plans to prioritize a list of changes to enhance digital services*

- ▶ Section 7.3 in Milton's customer service strategy recommends the following to mitigate the ongoing long-term need for additional departmental resources, reduce backlogs, and streamline access for customers:
  - Streamline Customer Access points
  - Complete Customer Journey Mapping
  - Prioritize Automation over Manual Processes
  - Transition to a "Digital First" Approach While Addressing Barriers to Access
  - Address After-Hours Service Issues
- ▶ While the customer service strategy does not include volume metrics, we provide a list of potential priority areas the Town should initially focus on (see [Appendix 2](#)).

*Step 2: Assess and select preferred solutions*

- ▶ In some cases, enabling a better digital experience is straightforward, e.g. converting a PDF into a fillable form rather than having to print it out and mail it in. In other cases, there may be several alternative solutions that require options analysis. For those cases, the Town should assign a resource to assess the current situation, work with the impacting department and IT to develop alternatives. Research each alternative to develop a benefits/risks and cost analysis to decide on the best course of action. IT should also consider any technical implications of the options (particularly regarding technical standards and security). Privacy will be another factor to ensure it complies with the Town's privacy practices and compliance with legislation.
- ▶ Once a preferred option is identified the Town should follow its existing approval process for funding and resources.



# Initiatives #3 – Expand Digital Self-service Capabilities

## Steps to Implement (cont'd)

### *Step 3: Develop plan for website enhancements and/or a mobile app*

- ▶ Given current consumer trends, the Town will need to enhance website functionalities to offer more straight-through online services. In some situations, the Town may benefit from relaunching a mobile app where web-native functions do not exist within a particular application. Ownership of particular online services and/or a mobile app should reside with a department (not IT). Typically, ownership would align with either customer service or the digital owner of the municipality. It should be governed using the newly formed Digital Working Group. If pursued, a mobile app owner will be responsible for developing a product roadmap and prioritizing a set of services / information that the mobile app will deliver.
- ▶ Perform a market scan to identify potential solutions that can provide this functionality for the Town and / or a vendor that can develop it. This information will provide the basis for a business case for Council approval.

### *Step 4: Update target architecture*

- ▶ As the Town begins to add digital services through different systems and applications the Town would also need to update its target architecture to account for these changes.






### *Step 5: Select partner(s) and implement solutions*

- ▶ After deciding which digital opportunities to proceed with, the Town should go to tender to the select vendors to implement the preferred solutions.

### *Step 6: Perform change management*

- ▶ Enabling digital services will introduce significant change to both Town staff and residents. Change management and communications will be important to help ensure adoption. The Town will need to do an impact analysis to determine which group are most impacted by the change.
- ▶ The Town should consider adopting a formal change management framework, such as PROSCI (See [Appendix 3](#)) to provide guidance on implementing these changes and others included in this strategy.

# Initiatives #3 – Expand Digital Self-service Capabilities

 Risks	<ul style="list-style-type: none"><li>▶ Without appropriate change management the adoption rate of newly implemented digital solutions will continue to be low, creating a costly channel to maintain in addition to existing non-digital options (i.e. manual) processes.</li><li>▶ The risk of not pursuing this initiative could result in resident frustrations and the Town being unable to deliver timely and efficient services.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Improve staff efficiency by reducing manual activities.</li><li>▶ Improve customer service by offering more streamlined services.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ This initiative will require external assistance, particularly development of technical web site changes and mobile app development (if required). In addition, this initiative will require resources from the IT Division and other operating divisions (dependent on the self-service capabilities the Town wishes to enhance).</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town will perform steps 1,2, 4 and 5 using internal resources and leverage third parties all other steps.</li><li>▶ The Town will require third party assistance to execute implementation.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ There are no dependencies. Align and coordinate work with two other important initiatives:<ul style="list-style-type: none"><li>- #2 - Create a Target Architecture</li><li>- #11 - Develop and execute an application life cycle plan</li></ul></li></ul>

# Initiatives #4 – Monetize Town Assets

## Situation

Expanded digital services will result in the Town explicitly investing funds and resources in new areas, technologies and processes. At the same time, digital services can enable the Town to find new revenue streams to help offset these new costs.

## Initiative

Monetize the use of Town assets - specifically providing network connectivity, leased fibre and leased co-location within facilities.

## Steps to Implement

### *Step 1: Create index of potential revenue streams*

- ▶ The Town (working closely with IT) will develop an index of assets (e.g. building space, WIFI etc.) that could be monetized. The Town should consider creative methods to do so such as hosting a hackathon, leverage graduate student programs, Milton's innovation centre or think tanks to assist with generating the index of potential future revenue streams.

## Steps to Implement (cont'd)

- ▶ Some common examples of monetizing municipal assets include:
  - Leasing municipal owned fibre
  - Digital signage on facilities and Town owned buildings
  - Renting space in facilities / data centre racks to third parties
  - Renting high-speed WiFi access in facilities to businesses (while offering basic WiFi for free)
  - Streaming services of events

### *Step 2: Evaluate monetization opportunities*

- ▶ The Digital Working Group will evaluate monetization opportunities. The group should use a prioritization framework with set criteria and weights to ensure consistency and avoid any biases. The prioritization should occur at a minimal annually but depending on volume quarterly. This will help feed into the Town's budgeting process.
- ▶ Assessing the opportunities should also consider the revenue source (businesses, visitors, residents, etc.) as well as the equity of services.

# Initiatives #4 – Monetize Town Assets

## Steps to Implement (cont'd)

### *Step 3: Gather additional information / analysis*

- ▶ Once the Town has a list of priorities to pursue an owner will be assigned to perform further analysis to create a business case. The intent of the business case is to ensure the opportunity's feasibility. The business case should take into account:
  - Cost
  - Potential Revenue
  - Feasibility
- ▶ Results of the analysis will be presented to the Digital Working Group to decide on whether to proceed or not.






### *Step 4: Perform pilot / proof of concept*

- ▶ For those initiatives that the Digital Working Group approves, the Town will conduct a proof of concept or pilot (depending on the nature of the opportunity). The intent of the pilot / proof of concept is to help address any concerns as well as to build confidence that the initiative will meet the business cases benefits.
- ▶ Prior to performing the pilot / proof of concept the Town should establish success criteria so that it can objectively confirm whether it was a success or not.

### *Step 5: Seek necessary approvals and implement*

- ▶ For pilots / proof of concepts that meet the success criteria and demonstrate the initiative is feasible and profitable then the Town should seek approval from senior management and/or Council to roll it out on scale.

# Initiatives #4 – Monetize Town Assets

 Risks	<ul style="list-style-type: none"><li>▶ There is a risk that without appropriate ownership and resources opportunities will not be able to pass step 2.</li><li>▶ The rate of technology expansion and digital service implementations at the Town will have a constant and growing financial burden on taxpayers as the Town continues to grow. By not pursuing this initiative, the Town is left with limited options to find new revenue streams and reduce this financial burden.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Additional revenue streams for the Town.</li><li>▶ Better use of Town assets and investments.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ Assessment of opportunities for potential new revenue streams would relay on internal staff and some third-party consultants).</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town will use internal resources to conduct steps 1-3, and work with third parties on steps 4 and 5.</li><li>▶ IT will be an enabler to help monetize Town assets.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ No other initiatives.</li></ul>

# Initiatives #5 – Digital / IT Literacy Program

## Situation

Town staff have varied levels of digital and IT literacy.

This can lead to more reliance on IT and under-utilized digital assets. Taking up IT staff time on routine issues, such as resetting passwords, training and enabling remote access to systems and data can take time away from resolving more complex issues and implementing new digital solutions aligned to strategic goals.

## Initiative

Create a digital and IT literacy program for Town staff covering a range of topics from data analytics to self-service problem solving.

## Steps to Implement

### *Step 1: Assess Town staff IT skills (HR-led)*

- ▶ The Human Resources (HR) Division will be responsible for developing and executing the new digital and IT literacy initiative. First, current staff IT skills need to be documented and assessed. This includes comparing current skills to staff job requirements and technology use, for both current and future new systems and hardware.

## Steps to Implement (cont'd)

### *Step 2: Assess job descriptions and recruitment requirements (HR-led)*

- ▶ Review Town staff job requirements, and document current digital and IT skills needed for roles in the organization. Determine future workforce digital and IT competencies which will be needed for each position. Compile a list of needed competencies and how many staff will require each type of skill. Revise job descriptions to list specific IT / digital skill-sets required for a role.

### *Step 3: Develop digital and IT literacy training program*

- ▶ Prioritize competencies to develop a training program for the Town's staff. Identify high priority training needs (such as missing competencies). Consider applying a train-the-trainer approach using staff volunteers to extend their expertise in corporate technologies who will then provide training to other staff members.
- ▶ Develop a program schedule outlining when training will take place, what skills will be taught, and which roles will receive training on given competencies.

### *Step 4: Source training program / learning material*

- ▶ Using the training program, review and select training materials, documentation, and courses for each digital competency.

# Initiatives #5 – Digital / IT Literacy Program

## Steps to Implement (cont'd)

### *Step 5: Develop/modify training budget*

- ▶ Collate total costs for the digital literacy program for each competency type across the training schedule. Seek approve for the total required training budget.

### *Step 6: Develop learning programs based on role*

- ▶ Assign staff to take training based on their role, current skills, and needed digital competencies.






### *Step 7: Integrate learning program with performance management*

- ▶ Aspects of the learning program including courses, feedback, and results, should be documented and tracked. This will ensure that staff training can be reported, tracked, and the overall effectiveness of the program can be measured and reported on.

### *Step 8: Monitor progress and refine IT literacy program*

- ▶ As the program rolls out, key metrics should be tracked and regularly reported on. Staff feedback should be collected and used to ensure that programs and training are relevant, effective, and respectful of staff time and needs. As training continues, the mix of needed skills will change as staff acquire competencies, and the literacy program should reflect these changing needs.

# Initiatives #5 – Digital / IT Literacy Program

 Risks	<ul style="list-style-type: none"><li>▶ Lack of resources available for training.</li><li>▶ Lack of organizational buy-in from other departments to take training and capacity of HR to lead aspects of the training program.</li><li>▶ The risk of not pursuing this initiative could result continued reliance on IT for ad-hoc, lower-value tasks. Taking time away from focusing on system enhancement and improvements.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Improved use of systems and staff productivity.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ HR will lead this initiative with support from the IT Division. We expect that some activities will also require operating division time (e.g. Step 1).</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ HR staff is available to lead the program.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ No other initiatives.</li></ul>



# Initiatives #6 – Cloud First Policy

## Situation

The move to Cloud is almost inevitable. Software vendors are in many cases removing the on-premise option. In response to this, Governments around the world are creating avenues to adopt it more securely and efficiently.

The Town is using Cloud services however does not have a consistent method to determine when to use it and how best to migrate existing on premise systems to the Cloud.

## Initiative

Create a policy and guidelines for use of Cloud. Apply this policy to all future IT system upgrades and implementations.

## Steps to Implement

### *Step 1: Document guiding principles*

- ▶ Before developing the policy, the Town should adopt certain principles to guide the policy and decision framework. To the right is a draft starting point the Town will use.

## Steps to Implement (cont'd)

Objective	Principle
To ensure Cloud decisions are made consistently and with the appropriate individuals	The Town will use a decision framework to guide all Cloud decisions
	The Town will use a risk-based approach to consistently assess and approve the use of Cloud
To comply with government regulation and legislation	The decision framework will align with government (Federal, Provincial and Municipal) requirements and industry standards for risk mitigation, security and controls
To objectively compare options	Any future IT purchases, where a Cloud option is available it will be included as part of the options analysis
	When comparing pricing (Cloud vs. non-Cloud) the Town will perform Total Cost of Ownership (TCO) analysis to normalize pricing
To mitigate risk when using Cloud	The Town's IT Division will be accountable for validating the Cloud providers adherence to security standards on an annual basis

# Initiatives #6 – Cloud First Policy

## Steps to Implement (cont'd)

### *Step 2: Create the Cloud policy and decision framework*

- ▶ IT will lead the development of a policy that describes its approach to adopting Cloud. The policy should include a decision-framework that considers:
  - Data sensitivity and criticality (including a Privacy Impact Assessment)
  - Financial impact and pricing certainty
  - Vendor supply chain
  - Commercial terms relating to service levels, step-in and data ownership/use
  - Business requirements
  - Technical requirements (latency, technical architecture, standards)

### *Step 3: Build a migration plan*

- ▶ To prepare the Town for adopting Cloud the IT Division will develop a migration plan (moving existing on premise services to Cloud). This will include creating “move groups”. Move groups are a grouping of applications that typically interact together to deliver a service. Other factors to consider when creating move groups is the user impact, complexity of the migration and technical dependencies (e.g. the server and storage it resides on). Categorizing applications into move groups and understanding their dependencies/interrelatedness is vital to ensure that the migration runs smoothly.

### *Step 3: Build a migration plan (cont'd)*

- ▶ For applications that do not have a Software as a Service (SaaS) product investigate the use of Platform or Infrastructure as a Service options.
- ▶ Develop a migration plan that considers:
  - Move groups
  - Current asset replacement (servers, storage and data centre)
  - Application upgrades
  - Other IT initiatives
  - Scaling down or decommissioning disaster recovery sites and hardware
- ▶ This will help identify the ideal timing of migration activities from a risk, expense and resource perspective.

# Initiatives #6 – Cloud First Policy

## Steps to Implement (cont'd)






### *Step 4: Confirm security compliance*

- ▶ Historically, a major concern with using the Cloud was the perception that it did not have the same level of security and visibility that IT operating practices have when it is on premise. Over the past few years Cloud Access Security Brokers (CASB) have emerged to provide the same level of operating and security practices. Broadly, the services cover five categories: visibility, compliance, data security, threat protection, and enterprise integration.
- ▶ Prior to implementing the Town's Cloud migration plan, it is important that the IT Division updates its IT operating and security practices and considers selecting and using a CASB.

### *Step 5: Execute Migration*

- ▶ Depending on the migration plan (speed, timeframe, resources, etc.) the Town may wish to implement it as transformation program. This will require the Town to have appropriate program/project resources and processes to execute efficiently. Timing of any major move to the Cloud should also consider facility implications (ideally avoiding any major upgrades to the Town's data centre).

# Initiatives #6 – Cloud First Policy

 Risks	<ul style="list-style-type: none"><li>▶ We expect this initiative will have similar risks to any large-scale transformation - managing the program scope, resources, budget and timeline.</li><li>▶ The risk of not pursuing this initiative could result in the Town being forced to move to cloud (as software providers phase out support for non-cloud options) and not having adequate time, capability and security to manage it appropriately.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Reduced capital expenses.</li><li>▶ Improved security, resiliency and redundancy.</li><li>▶ Greater degree of scalability.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ There is no cost to perform the policy or migration plan. However, there will be costs for the actual migration.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town can complete this work using internal resources from the IT Division and may require input from other areas such as Clerk and Procurement.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ No other initiatives.</li></ul>

# Initiatives #7 – Develop an Enterprise Data Action Plan

## Situation

By the very nature of Town services, it captures vast amounts of information. Town services vary in the type of information and how it is collected (paper, voice, electronic). While the Town has made strides over the years to improve the ability to collate, index, search and use the information for analytics, there are still obstacles in performing the latter. Consequently, the Town has limited data analytics and Business Intelligence (BI) capabilities making it time consuming to find information for decision-making.

## Initiative

Develop an enterprise-wide data action plan that enables the Town to efficiently acquire, store, process and use data for decision-making.

This action plan will impact both internal staff as well as enable the Town to provide more open data when it desires.

## Steps to Implement

### *Step 1: Formalize data governance*

- ▶ As explained in Initiative #1, the Town will form a data governance working group to define and develop policies and processes relating to data collection, storage, processing, and publishing.
- ▶ The working group will also develop recommendations in particular, roles and responsibilities for IT, operating divisions, and third parties as it relates to data management.

### *Step 2: Define open data directive objectives*

- ▶ The Town will review and consider adopting the Open Data Charter, an international governmental collaboration promoting consistent standards for providing publicly accessible data and information.
- ▶ Following a review of the charter and other relevant sources, the working group will define the extent to which the Town will make it available to the public “data open-by-default”. They will formalize this in a charter that SMT will review and approve.

# Initiatives #7 – Develop an Enterprise Data Action Plan

## Steps to Implement (cont'd)

### *Step 3: Define data analytic requirements and priorities*

- ▶ The working group will document datasets across the Town in a data dictionary. This should include documenting data format, variables, frequency of updates, formats, responsible divisions, and document management policies. Once complete, the working group should ensure that the data dictionary is frequently maintained and up-to-date with changes, additions, and deletions made as required.
- ▶ The working group will use the data dictionary as a source to develop and confirm data warehouse requirements for storage and processing, and create a prioritization of datasets for formal management based on clear criteria. As well, business intelligence capabilities including; data visualization capabilities, forecasting, and other analytics.

### *Step 4: Develop a target data architecture*

- ▶ Using the analytic requirements and available datasets, create a data model. This will include both a conceptual model of the data the business uses and its relationships, as well as a logical model outlining the database schema and the different Town systems. It should also include any external third-party data sources.
- ▶ Next the working group will work with representatives from operating divisions to determine any shortcomings (e.g. information gaps, or missing information) and finalize the target data architecture.

### *Step 5: Perform market scan analysis*

- ▶ The Town will conduct a market scan of data warehouse and business intelligence products to better understand the range of potential systems available to the Town, their costs, and the impact on the Town's system architecture. Performing this market scan will ensure the Town understands the current market landscape, costs, and resource requirements. It will ensure the Town can select the most appropriate products for current and future needs.

### *Step 6: Build a data warehouse/BI solution architecture*

- ▶ Document and confirm requirements for an RFP based on the data architecture, requirements and priorities. Determine the composition of the team to evaluate submissions, as well as the evaluation criteria which will be used. Team members should include members of the data governance working group.
- ▶ Launch a competitive procurement process in-line with Town procurement guidelines.

### *Step 7: Evaluate solutions*

- ▶ Review proposals based on the evaluation criteria and proceed with necessary approvals. Communicate the result to the data governance working group and the IT Division.

# Initiatives #7 – Develop an Enterprise Data Action Plan

## Steps to Implement (cont'd)





### *Step 8: Perform Proof-of-Concept test (optional)*

- ▶ To help develop a business case and ensure the Town has the right approach and solution it can be beneficial to perform a proof of concept or pilot. Given the importance of data, the Town may wish (optional) to do so.
- ▶ Using the preferred vendor(s) and solution, perform a proof-of-concept. In consultation with relevant IT staff and the working group identify specific use cases to assess the solutions viability and identify any changes. Develop a business case and budget request for the implementation.

### *Step 9: Develop implementation/change management plan*

- ▶ Once approved, begin working with the preferred vendor(s) to develop a more detailed implementation plan and change management plan.
- ▶ The rollout should consider priority use cases and Town departmental readiness (ability to adopt the changes).

# Initiatives #7 – Develop an Enterprise Data Action Plan

 Risks	<ul style="list-style-type: none"><li>▶ Lack of training and change management could lead to low adoption and reduce the benefits realization.</li><li>▶ Without focused resources this initiative could become a “never ending” project.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Ability to better inform residents (providing greater self-service).</li><li>▶ Ability to quickly and efficiently produce insights and analytics to support decision-making.</li><li>▶ Reduce freedom of information wait time and staff effort.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ This initiative will require expertise from the IT Division along with a third party for all steps.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town does not have the necessary capacity to manage this project (steps 1-7) and will require either contractor or consulting resources to assist.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ This initiative is dependent on #2 - Create a Target Architecture.</li></ul>



# Initiatives #8 – Enhance ITSM and Update IT Processes

## Situation

The Town's IT Division has limitations and gaps in its ability to efficiently track assets, automate processes and provide internal users with self service. While current IT operational service expectations are being met, the Town's IT Division processes and tools will need to advance to help support the Town's digital agenda.

Additionally, the IT Division presently does not have an efficient means of reporting on data pertaining to service standards/baselines and Service Level Agreement (SLA) compliance.

## Initiative

Enhance the Town's Information Technology Service Management (ITSM) system and revise IT processes to offer staff greater self-service, automate IT activities (e.g. imaging, applying updates, etc.).

## Steps to Implement

### *Step 1: Define IT / business needs*

- ▶ Assign an IT staff member to redesign IT processes, specifically self-service, knowledge base, IT asset management, image and update management. Requirements should include reporting and analytics capability, as this is also an area which is underserved by current systems and processes.
- ▶ IT should take a service-oriented view of developing the new processes to help ensure it aligns with the Town's overall customer service strategy objectives.

### *Step 2: Acquire an ITSM tool*

- ▶ Once the Town has ITSM requirements, it should initiate a competitive procurement to select a vendor and system. This process should align with the Town's procurement guidelines.

### *Step 3: Enhance ITSM and update IT processes*

- ▶ Working with the preferred vendor, the Town will revise its IT processes to streamline and automate where possible. The requirements from Step 1 should guide the configuration and setup of the new ITSM. The Town should also leverage the vendor's expertise to identify other areas of improvement.

# Initiatives #8 – Enhance ITSM and Update IT Processes

## Steps to Implement (cont'd)






### *Step 4: Provide training to service desk and relevant staff*

- ▶ During step 3, IT staff should receive ITSM training as relevant for their positions. IT should also revise its processes and knowledge base material to align to the new ways of working.
- ▶ As well, provide Town staff with communications outlining how they will be impacted by the new ITSM system and what they need to know, along with training as necessary to be able to use the new self-service capabilities effectively.

### *Step 5: Review effectiveness of current processes and iterate improvements*

- ▶ The IT Division should regularly monitor their service levels and KPIs through the ITSM, and as well, communicate with users to ensure that overall service levels are appropriate for the Town.
- ▶ IT staff should regularly review their use of the ITSM and ensure that the system's capabilities and processes are used to their fullest extent. The knowledge base should be maintained continually, while formal processes and policies should be updated on at least an annual basis.

# Initiatives #8 – Enhance ITSM and Update IT Processes

 Risks	<ul style="list-style-type: none"><li>▶ There is a risk that without implementing an improved ITSM solution and configuring it correctly that the IT Division will not be able to keep up with the increasing support demands being placed on the team.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Improve IT staff efficiency (by automating tasks) and free up resource time to focus on other high value activities.</li><li>▶ Improve Town staff ability to self-service and reduce reliance on IT for common tasks.</li><li>▶ Expand IT's ability to measure performance using service levels and Key Performance Indicators (KPIs).</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ IT Division resources will be required for this initiative along with some resources from the ITSM vendor.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ IT will have capacity and capability to deliver this initiative.</li><li>▶ Resources are available for the provision of a new system, including procurement capacity.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ No other initiatives.</li></ul>

# Initiatives #9 – Enhance Policies

## Situation

IT has few documented and/or continually updated policies and processes to guide the delivery of IT services. As the Town continues to grow, the importance of having policies and processes to ensure a consistent experience will be important.

## Initiative

IT, working with other departments will develop a set of common policies and processes to help mitigate risk and ensure a consistent user experience.

## Steps to Implement

### Step 1: Confirm list of priority IT policies

- ▶ IT will prioritize a set of policies to document and/or update. Currently, this list includes; security, disaster recovery, IT asset refresh and acceptable use.
- ▶ IT will also conduct additional research to ensure the policies align with common practices such as but not limited to industry practices such as Information Technology Infrastructure Library (ITIL), National Institute of Standards and Technology (NIST), the Institute of Risk Management, Control Objectives for Information and Related Technologies (COBIT).

## Steps to Implement

### Step 2: Draft IT policies

- ▶ Using the research, IT will begin drafting the new policies and any supporting details e.g. process maps / procedural documentation of the phases, activities, roles and responsibilities.
- ▶ IT will check with the Clerk and/or the CAO Office, to ensure they follow Town guidelines for policy structure.
- ▶ IT will also identify other stakeholders that should participate in the policy development. For example, the disaster recovery.
- ▶ Additionally, IT will need guidance from the Town, particularly with respect to security and the Town’s risk management to ensure they align.

### Step 3: Assign owner accountable for each policy

- ▶ For each policy, the Town will assign an owner who will be accountable for ensuring that policy is enforced and determining exceptions.

# Initiatives #9 – Enhance Policies

## Steps to Implement (cont'd)

### *Step 4: Revise IT processes to be in line with policies*

- ▶ Once policies are updated, review current IT processes and align as necessary.






### *Step 5: Approve policies and rollout*

- ▶ As policies drafts are finished IT will work with other Town stakeholders to gather feedback and final approval. This will follow the Town's existing process for policy approval.
- ▶ Following approval, the Town will create a change management plan to rollout the policies, ensure staff are aware and receive the necessary training and communications.

### *Step 6: Review and optimize*

- ▶ On a regular schedule (at least once every two years) IT will review the policies to ensure they are still relevant and effective. IT will make any necessary changes or update the policies to indicate a review has taken place.

# Initiatives #9 – Enhance Policies

 Risks	<ul style="list-style-type: none"><li>▶ Without a set of defined policies, the Town may not have appropriate education, enforcement and oversight to mitigate operational risks relating to data use, managing changes and service continuity.</li><li>▶ The risk of not pursuing this initiative could result in key person dependencies in delivering IT services (e.g. managing IT assets) or an inconsistent user experience such as responding to an IT service request or incident.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Improve the Town’s overall security posture.</li><li>▶ Delivering a consistent user experience will improve staff effectiveness.</li><li>▶ Improve IT’s ability to onboard new staff and third parties.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ The Town may require a third party to help complete Steps 1-2. They will work closely with resources from the IT Division.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ Assumes the Town IT Division will need assistance in developing the policies and procedures.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ This initiative is dependent on #8 – Enhance ITSM and Update IT Processes.</li><li>▶ Additionally, aspects of this initiative are dependent on the Town having a well-defined Enterprise Risk Management (ERM) framework to align its risk posture.</li></ul>

# Initiatives #10 – Pilot the Use of Robotic Process Automation

## Situation

Many Town divisions rely on manual processes to perform services. According to the Town's Service Delivery Review (SDR) Phase 2, the Town grew by 122% between 2006 and 2018, which has increased demand on Town services. It suggests the use of automating manual, repetitive activities to deal with increasing transaction volumes.

Robotic Process Automation (RPA) is becoming widely adopted as a cost effective and quick solution to address manual, repetitive processes. It can also help address areas where integration is cost prohibitive.

## Initiative

Following the development of a target architecture, the Town should pilot the use of an RPA tool for enhancing business processes.

## Steps to Implement

### *Step 1: Identify areas where RPA can be beneficial*

- ▶ In order to identify which processes are candidates for RPA. The organization needs to identify which process do not require human thinking/cognition. For instance, many municipalities have begun to use Robotic Process Automation (RPA) technology to streamline their Accounts Payable (AP) processes which in turn creates a more efficient and cost-effective way to capture invoices (both those delivered electronically and paper-based).

### *Step 2: Develop pilot programs to test efficacy of RPA*

- ▶ IT in conjunction with operational departments should consider piloting the RPA tools with different processes. Perhaps beginning with simpler processes then moving to more complex ones. Following the pilot, IT should gather feedback on the efficacy of the pilot, identify refinement opportunities and use the information from to pilot to determine which processes to prioritize and approve.

### *Step 3: Select an RPA platform and Business Units*

- ▶ After developing the Pilot program, the Town will need to decide which RPA platform and department business process to use to run the pilot program. Initially IT should leverage Microsoft's product as it integrates with other Microsoft productivity tools the Town uses.

# Initiatives #10 – Pilot the Use of Robotic Process Automation

## Steps to Implement (cont'd)

### *Step 4: Train staff*






- ▶ IT should create training material and training sessions for staff. In addition, they should create communication collateral focusing on the customer perspective and the impact of the changes. Then distribute it to management and staff so that there is a clear understanding of the impact of the changes. Additionally, IT should perform an annual continuous improvement review (self-assessment) to identify enhancements.

### *Step 5: Roll out RPA*

- ▶ After the pilot program, IT should meet with the business units to assess the program and determine if RPA should be expanded to other business processes and department in the organization. If the pilot program is deemed successful, they should roll out the use of RPA for the rest of the organization.



# Initiatives #10 – Pilot the Use of Robotic Process Automation

 Risks	<ul style="list-style-type: none"><li>▶ There is a risk that without ongoing support the benefits of RPA will erode.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Eliminate or reduce manual labor and duplication of work.</li><li>▶ Reduce the potential for human error.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ This initiative will require resources from operating divisions to provide advice and guidance on automating business processes. They will work closely with resources from the IT Division. The Town will also need some external assistance to perform Steps 1-5.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town will leverage its Microsoft 365 licensing to pilot RPA (at no additional licensing cost)</li><li>▶ The Town doesn't have the capability or capacity to implement the solution. Thus, we assume that the Town can find a third party to assist with this initiative.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ This initiative is dependent on #2 – Create a Target Architecture.</li></ul>

# Initiatives #11 – Develop and Execute an Application Lifecycle Plan

## Situation

The Town relies on systems to deliver effective resident services. Systems are and will be a key component to enabling this digital strategy. However, the Town has several systems that over the next five years will need replacement, upgrades or purchasing (to address gaps).

## Initiative

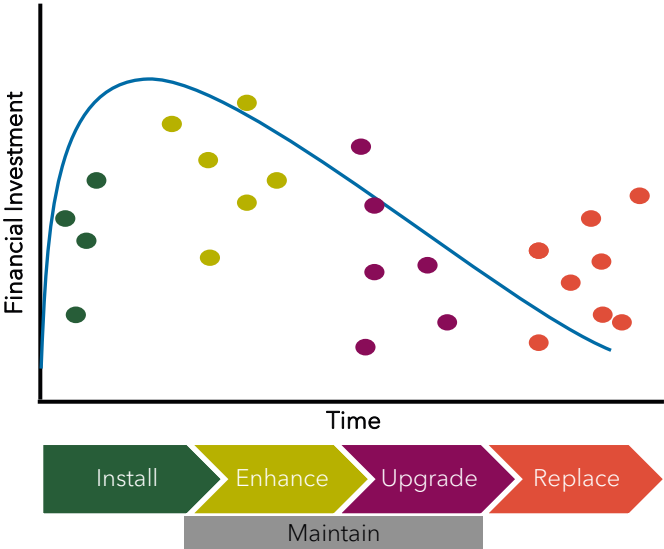
Develop and execute an application lifecycle plan. This plan will prioritize Town system changes.

## Steps to Implement

### Step 1: Develop an application lifecycle

- ▶ IT will leverage its existing application inventory data to create an application lifecycle. The application lifecycle will map out where each of the Town systems currently are in their lifecycle (see right illustration).
- ▶ As systems are replaced it is likely that many will move to the Cloud and reduce the future IT effort for system upgrades.

## Steps to Implement (cont'd)



- ▶ In conjunction with developing a target architecture, the IT Division will work with other Town departments to coordinate these changes (upgrades, replacements, implementation) over a five-year timeframe.

# Initiatives #11 – Develop and Execute an Application Lifecycle Plan

## Steps to Implement (cont'd)

### *Step 2: Determine resource requirements*

- ▶ Having developed the lifecycle, the Town will be in a better position to forecast resources requirements for the system changes. IT, working closely with any impacted departments will develop a resource plan (IT resources and departmental e.g. for requirements gathering, training, data migration testing, etc.).

### *Step 3: Create detailed project plans*

- ▶ Using information from the previous steps, IT will develop more detailed project plans and an overall program (system changes). These plans will include common project plan characteristics (e.g. timeline, activities, owners, dependencies, resource effort, etc.).

### *Step 4: Develop budget*

- ▶ For each project IT will develop a budget. The budget will coincide with the Town's budgeting cycle as an input. Where cost are unknown the Town may wish to perform market scans or Request for Information (RFIs) to gather additional information.






### *Step 5: Develop change management plan*

- ▶ Similar to the enabling digital services initiative, this initiative will also introduce significant change to both Town staff and residents. Change management and communications will be important to help ensure adoption. The Town will need to do an impact analysis to determine which group are most impacted by the change.
- ▶ The Town should consider adopting a formal change management framework such as PROSCI (See Appendix 3) to provide guidance on implementing these changes and others included in this strategy.

### *Step 6: Execute*

- ▶ The final setup to this initiative is executing on the program and its supporting project plans. The Town should monitor closely the first few projects and place an emphasis on lessons learned so that the Town can optimize future projects.

# Initiatives #11 – Develop and Execute an Application Lifecycle Plan

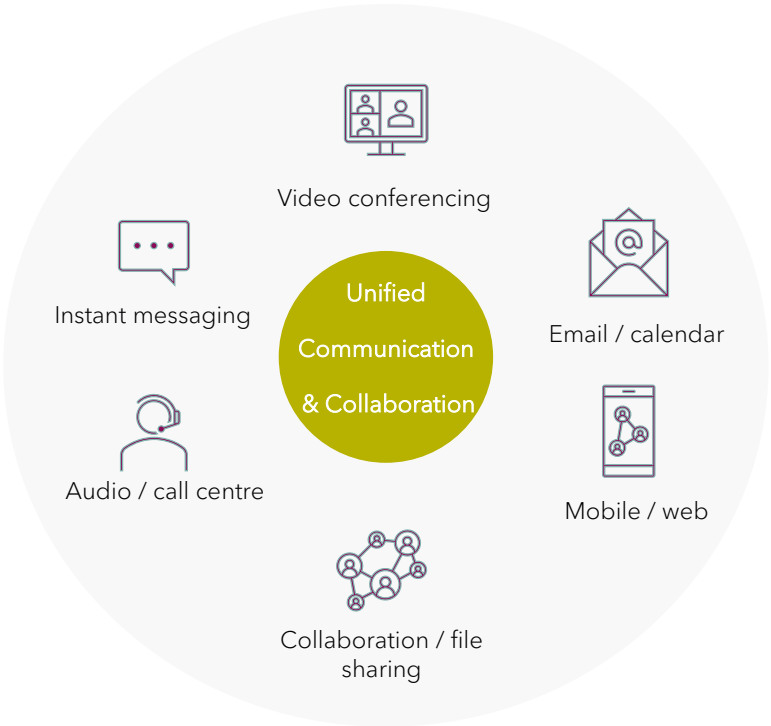
 Risks	<ul style="list-style-type: none"><li>▶ Without a well defined application lifecycle the Town may constrain staff productivity (by not having the appropriate systems in place).</li><li>▶ The Town may not have sufficient resources to execute the plan causing a longer implementation timeline and deferred benefits.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Improve the predictability of future expenses and resource requirements.</li><li>▶ Improve staff productivity.</li><li>▶ Improve resident experience.</li><li>▶ Enable greater data analytics.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ The IT Division will lead this initiative, however, new or replacement systems will require additional resources from any impacted operating division (for requirements gathering or testing). In addition, it is likely the Town will need external assistance from the software vendor or a system integrator.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town has the capability to deliver steps 1-4 using internal resources. The Town will need external assistance with steps 5 and 6.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ No other initiatives.</li></ul>

# Initiatives #12 – Enhance Hybrid Workforce Model

## Situation

Socio-economic behaviours are also rapidly changing service expectations. Nowhere is that more apparent than with millennials or Gen Z who will make up the new workforce. Combined with the ongoing need for remote working, the Town needs to evolve its approach to collaboration.

Unified Communication and Collaboration (UCC) can help. UCC takes disparate communications and collaboration silos (voicemail, telephony, email/calendaring, audio and video conferencing, instant messaging, and intranet) and brings them together seamlessly from a user perspective. This can help reduce service frictions, improve service delivery and increase staff efficiency.



## Initiative

Enhance the Town's Hybrid Workforce Model by aligning user needs with a unified solution.

## Steps to Implement

### Step 1: Identify hybrid workforce needs

- ▶ IT will lead a project to analyze staff collaboration needs and determine the most suitable use of technology. This should include segmentation analysis of the staff, examples include (but not limited to): field staff, power users, remote office workers, executives, creative users and third parties.
- ▶ For each segment determine the degree of mobility, collaboration, autonomy and process automation required – this will help determine an appropriate technology for each segment.

# Initiatives #12 – Enhance Hybrid Workforce Model

## Steps to Implement (cont'd)

### *Step 2: Develop technology profiles*

- ▶ Using the segmentation analysis, build technology profiles taking into account the facilities, systems, data and devices that are most suitable given the nature of their work and work habits. For example, some staff may only require a tablet device as they review and approve rather than create or perform deep analytics.

### *Step 3: Develop facility enhancements*

- ▶ Determine if Town facilities require physical changes to accommodate the hybrid workforce. Consider the extent to which meeting rooms are able to facilitate in-person and remote collaboration.
- ▶ To help staff who work in different styles, document requirements for hot-desking areas. Work with facility staff to develop a budget and schedule to make needed changes to high-priority areas.

### *Step 4: Build a solution architecture*

- ▶ Analyze current IT assets and systems available to support the different technology profiles. Consider whether current collaboration tools are able to provide seamless integration across in-office and remote work. Where gaps exist, considering procuring solutions fitting within the Town's preferred systems architecture.

- ▶ Review the Town's use of Office 365 and consider using additional tools that Microsoft offers or other existing systems the Town uses. Develop IT staff expertise, including taking training/certifications as needed, to ensure that the IT Division can recommend and apply Office 365 applications to their greatest extent.
  - Where existing systems also offer overlapping functionality (such as Teams and Zoom), perform an options analysis.
  - Review integration with telephony and extend if required
- ▶ Using this information, develop a UCC solution architecture outlining the current and needed systems and integrations across the different functionality areas.






# Initiatives #12 – Enhance Hybrid Workforce Model

## Steps to Implement (cont'd)

### *Step 5: Acquire and implement software and hardware*

- ▶ Create a timeline to acquire, implement, and deploy identified software and hardware and facility changes.
- ▶ Identify pilot groups to test the new solution architecture and use the results of the pilot test to inform the wider rollout to staff.
  - After the pilot test, revise the rollout plan to take into account any necessary changes.
  - Throughout the deployment of software and hardware to staff, review the effectiveness of the deployment. Confirm with users across all segment types that the software and hardware is appropriate for their needs, that the segmentation descriptions accurately describe user needs, and that the UCC architecture is still valid.
  - After full deployment, review the hybrid workforce model on a regular basis as part of IT asset refresh to ensure the model is still relevant.

# Initiatives #12 – Enhance Hybrid Workforce Model

 Risks	<ul style="list-style-type: none"><li>▶ The Town will need to have a clear remote work policy prior to this initiative. Without it there is a risk the two will not align</li><li>▶ Without training and a change in organizational culture, staff may not use collaboration and remote tools fully effectively.</li></ul>
 Benefits	<ul style="list-style-type: none"><li>▶ Improved remote working capabilities and greater staff effectiveness.</li><li>▶ Improved collaboration, data sharing, and document development across the Town.</li></ul>
 Resources	<ul style="list-style-type: none"><li>▶ This initiative will be led by the IT Division but supported by a third party consulting firm.</li></ul>
 Assumptions	<ul style="list-style-type: none"><li>▶ The Town will require third party assistance to perform the analysis due to internal capacity constraints.</li><li>▶ The IT department is currently reviewing the telephony needs of the Town, the preferred solution will provide support for UCC integration.</li></ul>
 Dependencies	<ul style="list-style-type: none"><li>▶ No other initiatives.</li></ul>



# APPENDICES

# Appendix 1 – Digital Working Group Terms of Reference

Objectives	Set digital priorities and govern digital channel ownership		
Frequency	▶ Quarterly		
Chair	▶ Director, Strategic Initiatives	Participants	▶ Director, IT Division ▶ Director, Communications ▶ Representatives from Operating Divisions (as required)
Decisions	▶ Confirm digital strategy and ensure alignment with customer service ▶ Govern ownership of digital channels and the roles and responsibilities of Operating Divisions and the IT Division ▶ Prioritize digital initiatives and ensure IT Division work is aligned to corporate needs ▶ Identify monetization of Town asset opportunities		
Inputs	▶ New digital and technology initiatives, systems, and channels		
Outputs	▶ Updated digital strategy ▶ Prioritization of new digital initiatives ▶ Digital grant sourcing and capital budget development in conjunction with IT Division ▶ Ownership of systems and channels, and defined roles and responsibilities of Operating Divisions and the IT Division		
Notes	▶ Reports to SMT		



# Appendix 1 – Technical Working Group Terms of Reference

Objectives	To oversee the design and implementation of digital systems		
Frequency	▶ Quarterly and as needed		
Chair	▶ Director of IT	Participants	▶ Town Clerk ▶ Information Governance and Records Manager ▶ Representatives from Communications ▶ IT Division Management ▶ Representatives from Operating Divisions (as required)
Structure	▶ Three working groups report into the Technical Group. <ul style="list-style-type: none"> <li>▶ <i>Design Authority</i>: approving and defining architecture and standards</li> <li>▶ <i>Change Management Authority</i>: approving changes to systems</li> <li>▶ <i>Data Governance</i>: oversees data strategy, performance, and priorities</li> </ul> ▶ Each working group will meet separately, have a defined composition including IT staff, and have its own Terms of Reference.		
Decisions	▶ Ensure consistent data governance policies and practices ▶ Govern system design and architecture ▶ Responsible for ensuring changes are tested and communicated effectively to users		
Inputs	▶ Decisions from working groups		
Outputs	▶ Communications to users ▶ Data governance strategies, processes, and policies ▶ Approved changes to systems and architecture		
Notes	▶ Reports to Digital Working Group		

# Appendix 2 – List of Potential Changes

With a younger, professional population, the Town is uniquely able to provide more digital self-services

- ▶ Municipalities are increasingly offering more online/mobile self service. Below summarizes gaps (in grey) comparing the Town’s website to other municipalities.

<b>Building Services</b> Permit applications, inspections	<b>Planning Services</b> Application submissions	<b>Fire</b> Permit applications, education, inspections
<b>By-law Enforcement</b> Parking and by-law infractions/inquiries	<b>Recreation</b> Program registration, facilities, events, grants	<b>Operations</b> Repair requests, snow plow tracking, permits
<b>HR</b> View & apply for Municipal jobs	<b>Clerk</b> License application, FOI requests	<b>Taxes</b> Property tax look up, online payment
<b>Live Chat</b> – Ability to chat with agents in real time		
<b>Customer Inquiries/Complaints</b> – Email or lookup general inquiries		

- ▶ The COVID-19 pandemic demonstrates that organizations are not equally prepared to offer digital/online services when physical services are inaccessible. Additionally, digital/online services may become part of business continuity plans for greater resiliency in the future.

Specific examples of changes to consider include:

Offer additional self services

- ▶ Change of Address (billing and collections)
- ▶ Account Change or Cancellation Form (billing and collections)
- ▶ Property Tax Inquiries
- ▶ Register a Complaint (by-law/animal control)

Convert to fillable forms to integrate into systems

- ▶ Filming Permit
- ▶ Conflict of Interest Inquiry Form
- ▶ Annual Business Licence Application

# Appendix 3 – Governing Change (1/2)



Change implementation is the processes, tools and techniques that manage, prepare and support staff in making, realizing, adopting and acknowledging change.

**While project management focuses on the tasks to achieve project requirements, change implementation focuses on the people and how to achieve outcomes**

Rather than preparing stakeholders for change, this concept emphasizes helping stakeholders (e.g. staff) make the change and sustain that change through reinforcement.

**Adopting an approach for managing change implementation has numerous benefits**

- ▶ Gets staff excited about change
- ▶ Anticipates challenges and addresses concerns about change fatigue
- ▶ Reduces the risks associated with the change, the time to implement change and the possibility of an unsuccessful change
- ▶ Maintains or even improves organizational effectiveness and efficiency by acknowledging the concerns of staff
- ▶ Provide a means to measure outcomes and values

**Change management requires understanding the change from an individual's perspective**

Successful implementation of change typically starts with a clear understanding of why the change is occurring, how it impacts stakeholders and the benefits it will have.

- ▶ Each stakeholder should progress through the five outcomes:
  - A** Awareness of the need for change
  - D** Desire to support the change
  - K** Knowledge of how to change
  - A** Ability to demonstrate new skills / behaviours
  - R** Reinforcement to make the change stick
- ▶ This model, known as the ADKAR model from PROSCI\*, provides structure and direction for stakeholders – it allows an organization to understand what activities staff require (training, coaching etc.) to transition through each stage.

\*Note, the Town is not a member of PROSCI.

# Appendix 3 – Governing Change (2/2)

The Town should ensure the right tools and process are in place to effect change. The following is an approach the Town can use to manage change.

## Step One: Preparing for Change

Identify change leaders who will promote change and guide all stakeholders through the PROSCI ADKAR stages. Identify the situational elements:

- ▶ What is the change (i.e. system upgrade, new process)?
- ▶ Why is it needed (i.e. in response to new strategy, increase efficiency / increase revenue)?
- ▶ Who does the change impact and how (i.e. finance staff day-to-day tasks)?
- ▶ How much change management is needed (i.e. across the organization, in one department)?
- ▶ Who will lead the change (i.e. division managers, non-leadership staff)?

## Step Two: Managing Change

Create the change management plan with steps that will enable the organization to support each of the impacted stakeholders, by addressing:

- ▶ How and when to communicate the change?
- ▶ Who needs training? When and how will they receive the training?
- ▶ What are the anticipated areas of resistance? How can this be mitigated?

Where appropriate consider using scenario training or other methods to allow stakeholders to learn more about the change and get accustomed to it. Modify the change management activities to suit the organization and stakeholders as some activities may be more or less effective.

## Step Three: Reinforcing Change

Develop action plans so that once the change has been implemented, it is sustained. These plans should contain metrics to measure and identify:

- ▶ How well the change is taking hold
- ▶ Any changes in staff behaviour
- ▶ Differences between the new way staff should be working and the way they are actually working
- ▶ Success and recognition

# Connected by Innovative Digital Services



# The Corporation of the Town of Milton

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Report To: Council

From: Andy Scott, Director, Strategic Initiatives & Business Development

Date: September 12, 2022

Report No: ES-014-22

Subject: 2021 Annual Performance Reporting

Recommendation: **THAT this report be received for information.**

## EXECUTIVE SUMMARY

The Town has expanded its annual performance reporting methodology to incorporate a standard set of performance indicators.

These indicators are grounded in research and best practice and permit for comparison with other municipalities.

## REPORT

### Background

On October 19, 2020, Council approved Report CORS-055-20 outlining a corporate reporting framework which identified the requirement to report at least annually on organizational performance.

This report is intended to fulfill that requirement, providing information on the key activities and outcomes achieved by the Towns programs and services.

Prior reporting has highlighted the achievement of key initiatives and activities throughout the year. This year's report is intended to take a balanced approach by reporting on highlights and successes but also leveraging a set of service delivery indicators for Council and public consumption.

A major focus of staff over the last 12 months has been to establish a set of organizational indicators and ensure they are repeatable, have sufficient rigour, and permit for comparisons to contemporary municipalities.

The Council Staff work plan identifies *'delivery of services that address increased expectations and service requests and manage the need for new investment'* as a key organizational strategic goal. There was recognition that as Milton continues to grow and develop, demand for municipal services would increase.



## Background

The enhancements made to our organizational performance reporting reflect this and aligns with two of the general strategies identified as to how we would achieve the strategic goal identified above:

- Build and enhance data and information to assist Council and staff in evidence-based decision making.
- Investigate opportunities for the modernization and automation of processes that are subject to high service volumes which is another organizational strategic goal.

## Discussion

The metrics selected allow staff to identify where increases to service volumes are occurring and where action is necessary to maintain services levels. It's also possible to monitor service levels, relative to the population growth the Town is experiencing, as evidenced through the most recent Census releases. This in turn allows us to predict future service levels and the resources necessary to meet those service expectations.

### Selection of indicators

Staff conducted a wide ranging review of best practices in municipal performance reporting while also taking into consideration metrics identified during historical Service Delivery Reviews and the internal expertise of internal service delivery leaders.

Where reporting already occurs through provincial or association data collection, as is the case for both Transit and Fire Services, these metrics were utilized to avoid unnecessary duplication. For other programs and services, other standardized reporting organizations were identified and their methodologies were reviewed to assess the Town's ability to replicate data collection and analysis.

A premium was placed on metrics which permitted for comparison with other municipalities and where year over year trending was possible. For some indicators selected this will mean 2021 is a benchmarking year and year over year trending will begin in next years Annual Performance Report.

The Municipal Benchmarking Network of Canada (MBNC) is a primary source of comparator data in that it is a cohort of large urban municipalities who work collectively to report on program and service delivery in a consistent manner to allow for comparison and the sharing of best practice. Where possible staff have leveraged the same indicators.

Another source of financial analysis is the annual BMA Municipal Study which reports on the annual budgets of each municipality across Ontario and performs a standardized analysis on programs and services. This allows for reporting on a spend per capita basis across comparable municipal services.

## Discussion

Where possible indicators will be reported using an appropriate rate (per capita or per 100,000 residents). This is important as it allows for service levels to be monitored relative to the size and scale of the community we serve.

### Enhanced analysis

Across three municipal services, enhanced analysis was undertaken. This was due to either higher levels of reporting already existing (our Fire Department reports metrics annually through the Office of the Fire Marshall and our Transit Division reports metrics annually via the Canadian Urban Transport Association) or because it was determined to be of organizational interest (in the case of Bylaw and Parking Enforcement).

For these three municipal services staff performed analysis on:

- service levels;
- performance;
- efficiency; and
- operational cost.

Also conducted was benchmarking analysis with other relevant municipalities. It is intended that additional Town services will have similar analysis conducted in the future.

### How is this performance reporting used?

This analysis helps staff manage performance, as well as, current and future resource needs. It also allows for the application of a Quality Improvement (QI) approach where benchmarking suggests there is a significant difference over time or with our contemporary municipalities. There are already examples of QI improvements occurring as a result of this analysis.

Longer term these indicators are used for program planning, it is especially valuable when paired with community level census data to allow staff to assess how programs and services need to change over time to meet the needs of our growing community.

For Council these indicators will be essential in supporting the development of the Town's next strategic plan. Community level indicators (such as Census data) can be combined with Service Level Indicators to measure organizational performance over time, measure progress towards strategic objectives and demonstrate the impact of additional resources on service delivery.

Two additional data pillars which will be available for future performance reporting are the results of a Community Engagement Survey which is planned for completion in late 2022

## Discussion

and data flowing from the Town's Human Resources Information System (HRIS) which is scheduled to go live in 2023.

## Financial Impact

There are no immediate financial impacts stemming from this report.

Respectfully submitted,

Andy Scott  
Director, Strategic Initiatives & Business Development

**For questions, please contact:**     Andy Scott    Phone: Ext. 2103

## Attachments

## Attachment 1: 2021 Annual Progress Report

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.



**2021**

# Annual Progress Report

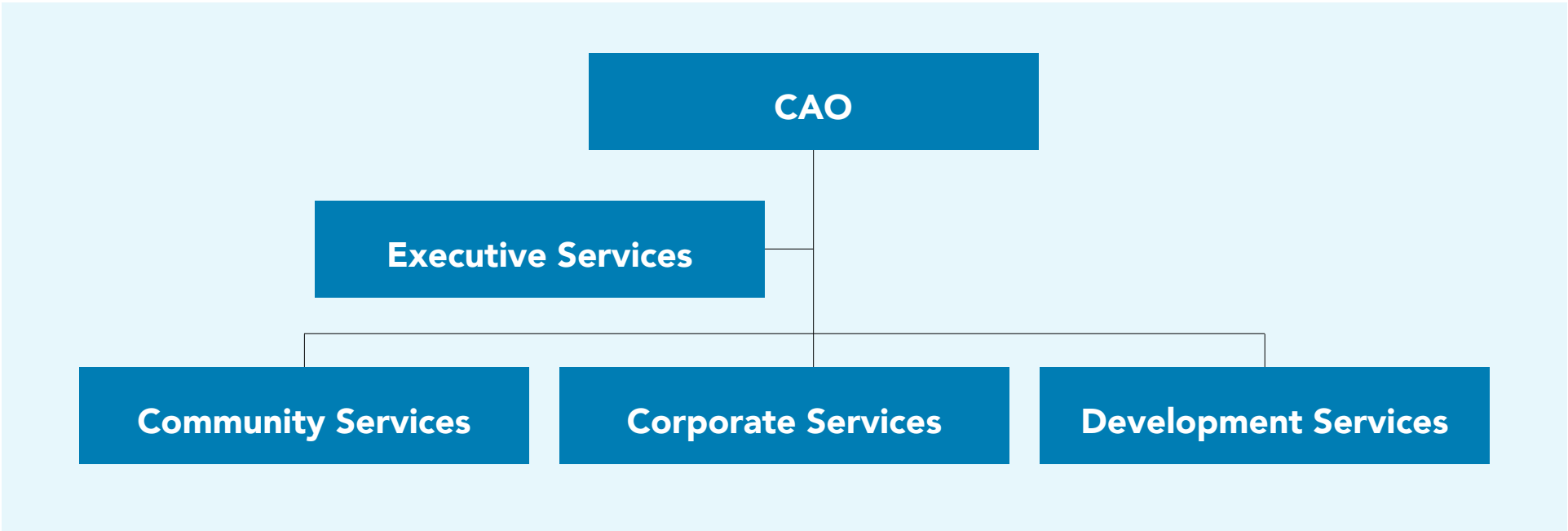
# Introduction

At the Council meeting held on May 25, 2020, Council passed a resolution directing staff to complete an inventory of regular reports to Council including the frequency of each and report back to Council no later than October on any amendments recommended in order to provide the information Council needs to fulfill its mandate under the Municipal Act.

On Oct. 19, 2020, Council approved Report CORS-055-20 that outlined a reporting framework. As part of this framework, reporting enhancements were included that demonstrated the strategic alignment of service delivery to the overall Council Staff Work Plan, legislative responsibilities, continuous quality improvement and organizational outcomes.

This report provides information on key activities and outcomes achieved for programs and services. Appendix A reports all metrics captured by each department and division. This report includes metrics or data that demonstrates usage or update of our services, key performance indicators highlighting progress, continuous quality improvement, achievements, and important updates.

## Corporate Overview





# Departmental Overview:

## Executive Services

The Executive Services department is led by the Chief Administrative Officer (CAO). The CAO provides leadership and management of the administrative functions of the municipality, provides information, support and guidance to Milton Council to assist with the development and evaluation of strategic directions, policies and priorities, monitors all administrative services to ensure a balanced budget, implements Council policies and priorities, and ensures appropriate staffing levels for all departments to deliver services to the community. The Executive Services department includes functions of economic development, strategic initiatives and business development, and fire services (Milton Fire Department).

## Service Areas



### Economic Development

- Business development, retention and expansion
- Business attraction
- Economic data
- Planning & development support
- Business start-up support
- Financial support referrals
- MEV Innovation Centre



### Strategic Initiatives & Business Development

- Corporate priorities & business planning
- Strategic partnerships & stakeholder relations
- Corporate performance & measurement



### Milton Fire Department

- Fire suppression
- Fire prevention & public education
- Communications (9-1-1 dispatch)
- Training
- Administrative services

# Corporate Services

The Corporate Services Department provides valuable services to the organization and the community. The Department delivers customer service and supports the business of a municipality through the delivery of human resources, financial services, information technology, strategic communications, accessibility, municipal law enforcement, legal, and legislative services.

## Service Areas



### Financial Services

- Purchasing
- Risk management
- Taxation
- Assessment base management
- Payroll
- Accounting
- Financial planning and policy
- Treasury
- Development finance



### Human Resources

- Compensation and benefits
- Employee relations
- Human resources information
- Labour relations
- Occupational health, safety and wellness
- Organizational learning and development
- Talent acquisition



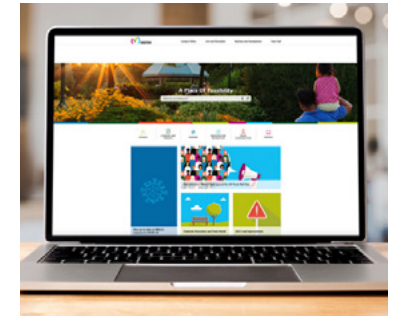
### Information Technology

- Client service & technology support
- Enterprise business systems & GIS
- Enterprise data warehousing & business intelligence
- Project management
- Technology architecture



### Legal and Legislative Services

- Council meeting management
- Information governance
- Records management
- Accessibility
- Legal administration
- Corporate reception
- Municipal elections
- Licensing
- Municipal law enforcement



### Strategic Communications

- Public relations
- Digital communications
- Community engagement
- Government relations
- Risk and issues management
- Creative services
- Crisis and emergency communications

## Community Services

The Community Services Department connects people with progressive places and positive experiences. The department encourages all residents of Milton to embrace active and healthy lifestyles through the delivery of quality recreation, parks, transit, and cultural services with a spirit of community. Milton's roads (including snow removal), parks, sports fields, forestry, fleet and facilities are maintained through the department.

### Service Areas



#### Recreation & Culture

- Business and support services
- Arts and culture
- Recreation programs
- Sponsorship and revenue generation
- Financial assistance
- Volunteers
- Facility rentals
- Community development

#### Facilities, Operations & Environment

- Parks and facility planning
- Parks and facility design and construction
- Roads maintenance
- Signs and sidewalks
- Parks maintenance
- Winter control
- Facility operations
- Environment

#### Transit

- Transit planning and administration
- Conventional transit services
- On-Demand and specialized transit services



# Development Services

The primary focus of the Development Services Department is to develop a vision for the future of Milton and to build a complete, vibrant, resilient and sustainable community that responds to that vision. The department achieves this through the management of growth and change, utilizing a suite of innovative, enabling policies and guidelines, regulatory tools and technical standards and delivering the infrastructure, programs and services to support the ongoing evolution of the community.

## Service Areas



### Planning Services

- Planning policy
- Urban design



### Infrastructure Management

- Traffic
- Infrastructure and right of way
- Asset management
- Transportation planning
- Crossing guards



### Building Services

- Chief building official
- Inspections
- Plans and permits



### Development Engineering

- Stormwater
- Development engineering



### Development Review

- Planning review
- Zoning and property information

## 2021 In Review

Municipalities deliver critical and important services to the community and are responsible to maintain infrastructure. In 2021, the Town continued to be highly responsive using a combination of proactive and reactive measures demonstrating the Town's agile response. Throughout the pandemic, the Town has continued to deliver many of its services in alignment with public health directives, instituting health and safety measures, and meeting legislative requirements.

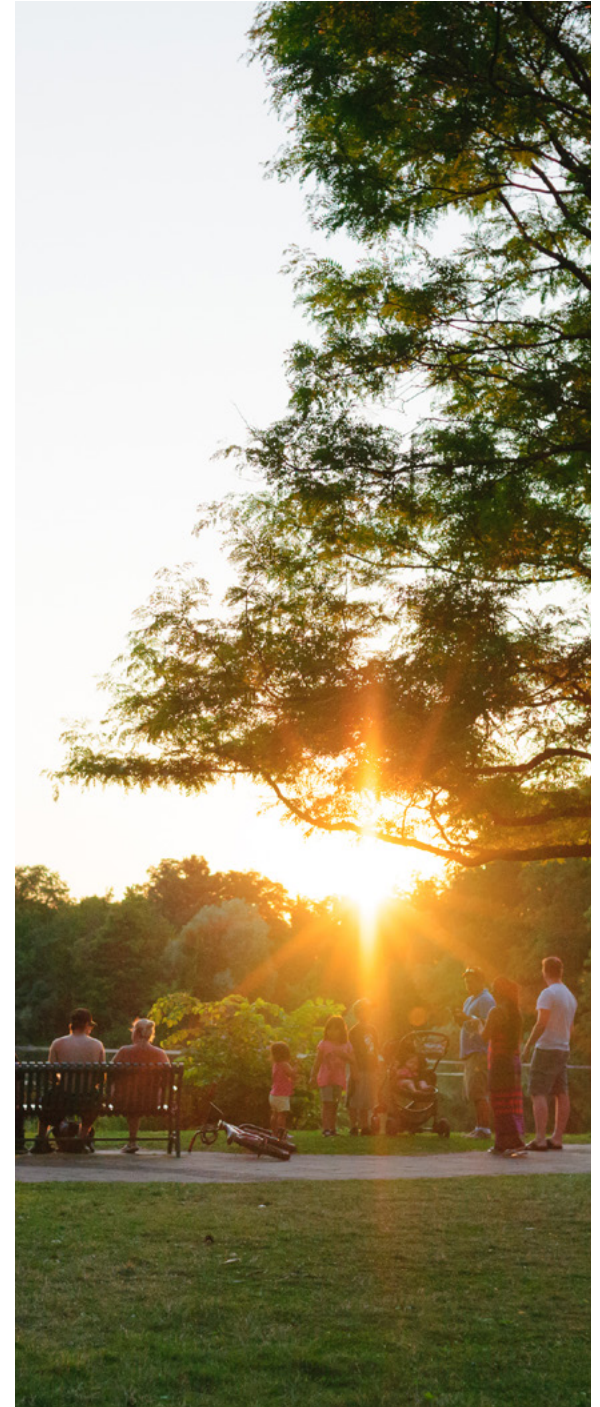
Although the COVID pandemic continued to affect how the Town of Milton was able to provide its programs and services, each department adapted quickly to respond to the community's needs. This was done by adapting to alternative service delivery by offering a range of services and programs by phone, online, or virtually, throughout the closure of various facilities due to public health measures or for community vaccine clinics.

Throughout the pandemic the Corporate Services department played a key role in business continuity for the organization by enabling various modes of customer service and modernization of services, implementing a hybrid work environment, guiding fiscal oversight and strategies, continuing to provide economic relief programs for residents and businesses, and ensuring regular, timely and relevant communications to staff and the community.

The Community Services Department continually responded and adapted to a changing environment to maintain as many services as possible. This was achieved through training, education, redeployment, and modifying program delivery and facility operations.

Through 2021, essential construction such as housing, and infrastructure such as schools and hospitals continued. As such, it was extremely critical that the Development Services department continued the delivery of services to balance supporting economic resiliency and recovery with managing continued community growth.

The reporting metrics included in this report are reflective of the impact that the COVID pandemic had on our service delivery. It is anticipated that across a number of programs and services, future performance will be more reflective of pre-pandemic levels.



# Council-Staff Work Plan

Through the Council-Staff Work Plan, Milton has set priorities to position the municipality for success during what continues to be a period of high growth. The Work Plan sets a road map for how the Town of Milton may continue to accommodate growth while ensuring the financial sustainability of the organization and the community. Together with staff, Members of Council set four goals:



## Planning for Growth

We will plan and build our community to accommodate growth while managing new service and infrastructure demands and balancing taxpayer affordability.



## Increase Revenue Potential

We will achieve sustainable new revenue streams.



## Community Attractiveness & Competitiveness

We will improve Milton's attractiveness for prospective talent and investment.



## Service Innovation

We will deliver services that address increased expectations and service requests and manage the need for new investment.

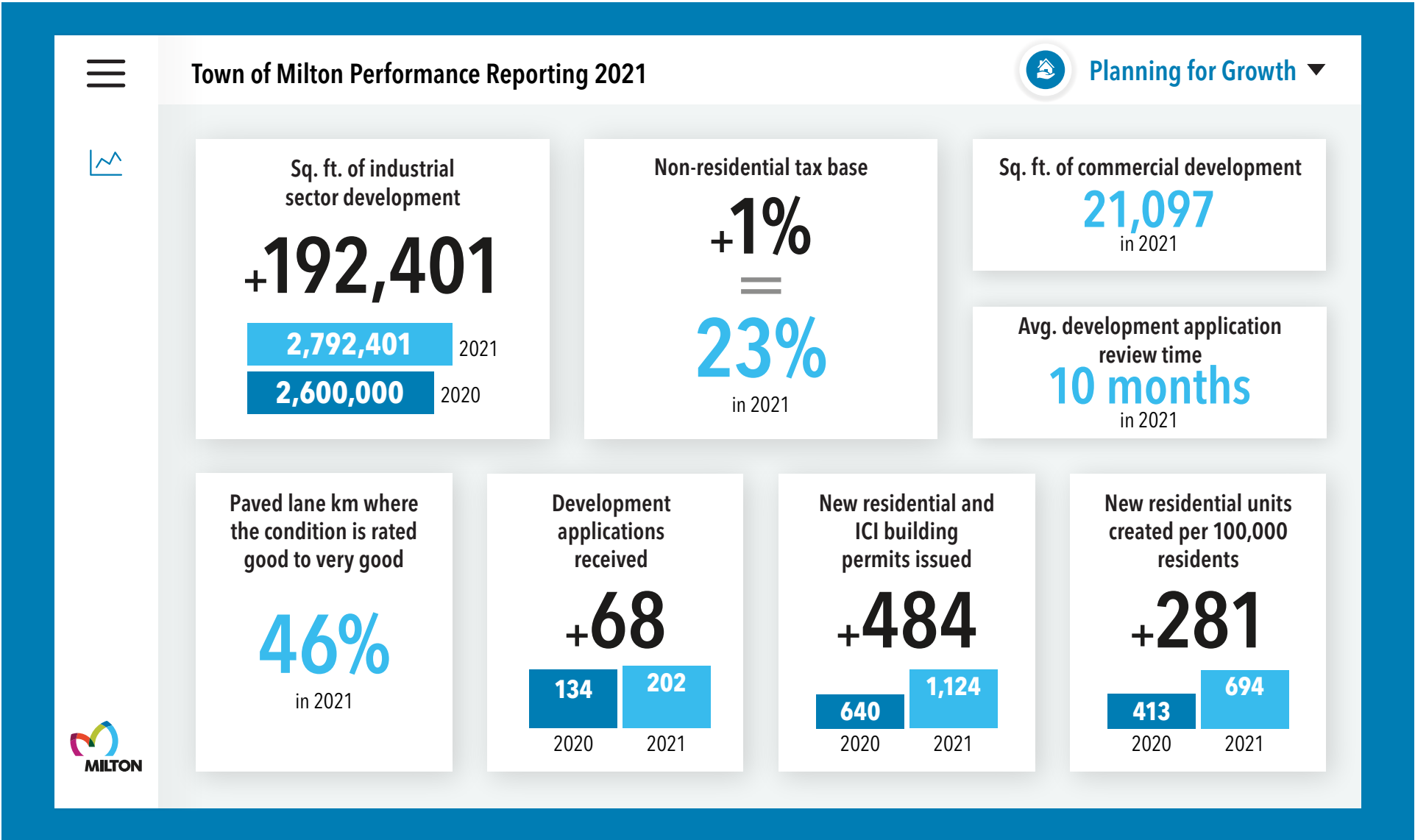
The Council-Staff Work Plan addresses the specific needs that Council has heard from the community, while establishing a set of priorities that guides Town budgets and activities.

Under each of the goals, Council has established both general strategies and specific priorities. These priorities emphasize community and financial planning, increased employment, accelerated automation, strong community connections and recognition of employees as the foundation for exceptional service.










# Focus Area #1: Planning for Growth

We will plan and build our community to accommodate growth while managing new service and infrastructure demands and balancing taxpayer affordability.

## Metrics



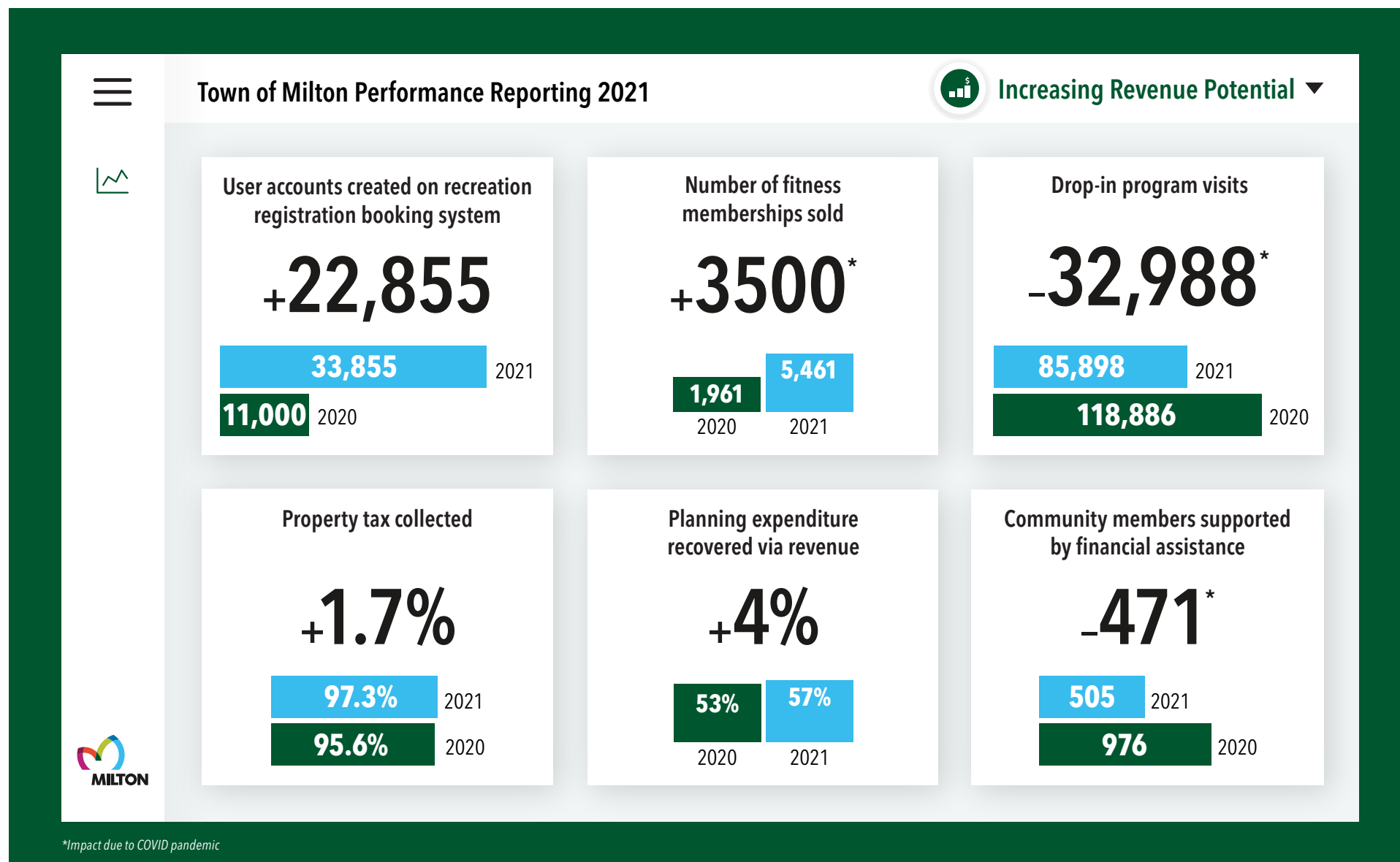
## Strategic Projects

Project	Status	Comments
Asset management plan		Core asset plan was finalized and presented to Council in July 2021.
New official plan		On track to present the official plan to Council in late 2023.
Mobility hub study		Mobility hub study was presented to Council April 2021.
Trafalgar secondary plan		Council endorsement was received, we await review and approval by Halton Regional Council.
Agerton secondary plan		A statutory public meeting was recently completed at the July 2022 Council meeting. On track to finalize the Agerton Secondary Plan.
Milton Education Village secondary plan		The receipt of a Ministerial Zoning Order expedited the planning process and negated the need for a secondary plan for the Milton Education Village.  Each landowner has their own development timeline and Town staff are working to coordinate development activities and support the achievement of each timeline.
Britannia secondary plan		A statutory public meeting was recently completed at the July 2022 Council meeting. On track to finalize the Britannia Secondary Plan.
Derry Green Corporate Business Park implementation		Permitting and approvals are ongoing. To date the Town have received approximately 9.5 million square feet of permitted development applications on the Derry Green Business Park.
Government relations strategy		A government relations corporate work plan was presented and endorsed by Council in October 2021.

## Focus Area #2: Increasing Revenue Potential







We will achieve sustainable new revenue streams.

### Metrics





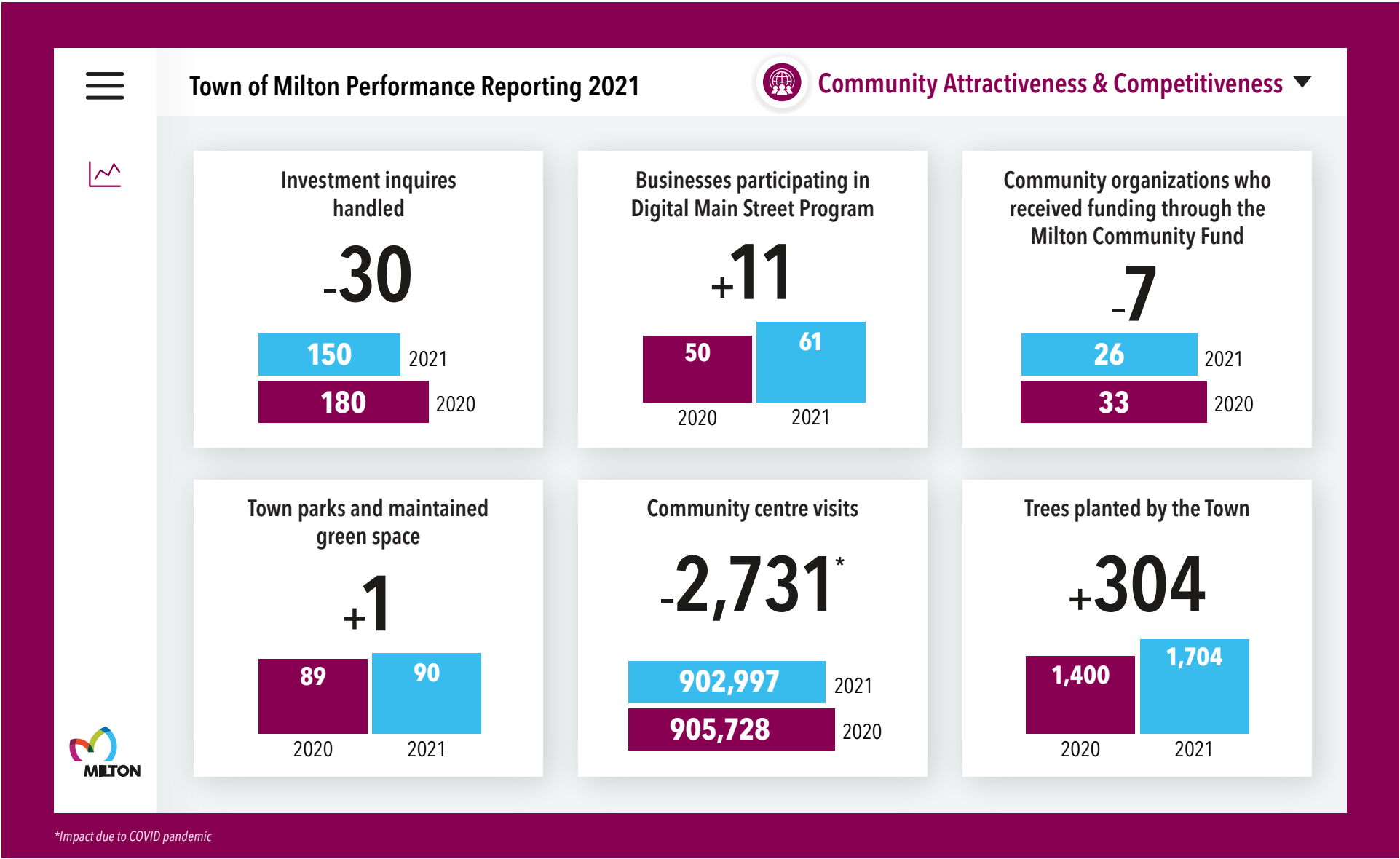
## Strategic Projects

Project	Status	Comments
Advance Trafalgar corridor		This is progressing, as outlined within Strategic Projects in Goal 1.
Advance Derry Green Corporate Business Park		This is progressing, as outlined within Strategic Projects in Goal 1.
Advance Agerton employment area		This is progressing, as outlined within Strategic Projects in Goal 1.
Increased local office space through mixed use development		<p>The Town continues to promote creation and use of local office space.</p> <p>The Town continues to operate the MEV Innovation Centre as a space for innovative companies to scale and graduate to local office space.</p> <p>The continued progression of the Milton Education Village development will create significant mixed use spaces and the Town is already linking interested parties to landowners.</p> <p>Of the 9.5 million sq. ft. of applied for development on Derry Green, over 250,000 sq. ft. is office development.</p>
Economic development strategy		Council approved a new five-year economic development strategic plan in early 2022.
Milton Education Village and Innovation Centre		<p>The Town expanded its memorandum of understanding (MOU) with Wilfrid Laurier University to also include Conestoga College, HalTech and Halton Region for the purposes of creating a strategic and unified approach to supporting innovation focused entrepreneurs and new businesses.</p> <p>With the MOU established, Town staff have continued to support through coordinated planning activities and researching best practices across North America.</p>

# Focus Area #3: Community Attractiveness and Competitiveness

We will improve Milton’s attractiveness for prospective talent and investment.

## Metrics





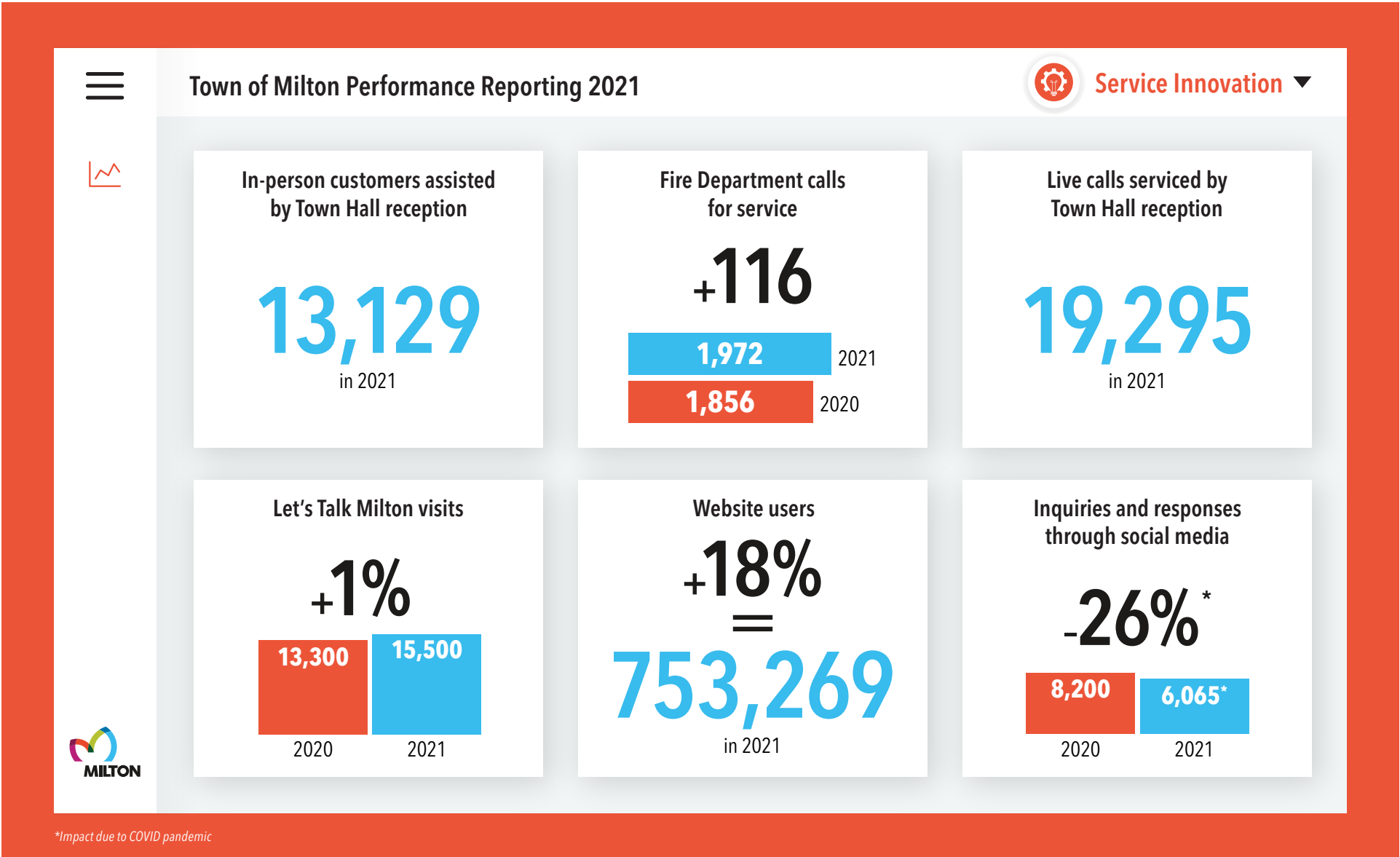
## Strategic Projects

Project	Status	Comments
Milton Education Village and Innovation Centre	●	This is complete, as outlined within Strategic Projects in Goal 2.
Integrated transit strategy	●	An alternate service delivery model was presented and endorsed by Council in May 2021. Staff have since begun implementation.
Diversity strategy	●	The Town has leveraged the Advancing Equity & Inclusion – Guide for Municipalities in the development of a strategic approach to equity, diversity and inclusion (EDI). Staff finalized the Town's 2022 EDI work plan in July 2022.
Sustainability leadership plan	●	The Town has developed climate change work plans annually throughout this term of Council.
Urban design standards	●	Mid-rise and tall building guidelines were finalized in 2018, and have been used by Town staff in the development of various secondary plans.
COVID reopening plan	●	The Town has worked proactively to monitor and meet provincial reopening guidance. In 2022, the Town re-established pre-pandemic service delivery norms.




# Focus Area #4: Service Innovation

We will deliver services that address increased expectations and service requests and manage the need for new investment.

## Metrics



## Strategic Projects

Project	Status	Comments
Customer service strategy and external communications strategy		<p>A new customer service strategic plan was endorsed by Council in November 2021. Since that time, staff have worked on implementing the recommendations endorsed.</p> <p>The Town continues to use a quality improvement approach to all customer service communications channels. A large-scale review of the Town's current self-service phone system has been completed and a refresh of the system is scheduled for completion by the end of 2022. Further improvements are identified in the customer service strategic plan.</p>
People strategy and internal communications strategy		<p>Deliverables identified within the people strategy are identified annually and incorporated into corporate work plans.</p> <p>Deliverables included implementation of HRIS and an undertaking of an internal communications audit. The audit will inform the development of an internal communications strategy in 2023.</p>
Digital service delivery strategy		<p>The Town is in the final stages of developing a new digital service delivery strategy. This strategy will be presented to Council in Sept. 2022.</p>

## Community Information

The metrics which align with the Council-Staff Work Plan sections, are included in a full list of identified metrics in Appendix A. These allow staff to identify where increases to service volumes are occurring and where action is necessary to maintain services levels. It's also possible to monitor service levels relative to the population growth the Town is experiencing as evidenced through the most recent Census releases.

By using the data to look at the impacts of the COVID pandemic, ongoing and future growth development, and post-secondary opportunities across 2021, we are able to anticipate future service levels and resource needs to maintain service expectations.

### COVID Pandemic Recovery

Milton continues its efforts of economic recovery from the impacts of the COVID pandemic. While we experienced service and fiscal impacts due to facility closures and locations being used as community vaccine clinics, we continued to work with Halton Region, local area municipalities, the local Chamber of Commerce, and the Downtown Business Improvement Area to support businesses in their response and recovery efforts.

The COVID pandemic has had far-reaching economic effects and this is reflective in the 2021 Census. Within Milton, 61.3 per cent of residents aged 15 and over received some income support benefits from the government. Although this ranked Milton residents as the third lowest municipality to receive income support, against comparator municipalities, it still represents a significant portion of the population. Historical employment data showed a significant drop in total jobs across Milton. Different economic sectors are seeing their recovery impacted to different degrees. The logistics and warehousing sector, as an example, has already surpassed the number of jobs lost, whereas the advanced manufacturing sector is not expected to see pre-pandemic job numbers until around 2027.

It's possible that Milton residents rank lower in receiving income support, due to the make-up of Milton's labour force. The majority of residents work in knowledge based jobs (62 per cent), and this sector was not as heavily impacted during the COVID pandemic as were other employment sectors.



## Balancing Development

Milton continues to be one of the fastest growing communities in Canada, and a desirable location for young families. Milton's population grew by 20,000 since 2016, while 47.9 per cent of Milton families are couples with children.

The number of dwellings in Milton has grown by 15.4 per cent since 2016. This represents the fourth largest increase, by percentage, of any Canadian community with a population of at least 50,000 residents.

Since 2016, Milton has added 4.2 residents for every new dwelling added. This is reflective in Milton having a higher average household size than the provincial and Halton average, at 3.3 people per dwelling.

On average, Milton sees more people living in row houses, semi-detached and single-detached homes than Halton or the province. The data shows that within Milton, the same number of people are living in single-detached homes, as they do in semi-detached homes (3.6 people per dwelling). Overall, 46 per cent of dwellings in Milton are home to four or more residents.

As the number of people per dwelling increases, Milton has the second lowest number of dwellings (40,038), when looking at comparator communities with a similar sized population.

The 2021 Census shows that Milton saw an increase in all types of housing since 2016. Although the largest volume of housing was for single-detached homes (2,625), the largest percentage increase was seen in row homes (23 per cent) and apartments with fewer than five storeys (44 per cent) and with more than five storeys (41 per cent).

Through land use planning and policy advocacy, Milton continues to prepare developable lands for future mixed use development in the medium and long-term, while also ensuring our Greenbelt and prime agricultural lands remain protected.





## Post-Secondary Opportunities

Milton has seen significant progression across our post-secondary partnerships. These partnerships are important for the development of the town.

Conestoga College has established a physical presence in the town with the opening of their International English Language Testing System, on Main Street East.

Wilfrid Laurier has also established in person learning through the use of the Town's MEV Innovation Centre space.

The development of the Milton Education Village continues to move forward. Conestoga College will offer in-person experiential learning opportunities available via their partnership with Schlegel Villages. This partnership will deliver personal support worker certificates and diplomas.

Wilfrid Laurier is scheduled to finalize construction of their Milton One building for the beginning of the 2024 school year. The plan is designed with sustainable land development principles embedded throughout and includes a leading class stormwater research facility, which will lead the way on sustainable use and protection of stormwater in the future.

These developments are important, as the 2021 Census shows that children from birth to 14 make up 24 per cent of Milton's population. This is the highest proportion of any Greater Toronto and Hamilton Area community.

The further development and partnership with our educational partners provides Milton's current children with the opportunity to receive a post-secondary education within their home community.



# Continuing Progress - Snapshot of 2022



## Planning for Growth

- Completion of a Community Services department capital program & facility condition audit
- Progression towards NextGen 911 implementation
- Development of a streamlined development approval process
- Implementation of cross-boundary transit service
- Implementation of the Council endorsed Fire master plan
- Progression of both the Agerton and Trafalgar secondary plans
- Approvals by the necessary levels of government to initiate construction of post-secondary institutions in Milton
- Progression on the Milton GO station enhancements and Nipissing Road construction with Metrolinx
- Approvals by the necessary levels of government to initiate construction of a new long-term care facility in Milton
- Completion of a user fee bylaw study
- Reopening of the First Ontario Arts Centre Milton



## Increase Revenue Potential

- Implementation of an administrative penalty system
- Attraction of new businesses to employment and mixed-used growth areas such as Derry Green and the 401 Business Park
- Seek out grant funding opportunities from other levels of government
- Develop a new economic development marketing plan to target sector specific growth
- Reopen the MEV Innovation Centre and increase tenancy and memberships
- Provide recovery support and programming to small businesses



## Community Attractiveness & Competitiveness

- Council endorsement of community and stakeholder engagement to support the development of a new civic square in downtown Milton
- Continuation of the Town's temporary patio program
- Development and initiation of a community rinks program
- Implementation of the urban forestry management strategy
- Completion of solar power installation at the Sherwood Community Centre
- Expansion of local community gardens
- Performance of proactive fire safety inspections on high risk businesses and facilities
- Expansion of OnDemand transit service
- Culture and youth plan implementation
- Continued development of parks and green spaces
- Completion of a comprehensive citizen engagement survey
- A range of activities which supports equity, diversity and inclusion



## Service Innovation

- Assessment of the Town's service intake processes
- Enhancements to the Town's self-service telephone system
- Implementation of electronic council agenda management system
- Implementation of a new internal Human Resources Information System (HRIS)
- Progression towards development of an externally facing building permit web portal
- Release of an updated community profile using 2021 Census data
- The piloting of a Client Relationship Management (CRM) software tool
- Implementation of hybrid council meeting technology
- Implementation of a new digital records management system
- Development of a new five year IT/digital strategy
- Continued improvement of the Town's online engagement tool – Let's Talk Milton



# Appendix A:

## Inventory of all Service Delivery Indicators

Department	Division	Metric	Comparator Source	2020 data	2021 data	Year over Year Change	Context
Executive Services	Economic Development	# of investment inquiries handled		180	150	-30	
Executive Services	Economic Development	Sq. ft of industrial sector development		2,600,000	2,792,401	192,401	
Executive Services	Economic Development	Sq. ft of commercial sector development		-	21,097	NA	Benchmark will be established in 2021 and reported on in future years
Executive Services	Economic Development	\$ construction value of non-residential buildings proposed		\$199,007,455			
Executive Services	Economic Development	Sq. ft of non-residential floor area proposed		184,529			
Executive Services	Economic Development	Non-residential tax base %		22%	23%	1%	
Executive Services	Economic Development	# of entrepreneurs and small businesses assisted		-	-		This will be a metric we will report on in 2023. We are currently building the capacity to track this metric in our CRM as part of the corporate CRM pilot
Executive Services	Economic Development	# of businesses participating in Digital Main Street program		50	61	11	
Executive Services	Economic Development	Unique visitors to Milton's Economic Development website		-	-		This will be a metric reported on in 2022 report
Executive Services	Economic Development	Cost of planning (Inc. Economic Development) per capita (exc. amortization)	BMA Study	\$20	\$20	\$0	
Executive Services	Economic Development	% of planning expenditure recovered via revenue	BMA Study	53%	57%	4%	
Executive Services	Fire	# of fire department calls for service	Annual OFM Reporting	1,856	1972	116	
Executive Services	Fire	% of urban calls responded (initial response - four firefighters) to in 240 seconds (target - 90%)		-	39%	-	This indicator is reflective of the maximum performance capabilities based on the Fire Masterplan. Future reporting will report on actual performance against the identified target
Executive Services	Fire	% of rural calls responded (initial response - six firefighters) to in 840 seconds (target - 80%)		-	19%	-	This indicator is reflective of the maximum performance capabilities based on the Fire Masterplan. Future reporting will report on actual performance against the identified target

Department	Division	Metric	Comparator Source	2020 data	2021 data	Year over Year Change	Context
Executive Services	Fire	# of new firefighters recruited		11	6 FT 13PT	8	
Executive Services	Fire	# of inspection and re-inspections (proactive inspection program)		-	92	-	Benchmark will be established in 2021 and reported on in future years
Executive Services	Fire	# of orders issued to high risk settings		-	13	-	Benchmark will be established in 2021 and reported on in future years
Executive Services	Fire	Number of orders brought to compliance		-	0	-	This is a new program introduced in 2022. As a result reporting will begin in the 2022 report
Executive Services	Fire	% of false alarm calls		30%	42%	12% increase	
Executive Services	Fire	Cost of Fire Department per capita	BMA Study	\$103	\$109	\$6	
Community Services	Recreation & Culture	\$ of funding allocated via the Milton Community Fund	MBNCanada	\$266,027	\$254,872	\$(11,155)	
Community Services	Recreation & Culture	# of volunteers engaged to support the delivery of programs and services		323	40	(283)	Due to the COVID pandemic limited volunteer opportunities were available
Community Services	Recreation & Culture	# of fitness memberships sold		1,961	5,461	3,500	
Community Services	Recreation & Culture	# of theatre performance attendees		12,570	0	(12,570)	FOACM was used as a Regional vaccination centre for 2021
Community Services	Recreation & Culture	# of community centre visits		905,728	902,997	(2,731)	
Community Services	Recreation & Culture	# of community members supported by financial assistance to access recreation and culture programming		976	505	(471)	There were limited opportunities to utilize financial assistance programs
Community Services	Recreation & Culture	# of drop-in program visits		118,886	85,898	(32,988)	Due to the COVID pandemic, there capacity limits for drop-in programs were required
Community Services	Recreation & Culture	# of new user accounts created on recreation's registration booking system		11,000	33,855	22,855	
Community Services	Recreation & Culture	# of ArtSparks events		25	2	(23)	2021 events were offered virtually due to the FOACM being closed
Community Services	Recreation & Culture	# of ArtSparks participants		11,000	2,528	(8,472)	
Community Services	Recreation & Culture	Cost of sports & recreation programming per capita (exc. amortization)	BMA Study	\$3	\$12	\$9	

Department	Division	Metric	Comparator Source	2020 data	2021 data	Year over Year Change	Context
Community Services	Recreation & Culture	% of sports & recreation programming budget recovered	BMA Study	94%	58%	-36%	Due to the COVID pandemic, facility access was limited
Community Services	Recreation & Culture	Cost of recreation facilities - other per capita	BMA Study	\$86	\$96	\$10	
Community Services	Recreation & Culture	% of recreation facilities - other budget recovered	BMA Study	50%	32%	-18%	
Community Services	Recreation & Culture	Cost of cultural services per capita	BMA Study	\$21	\$16	(\$5)	
Community Services	Facilities, Ops & Env	# (or Ha) of town parks & maintained green space		89	90	1	
Community Services	Facilities, Ops & Env	Cost of parks per capita (exc. amortization)	BMA Study	\$40	\$39	(\$1)	
Community Services	Facilities, Ops & Env	Sq. ft of indoor recreation facility space provided		598,204	598,204	0	
Community Services	Facilities, Ops & Env	# of trees planted		1400	1,704	304	
Community Services	Facilities, Ops & Env	Year over year kW consumption change		3,000,000 kW	855,266.25 increase	855,266.25	2020 was significantly impacted by the COVID pandemic with facility closures. Increase in 2021 was as a result of facilities reopening with a partial return to pre-pandemic levels
Community Services	Facilities, Ops & Env	Year over year natural gas consumption change		1,000,000m3	179888.98 decrease	179888.98	COVID impacts were seen in 2020 and 2021 was a partial return to pre-pandemic levels
Community Services	Facilities, Ops & Env	Year over year water consumption change		50,000m3	12,802 increase	12,802	
Community Services	Facilities, Ops & Env	Year over year GHG change		2,000 ton reduction	550 ton increase	550	
Community Services	Facilities, Ops & Env	Cost of winter control - except sidewalks, parking lots per capita	BMA Study	\$40	\$32	(\$8)	
Community Services	Facilities, Ops & Env	Cost of winter control - sidewalks, parking lots only per capita	BMA Study	\$7	\$5	(\$2)	
Community Services	Transit	# of regular service passenger trips		258,700	141,583	-117,117	Due to the COVID pandemic, there was reduced demand for transit services
Community Services	Transit	Hours of service operated per capita	CUTA	0.3 hours of service	-		CUTA has not yet reported on 2021 data
Community Services	Transit	Cost per hour of service operated	CUTA	\$110.86	-		CUTA has not yet reported on 2021 data
Community Services	Transit	Cost of conventional transit services per capita	BMA Study	\$46	\$47	\$1	

Department	Division	Metric	Comparator Source	2020 data	2021 data	Year over Year Change	Context
Community Services	Transit	% of operating budget recovered	BMA Study	26%	16%	-10%	
Community Services	Transit	Cost of specialized transit services per capita	BMA Study	\$4	\$5	\$1	
Development Services	Development Engineering	Number of street lights operated and maintained		-	8,931	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Engineering	Cost of street lighting per capita (exc. amortization)	BMA Study	\$10	\$9	(\$1)	
Development Services	Development Engineering	Km's of roadway (lane km) operated and maintained		-	1252.8km	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Engineering	Vehicle Km travelled per lane Km		-		-	This is a newly emerging indicator
Development Services	Development Infrastructure	Km of storm sewers lines operated and maintained		-	324km	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	Number of storm sewers structures operated and maintained		-	13476	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	Number of stormwater management facilities operated and maintained		-	25	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	Number of low impact development facilities operated and maintained (green infrastructure)		-	0	-	This is a newly emerging indicator and will be reported on in future years
Development Services	Development Infrastructure	Cost of storm sewer - Urban per capita	BMA Study	\$25	\$51	\$26	
Development Services	Development Infrastructure	Cost of storm sewer - Rural per capita	BMA Study	\$2	\$4	\$2	
Development Services	Development Infrastructure	Km's of bike lanes operated and maintained		-	76.1km	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	Km's of pedestrian walkways operated and maintained		-	409km	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	Number of cross-walks operated and maintained		-	82	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	% of paved lane Km where the condition is rated good to very good	MBNCanada	-	46%	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	Number of bridges, culverts and viaducts operated and maintained		-	104	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	% of bridges, culverts and viaducts where the condition is rated good to very good	MBNCanada	-	84%	-	Benchmark will be established in 2021 and reported on in future years

Department	Division	Metric	Comparator Source	2020 data	2021 data	Year over Year Change	Context
Development Services	Development Infrastructure	Cost of road services per capita	BMA Study	\$119	\$106	(\$13)	
Development Services	Development Infrastructure	Cost of roadways - bridges and culverts per capita	BMA Study	\$12	\$11	(\$1)	
Development Services	Development Infrastructure	Number of traffic signals operated and maintained		-	56	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	Number of traffic signs operated and maintained		-	15591	-	Benchmark will be established in 2021 and reported on in future years
Development Services	Development Infrastructure	Cost of traffic operations per capita	BMA Study	\$62	\$59	(\$3)	
Development Services	Development Review	# of development applications received		134	202	68	
Development Services	Development Review	Average development approval timeline (months) - reported biennially	BILD Municipal Comparator Study	NA	10 Months		
Development Services	Development Review	Municipal planning employees per 1,000 Housing Starts	BILD Municipal Comparator Study	NA	53		
Development Services	Development Review	Ha of improvements to natural heritage system realized in new community areas		-	-	-	New indicator - staff will be working towards reporting on this in the future
Development Services	Planning & Urban Design	Cost of commercial & industrial per capita (exc. amortization)	BMA Study	\$12	\$11	(\$1)	
Development Services	Planning & Urban Design	% of commercial and industrial expenditure recovered via revenue	BMA Study	11%	4%	-7%	
Development Services	Planning & Urban Design	Cost of planning (Inc. Economic Development) per capita (exc. amortization)	BMA Study	\$20	\$20	\$0	
Development Services	Planning & Urban Design	% of planning expenditure recovered via revenue	BMA Study	53%	57%	4%	
Development Services	Planning & Urban Design	Number of heritage assets restored		0	1	-	
Development Services	Planning & Urban Design	Number of heritage assets lost		3	6	-	
Development Services	Planning & Urban Design	Number of heritage assets subject to harm/at risk		0	0	-	

Department	Division	Metric	Comparator Source	2020 data	2021 data	Year over Year Change	Context
Development Services	Planning & Urban Design	Ha of land zoned for intensification		-	NA	-	Will be reported on in future reporting cycles. Foundational work is still required prior to having confidence in data
Development Services	Planning & Urban Design	Ha of land subject to approved secondary plan		6739 Ha	6890 Ha	151Ha	
Development Services	Building Services	Number of new residential and ICI building permits issued in the fiscal year	MBNCanada	640	1124	484	
Development Services	Building Services	New residential units created per 100,000	MBNCanada	413	694	281	
Development Services	Building Services	New secondary suites created per 100,000		116	196	80	
Development Services	Building Services	Cost of building permit & inspection services per capita	BMA Study	\$38	\$37	(\$1)	
Corporate Services	Legal & Legislative Services	Number of noise, property standards, yard maintenance and zoning By-Law complaints per 100,000 population	MBNCanada	-	1201	-	Benchmark will be established in 2021 and reported on in future years
Corporate Services	Legal & Legislative Services	Average days to attend and close out property standards complaint		-	Attend: 5		Benchmark will be established in 2021 and reported on in future years
					Close out: 25		
		Average days to attend and close out noise complaint		-	Attend: 3.5		
					Close out: 14		
		Average days to attend and close out zoning complaint		-	Attend: 14.5		
					Close out: 40		
		Average days to attend and close out community standards complaint		-	Attend: 5.5		
					Close out: 14		
Corporate Services	Legal & Legislative Services	Number of inspections per noise, property standards, yard maintenance and zoning By-Law complaints	MBNCanada	-	2.73	-	Benchmark will be established in 2021 and reported on in future years
Corporate Services	Legal & Legislative Services	% of compliance to noise, property standards, yard maintenance and zoning By-Laws	MBNCanada	-	81%	-	Benchmark will be established in 2021 and reported on in future years
Corporate Services	Legal & Legislative Services	% of all By-Law complaints represented by noise, property standards, yard maintenance and zoning By-Laws	MBNCanada	-	55%	-	Benchmark will be established in 2021 and reported on in future years

Department	Division	Metric	Comparator Source	2020 data	2021 data	Year over Year Change	Context
Corporate Services	Legal & Legislative Services	Cost of parking - including enforcement per capita	BMA Study	\$6	\$6	\$0	
Corporate Services	Legal & Legislative Services	Cost of protective inspection and control per capita	BMA Study	\$12	\$13	\$1	
Corporate Services	Legal & Legislative Services	Number of business licenses issued per 100,000 population	MBNCanada	-	170	-	Benchmark will be established in 2021 and reported on in future years
Corporate Services	Legal & Legislative Services	# of in-person customers assisted by Town Hall reception		-	13129		Benchmark will be established in 2021 and reported on in future years
Corporate Services	Legal & Legislative Services	# of live calls services by corporate reception		-	19295		Benchmark will be established in 2021 and reported on in future years
Corporate Services	Legal & Legislative Services	Number of FOI requests received per 100,000 population	MBNCanada	-	41		Benchmark will be established in 2021 and reported on in future years
Corporate Services	Human Resources	Total cost for Human Resources administration per T4 supported	MBNCanada	\$682	\$745	\$63	The impact of the COVID pandemic on our business and workforce resulted in the issuing of less T4s in 2021
Corporate Services	Human Resources	Permanent voluntary employee turnover rate	MBNCanada	2.50%	5.30%	2.80%	The full-time voluntary turnover rate more than doubled from 2020 to 2021, however it was lower than average in 2020 industry-wide, likely as a result of the impacts and uncertainty around the COVID pandemic. A full-time turnover rate of approximately 5% is more in-line with the Town's pre-pandemic average.
Corporate Services	IT	# of pieces of IT hardware supported Pieces of IT hardware supported per FTE	MBNCanada	-	1659 2.7 pieces of equipment per FTE	-	Benchmark will be established in 2021 and reported on in future years
Corporate Services	Finance	# of purchasing awards		238	252	14	
Corporate Services	Finance	\$ value of purchasing awards		\$60,346,979	\$84,237,207	\$23,890,228	
Corporate Services	Finance	% of property tax collected		95.7%	97.3%	1.6%	
Corporate Services	Finance	% of variance against gross budget		1.3% Favorable	1.2% Favourable	1.2% favourable	

Department	Division	Metric	Comparator Source	2020 data	2021 data	Year over Year Change	Context
Corporate Services	Strat Comms	# of website users		77% increase	18% increase from 2020		
Corporate Services	Strat Comms	# of visits to Let's Talk Milton		11,000+	13,300+		
Corporate Services	Strat Comms	# of customer inquiries submitted through the Towns website		10,100+	3,783		
Corporate Services	Strat Comms	# of inquiries and responses through social media		8,200+	6,065	-26%	
Corporate Services	Strat Comms	# of webpage views on the website		50% increase	34% increase from 2020		
Corporate Services	Dept.	Cost of general government per capita	BMA Study	\$57	\$61	\$4	





# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: September 12, 2022

Report No: CORS-060-22

Subject: 2023 Budget Call Report

**Recommendation:** THAT the 2023 Capital and Operating Budgets and Forecasts be prepared in alignment with the Town's Council-approved strategic plans and long-term studies (example: 2020-23 Council/Staff Workplan, Official Plan, Asset Management Plan, Fiscal Impact Studies, Master Plans etc.) and that the newly elected Council be provided with:

a) identification of the cost pressures associated with the existing service levels; and

b) options to mitigate the tax levy impact for the year 2023.

## EXECUTIVE SUMMARY

- The budget process provides a venue within which decisions as to the appropriate balance between affordability, service levels and financial sustainability can be made.
- Through the 2022 budget process, a budget pressure equivalent to an increase in the Town's portion of property taxes of 7.05% (or \$19.17 per \$100,000 of assessment) was estimated for 2023 in order to maintain existing service levels.
- This amount has been revised with the most current information (including higher than projected rates of inflation) and is now estimated at a pressure that is equivalent to 12.40% increase to the Town's portion of property taxes (or \$33.73 per \$100,000 of assessment) in relation to existing service levels.
  - When the Regional and Educational portion of property taxes are considered, the pressure to the total tax rate is estimated at 5.98% for 2023 (or \$42.08 per \$100,000 of assessment).

## EXECUTIVE SUMMARY

- The Town's local tax levy is lower than surrounding local municipalities by an average of 25% (or \$95 per \$100,000 of residential assessment), and when Regional and Education rates are considered, Milton property taxes as a percentage of household income remains lowest in the GTA and second lowest relative to Provincial comparators.
- With a Municipal Election in October of 2022, it is recommended that the cost of existing services be presented to the incoming Council, along with options to mitigate the potential tax rate impact, for the budget deliberations scheduled in January 2023.

## REPORT

### Background

Section 290 (1) of the Municipal Act requires municipalities to prepare and adopt an annual budget. Through the Budget Call report, staff provide Council with the appropriate context and financial considerations, as well as recommendations with respect to the guidelines to be followed when capital and operating budgets and forecasts are prepared.

The underlying principles used in preparing the annual budget are outlined in Financial Management - Financial Principles Policy No. 110. Using Council's vision for the Town as outlined through strategic planning processes, resulting priorities are then reflected across the broad array of master planning and strategy processes undertaken (including secondary plans, fiscal impact studies etc.). The budget process provides an avenue to prioritize and balance the allocation of available resources to achieve the various master plan targets and priorities.

The 2023/24 forecasted budget pressures that are presented in this Budget Call report are based on data and information currently available. As the detailed budget is developed this forecast will continue to be refined to include additional information that is identified. The budget will then be presented to Council in December of 2022 and Council deliberation of the budget is scheduled for January 2023.

### Discussion

Milton has experienced steady population growth since 2001 and has consistently ranked as one of Canada's fastest growing communities. With a population of 134,304 residents at the end of 2021 and projections showing that figure approximately doubling over a 15 year period, the Town continues to be faced with a number of financial challenges and opportunities. Within this context, the budget serves as a financial plan that provides guidelines and direction to staff for the allocation of resources and the provision of services and infrastructure.

### **Public Input**

The budget development process considers the ongoing feedback that is received from the public throughout the year as part of the public engagement that is undertaken for Town initiatives such as master plan updates and planning processes. In addition to these ongoing opportunities for public engagement, residents and business owners were also invited to provide comments and input related to the prioritization of services and investments for the 2023 budget year. This opportunity was available from June 30, 2022 through the Let's Talk Milton platform and was advertised through a public service announcement, social media posts and an ad in the local newspaper. While the platform will continue to remain open and available for comments through December 11, 2022, all comments received to end of day August 19 are attached as Appendix A to this report. Additional comments received between August 20 and December 11, 2022 will be shared with Council in advance of the December 12, 2022 budget meeting.

Once per term of Council a more formal public input survey is utilized, with the next survey expected to inform the 2024 budget. The development of the 2023 budget will continue to consider the public survey results received over the past several years (see staff report CORS-049-19 for more information) that tend to be relatively consistent from year to year, as well as comments and feedback received through the additional avenues noted above.

### **Growth Forecast**

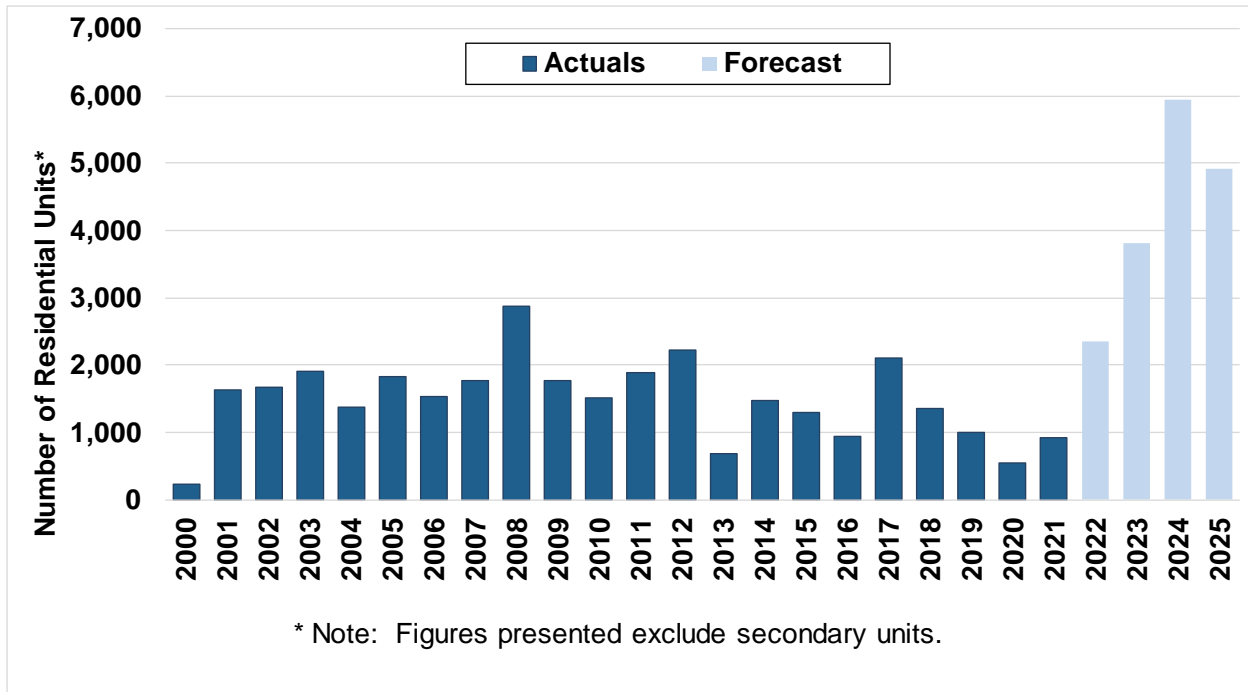
An important consideration in the preparation of the budget is estimating the rate of growth expected in the community which affects both revenues and expenses in the capital and operating budgets. Growth in the community will result in incremental tax revenues from assessment growth. It also drives the requirement to expand services and infrastructure such as roadways, parkland and facilities to the growing community.

The taxes raised from residential growth do not currently cover the costs of services provided and therefore balancing growth between the residential and non-residential sectors is critical to financial stability. Over recent years, residential growth has outpaced non-residential with the mix of assessment (unweighted) changing from 71.8% residential in 2001 to 83.7% residential in 2022.

Over the next several years residential building activity is anticipated to be higher than previous activity experienced by the Town as illustrated in the following graph.

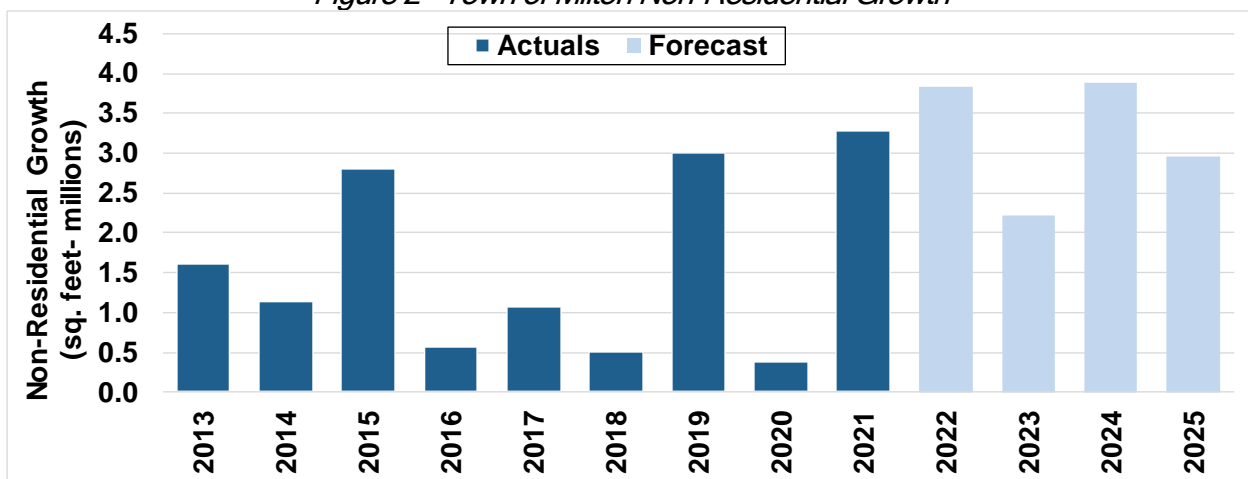
## Discussion

*Figure 1 - Town of Milton Residential Growth*



Non-residential activity is also expected to remain strong with 3.8 million square feet of development anticipated in 2022.

*Figure 2 - Town of Milton Non-Residential Growth*



The projected increases in the levels of residential and non-residential growth from 2022 to 2025 are expected to result in higher levels of annual assessment growth revenues in the

## **Discussion**

next term of Council, and will therefore influence the budget processes in future years. Assessment growth for the current budget year (2023) will be influenced by prior volumes, and due to the relatively lower growth totals in 2020 (non-residential) and 2021 (residential), lower assessment growth dollars are expected.

### **Capital Budget and Forecast**

A 10-year capital budget and forecast will be prepared that will identify the investment required to support the anticipated growth in the community as well as the Town's infrastructure maintenance and rehabilitation needs. The starting point for preparing the 2023-2032 budget and forecast will be the 2023-2031 forecast presented and approved in principle through the 2022 budget process. The forecast estimated that the capital investment for 2023 would exceed \$103 million, with a 9-year investment totaling \$1.1 billion. The budget and forecast will be updated to reflect revised construction timelines, updated cost estimates (including inflation) and current corporate priorities.

### **Operating Impacts from Capital**

Investing in new and expanded infrastructure has a significant financial impact on future operating budgets and tax levies. Capital investment in local infrastructure that is constructed by developers and assumed by the Town through new developments (including local roads and stormwater assets) also results in ongoing incremental costs. Capital budgets will continue to identify the operational impacts resulting from investment in new or expanded services including the maintenance of newly constructed roads and parks, expanded transit services, new facilities and information technology infrastructure. Future capital investment to maintain or replace assets is also required and as such, contributions to reserves for the long-term rehabilitation and/or replacement of new assets will be identified.

These impacts were considered as part of the Town's comprehensive 2021 Fiscal Impact Study (FIS) which projected an annual average tax rate pressure of 5.5% for the first 10 years of the forecast due largely to additional investments towards the infrastructure deficit as well as the fire and transit service master plans.

### **Infrastructure Funding Deficit & Asset Management Plan**

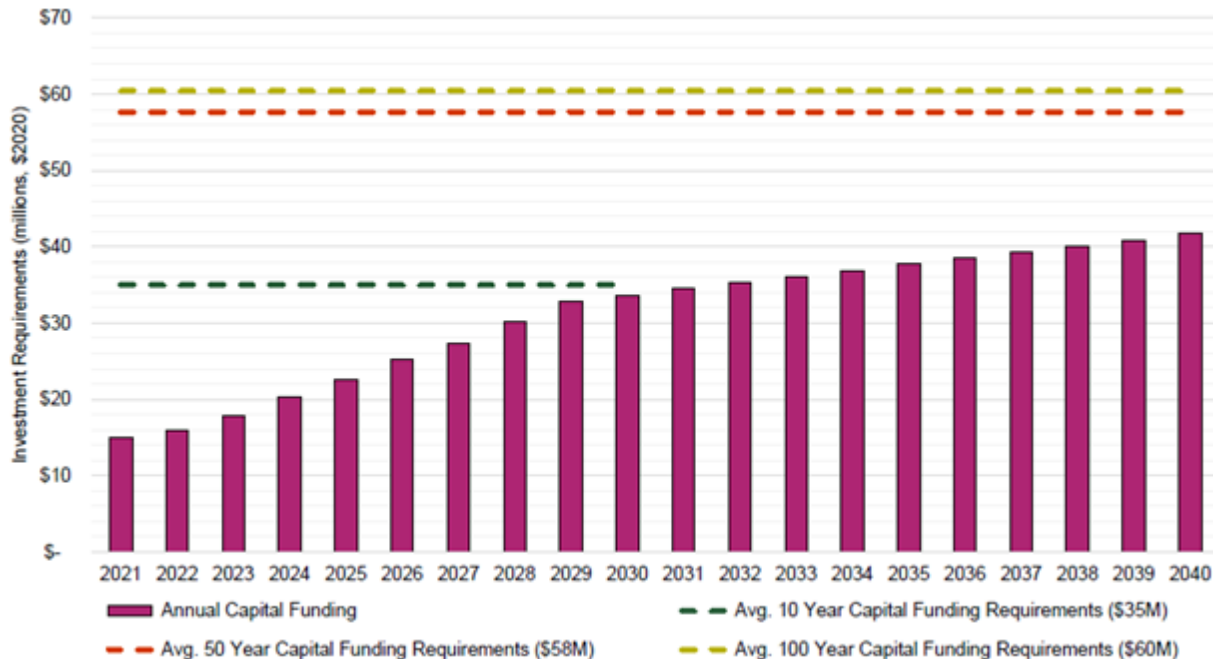
The Town's Corporate Asset Management Plan (AMP) was updated in 2021 to include all core infrastructure (roads, bridges and stormwater) and was reported to Council through staff report CORS-038-21.

The 2021 AMP included a lifecycle funding analysis that considered current lifecycle management strategies, levels of service, condition assessments, replacement costs, and risk management strategies. The analysis projects a comparison of the Town's financial

## Discussion

capacity to the funding requirements needed to maintain existing core infrastructure assets in a state of good repair using established lifecycle strategies as shown in the figure below.

*Figure 3 - Non-Growth Infrastructure Financing to Lifecycle Funding Requirements - Transportation and Stormwater (millions, 2020\$)*

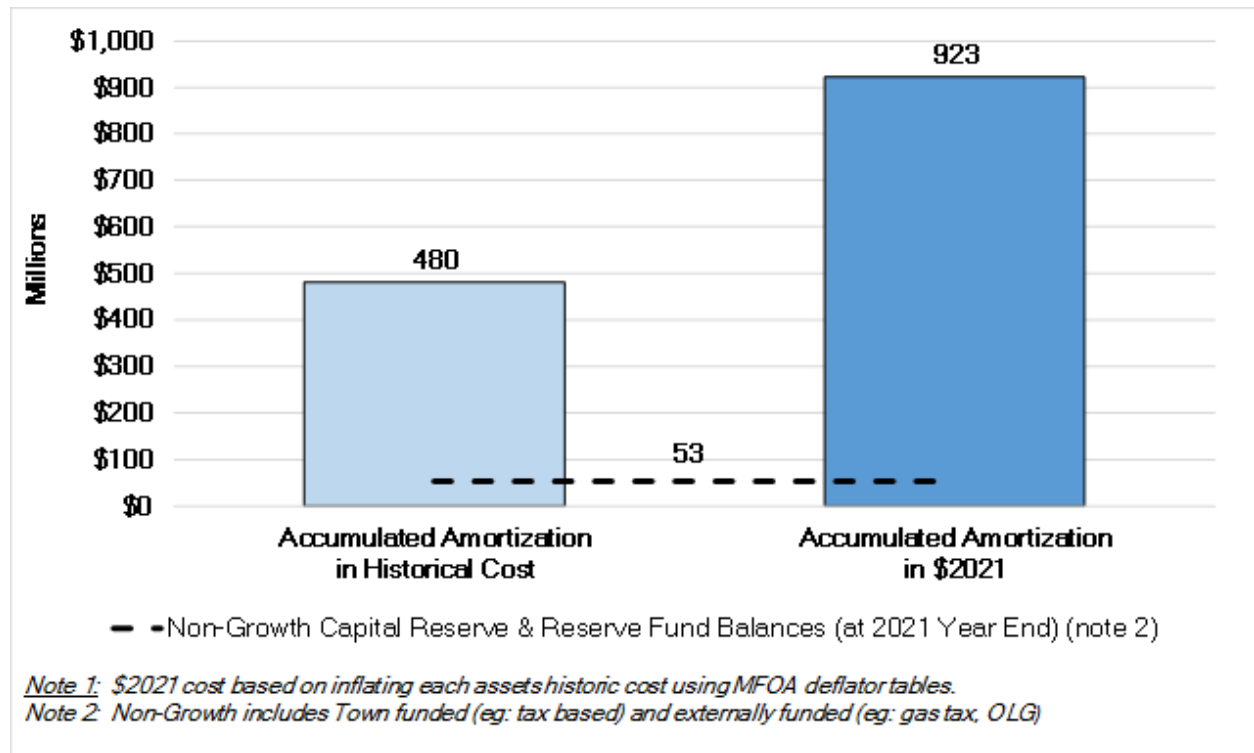


Although the 2021 AMP focused solely on core infrastructure assets it reaffirms an annual infrastructure funding deficit throughout the planning horizon. The financial strategies taken in recent years are expected to ensure that the deficit will not increase as the Town grows and highlights the long-term importance of the \$1.0 million incremental annual contribution where the majority goes to fund core infrastructure asset renewals. Even with these financial measures, an annual deficit is projected at the end of the horizon and additional forms of mitigation will be required.

Another method of reviewing the degree to which the Town is setting aside funds for future rehabilitation is to compare the capital replacement reserve and reserve fund balances to the accumulated amortization on the Town's assets (i.e. the degree to which existing assets have aged). These figures are depicted on the following graph, and suggest that additional contributions to capital reserve are required for the Town's existing assets based on the service levels currently provided. Although other financing tools (example debt or future contributions) will be available as a part of the funding strategy, the differences noted below exceed the current Provincially mandated and Council established debt capacity limits.

## Discussion

Figure 4 - Measure of Infrastructure Renewal Funding Status



### Council Staff Work Plan

A Council-Staff Work Plan for the years 2020-2023 was approved through staff report ES-009-20. The plan is the road map for how the Town of Milton continues to accommodate growth while ensuring the financial sustainability of the organization and the community. Due to the multi-year nature of many of the growth related initiatives included in the plan, budget approval has already occurred and the financial impacts and funding have been incorporated into the operating and capital budget and forecasts for several items. Additional or new funding requests will be presented where required as the various initiatives proceed to finalization or when the scope and expected outcomes have been further defined.

### Service Delivery Reviews

The Town of Milton has undertaken a number of initiatives with a focus on service review and efficiency. The status of these reviews include:

## Discussion

1. Transit Master Plan - results were presented through report ENG-021-19 and an update is scheduled for 2023.
2. Service Delivery Review Phase 1 (Community Services) - results were presented through report ES-015-19.
3. Administrative Monetary Penalty System (AMPS) - results presented through CORS-008-20.
4. Service Delivery Review Phase 2 (Corporate Services) - results were presented through CORS-063-20.
5. Fire Master Plan - results presented through ES-003-21.

The scope of these reviews will continue to strike an appropriate balance between leveraging non tax-based revenue sources, revising service levels, raising property tax revenues, and proactively identifying and implementing process efficiencies.

## Human Resources

The Town of Milton's full time staff complement is notably lower than that of comparator municipalities. The Town also has a higher reliance on contractors and part time staffing in several service areas. These factors influence the way in which services can be delivered, and also affect the levels of service that can be provided to a growing community.

Annually staffing level requirements are reviewed with consideration for Town goals and priorities as well as existing service levels and pressures. Performance measures are also assessed in relation to new staffing needs. In recent budget years due to financial pressures, a limited number of positions have been added and previously forecasted needs have been deferred. The 2023 operating budget forecast presented herein includes a provision to address only some of the highest priority staffing requirements, such as some of the staffing requirements as outlined in the Fire Master Plan. However, this leaves a number of the priorities and risks that were identified in previous staffing reports to Council outstanding. Should the Town be unable to achieve adequate staffing levels it may result in impacts to the pace of growth in certain service areas.

## Other Revenue Sources

Aside from property taxes, user fees and service charges provide a significant portion (21.5%) of the Town's overall revenues each year. Other sources of revenue that the Town of Milton proactively pursues to help manage the overall tax pressures include items such as, but not limited to: external grants, investment income and cost recovery agreements with external organizations. As many of these sources are either frozen or stagnant and do not increase with inflation and growth the Town faces ongoing pressures in trying to meet the requirements of a growing community.



## Discussion

Through effective management of Town user fees, which includes indexing annually by the Municipal Price Index (MPI), fees are charged to the direct users of many Town services to cover part or all of the costs of providing these services. Aside from annual inflation, comprehensive studies are also undertaken periodically to compare the effective rates to the related cost (via activity based costing), as well as to benchmark the Town's rates to its peers. The latest comprehensive study on the Town's user fees, excluding recreation and transit, was completed in 2022 and is also on tonight's agenda through staff report CORS-058-22. Recommended increases to fees are expected to generate approximately \$500,000 in additional revenue for the Town.

Furthermore, many of the rates and fees within the forecast will be indexed in 2023 using the MPI for expenditures of 5.9% (see Appendix B for details with respect to MPI). It should be noted that recreation fees are recommended to be indexed at a lower amount of 3.0%. Although this will translate into pressure on the tax levy, staff recommend this approach as it considers the expected increases for peer municipalities. A comprehensive review of the recreation and transit fees is scheduled for the next term of Council where these fees will be reviewed against the cost of service, targeted cost recoveries and market comparators with any fee adjustments recommended in this area being brought forward to Council for approval.

## 2023 Operating Budget and Forecast

Through the 2022 Operating and Capital Budget staff completed an operating budget forecast for the pressures anticipated in 2023 and 2024. Based on the assumptions at the time, staff were projecting a significant tax levy pressure to the Town portion of the tax bill in those years. The major drivers of the forecast included:

- Inflationary impacts to maintain existing levels of service
- Funding to gradually reduce the infrastructure deficit.
- Extending services to new growth areas including the Boyne Secondary Area.

Staff will continue to revise the forecast throughout the budget process. However, based on new information and analysis undertaken through the first two quarters of 2022 some of the more significant adjustments to the forecast include:

- Higher than anticipated inflationary pressures
- Delayed timing of assessment growth

Including the assumptions previously mentioned, the projected pressures equate to a 12.40% tax rate change in 2023 and 8.31% in 2024. Put another way, the revised forecast is currently projecting a tax pressure equivalent to \$33.73 per \$100,000 of residential assessment in 2023 and a further \$25.41 in 2024. These amounts are relative to the existing annual cost of \$272 per \$100,000.

## Discussion

The following table provides a summary of the primary drivers impacting the 2023 and 2024 forecast (with further detail provided in Appendix C).

Component	2023 Net Levy Impact \$ (000's)	2023 Residential Tax per \$100K of Assessment	2023 Residential Tax % Change	2024 Net Levy Impact \$ (000's)	2024 Residential Tax per \$100K of Assessment	2024 Residential Tax % Change
<b>Prior Year Tax Levy</b>	\$ 79,686	\$ 271.97		\$ 91,153	\$ 305.71	
<b>Inflation &amp; Base Adjustments:</b>						
Inflation (MPI)	\$ 5,665	\$ 19.00	6.99%	\$ 3,555	\$ 11.40	3.73%
Non-recurring & Reversal of One-Time Transfers	\$ 477	\$ 1.60	0.59%	\$ -	\$ -	0.00%
Service Enhancements	\$ 120	\$ 0.40	0.15%	\$ 285	\$ 0.91	0.30%
Infrastructure Deficit	\$ 1,000	\$ 3.35	1.23%	\$ 1,000	\$ 3.21	1.05%
Other Base Adjustments	\$ (613)	\$ (2.05)	-0.76%	\$ 333	\$ 1.07	0.35%
<b>Total Inflation &amp; Base Adjustments</b>	<b>\$ 6,649</b>	<b>\$ 22.30</b>	<b>8.20%</b>	<b>\$ 5,173</b>	<b>\$ 16.59</b>	<b>5.43%</b>
<b>Growth Related:</b>						
State of Good Repair for Constructed & Assumed Assets	\$ 1,286	\$ 4.31	1.59%	\$ 2,299	\$ 7.37	2.41%
Expanding Service to Growth Areas	\$ 1,695	\$ 5.68	2.09%	\$ 3,334	\$ 10.69	3.50%
Other Growth-Related Impacts	\$ 1,837	\$ 6.16	2.27%	\$ 1,268	\$ 4.07	1.33%
<b>Total Growth Related</b>	<b>\$ 4,818</b>	<b>\$ 16.16</b>	<b>5.94%</b>	<b>\$ 6,901</b>	<b>\$ 22.14</b>	<b>7.24%</b>
<b>Total Increase in Levy</b>	<b>\$ 11,467</b>	<b>\$ 38.46</b>	<b>14.14%</b>	<b>\$ 12,075</b>	<b>\$ 38.73</b>	<b>12.67%</b>
<b>Total Tax Levy</b>	<b>\$ 91,153</b>	<b>\$ 310.43</b>		<b>\$ 103,228</b>	<b>\$ 344.44</b>	
Estimated Assessment Growth (net of reductions)**	\$ (1,408)	\$ (4.72)	-1.74%	\$ (4,154)	\$ (13.32)	-4.36%
<b>Forecasted Net Tax Levy Increase Required</b>	<b>\$ 10,059</b>	<b>\$ 305.71</b>	<b>12.40%</b>	<b>\$ 7,921</b>	<b>\$ 331.11</b>	<b>8.31%</b>

\* Based on 2022 CVA values per 2022 Final Tax Levy By-law, CORS-028-22. Through the annual tax setting bylaw tax rates are re-calculated each year using current year assessment values.

\*\* This is the amount net of anticipated losses from Assessment Review Board appeals, Request for Reconsiderations, and Section 357 Applications (tax class changes, properties razed by fire, etc.).

When potential changes to the Region and Educational portion of the property tax bill are considered, the total potential impact to ratepayers is estimated as follows:

		2023	2024
Town Tax Rate Pressure	\$ Change	\$33.73	\$25.41
	% Change	12.40%	8.31%
Overall Tax Rate Pressure*	\$ Change	\$42.08	\$32.58
	% Change	5.98%	4.37%

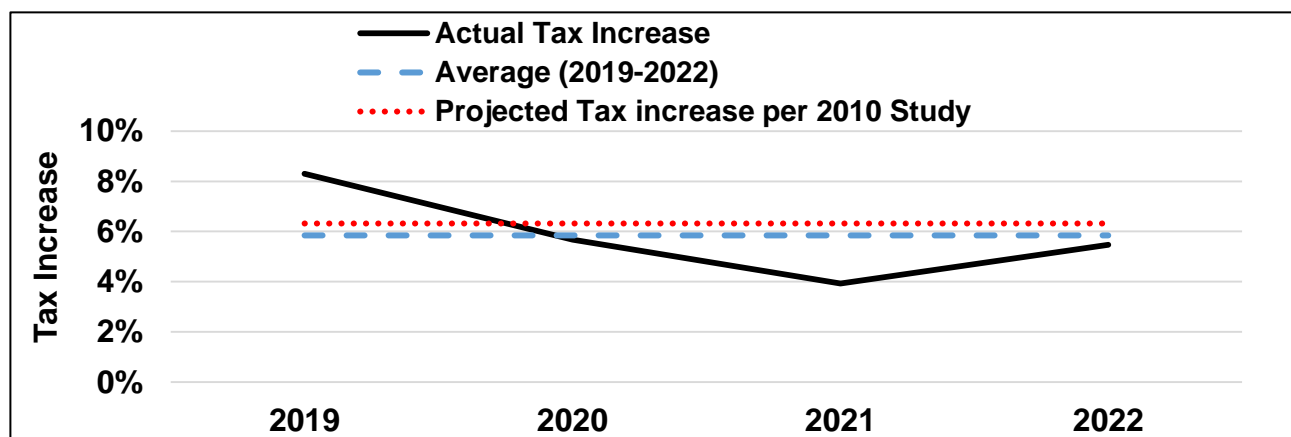
## Discussion

\* Includes estimated Town, Regional and Educational portion of the property tax bill. Estimated Regional changes are based on Region report FN-26-22, estimated Educational portions are held constant consistent with reports FN-13-22 and CORS-028-22.

### Long Term Fiscal Impact Study

Tax rate increases during the most recent term of Council have averaged 5.85%, which is slightly below the average pressure of 6.32% that had been previously forecasted in the 2010 Fiscal Impact Study (FIS).

*Figure 5 - Annual Local Tax Rate Change*

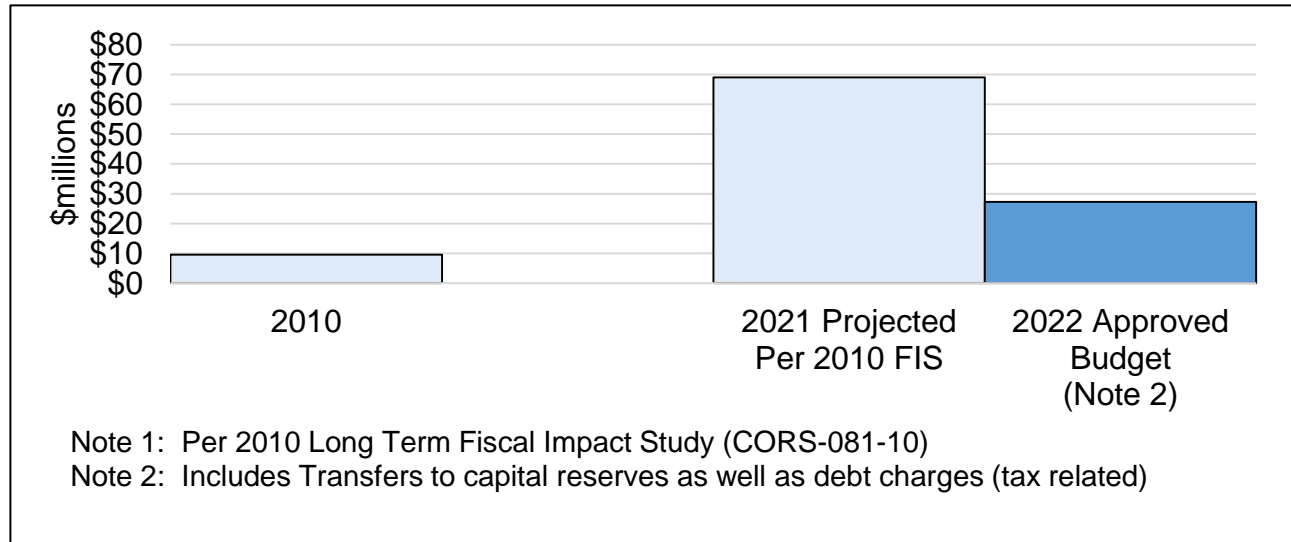


Over the entire period since the 2010 study, the average tax rate increase equalled 4.69%. As a result, and when combined with the Town's assessment growth results for the period, the Town's tax levy generated \$73.8 million in revenue by 2021, as compared to the \$117.3 million originally forecasted in the 2010 FIS.

The majority of the differential between projections from the fiscal impact studies and the actual tax levy changes can be attributed to the amount of funding transferred to capital reserve annually to fund future rehabilitation and replacement. As illustrated in the following graph, the Town's capital funding from the tax base was projected to increase from \$9.5 million in 2010 to \$69.0 million by 2021. The actual tax supported capital funding has increased to \$27.3 million in 2022, with 75% of that growth occurring since 2017.

## Discussion

*Figure 6 - Capital Funding from Tax Base*



As the Town's asset base is still relatively young, a shortfall in funding will impact the Town's ability to rehabilitate and replace aging assets in the future.

An updated Fiscal Impact Study was prepared in 2021 (CORS-056-21) that considered growth to 2041. The analysis showed that financial pressure on the Town and its taxpayers will continue as existing shortfalls continue to be addressed and expansion of services continues to new urban areas. An annual average tax rate pressure of 4.3% between 2021 and 2041 was projected, including an initial pressure averaging 5.5% for the first 10 years of the forecast due to additional investments towards the infrastructure deficit, as well as the fire and transit service master plans. The projected capital investment over the period 2021 to 2041 amounted to \$3.3 billion, along with gross operating costs that were expected to grow to \$310 million per year. Any increases in service levels during this period would translate to additional financial pressures above the figures noted above.

### **Budget vs Actual Variance Trend**

As shown in the table below, over the previous five years the year-end operating expenditures have been within 3.0% of the approved net budget and 1.4% of the approved gross budget. The surplus in 2020 and 2021 has been higher than average variances experienced over the past five years largely due to organization-wide cost containment efforts, coupled with provincial and federal funding received related to specific COVID-19 impacts. These recent mitigation opportunities do not represent a trend that is expected to continue in the long term as the demands on programs, facilities and transit recover and expand with the Town's growth.

## Discussion

*Figure 7 - 5-Year Historical Net Budget Variance Trend*

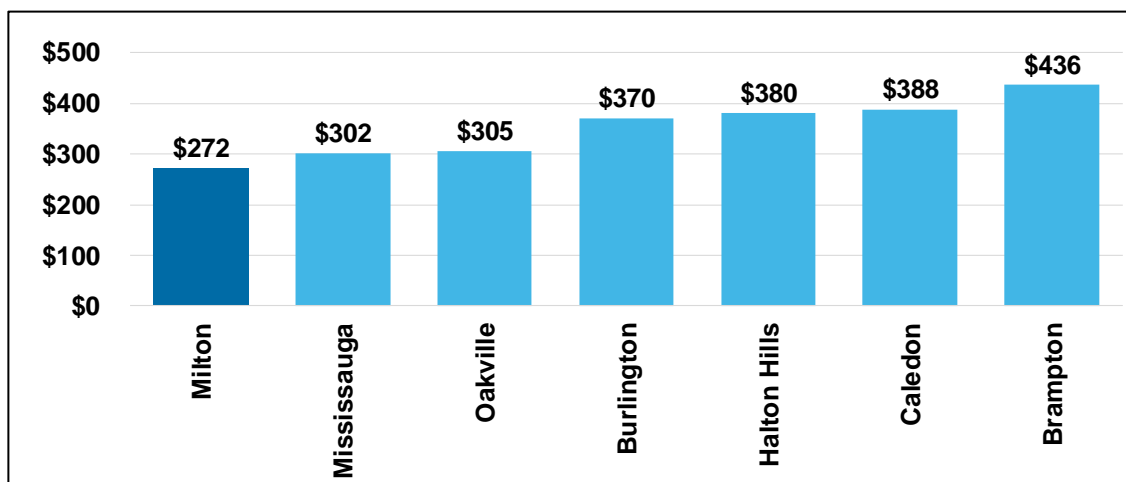
	2017	2018	2019	2020	2021	Average
Variance (\$Millions)	\$0.92	\$1.40	\$1.22	\$1.85	\$4.45	\$2.0
% Variance to Net Budget	1.8%	2.4%	1.9%	2.7%	6.0%	3.0%
% Variance to Gross Budget	0.8%	1.1%	0.9%	1.3%	3.0%	1.4%

\*Positive variance represents a favourable variance and a negative variance represents an unfavourable variance.

### Comparing Milton's Taxes to Other Local Municipalities

When comparing Milton's local taxes and overall tax bill (including Town, Region and Education portions) to surrounding municipalities, Milton continues to have the lowest tax rates. As shown below Milton's 2022 approved local portion of the tax bill is \$272 per \$100,000 which is \$92 lower (25%) than the average of the surrounding municipalities.

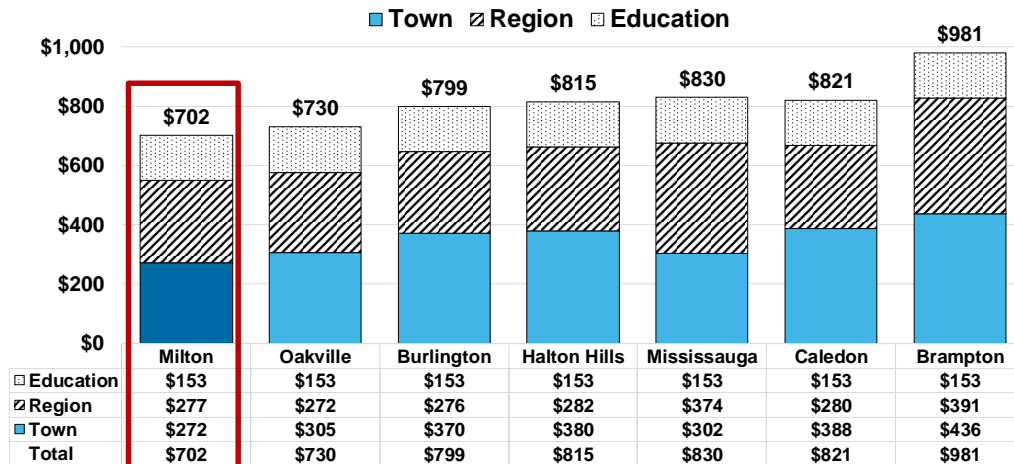
*Figure 8 - 2022 Local Residential Tax Comparison (per \$100,000 of assessment)*



When reviewing the 2022 total approved tax bill, an average resident in Milton will pay \$702 per \$100,000 of assessment which is the lowest of the surrounding municipalities.

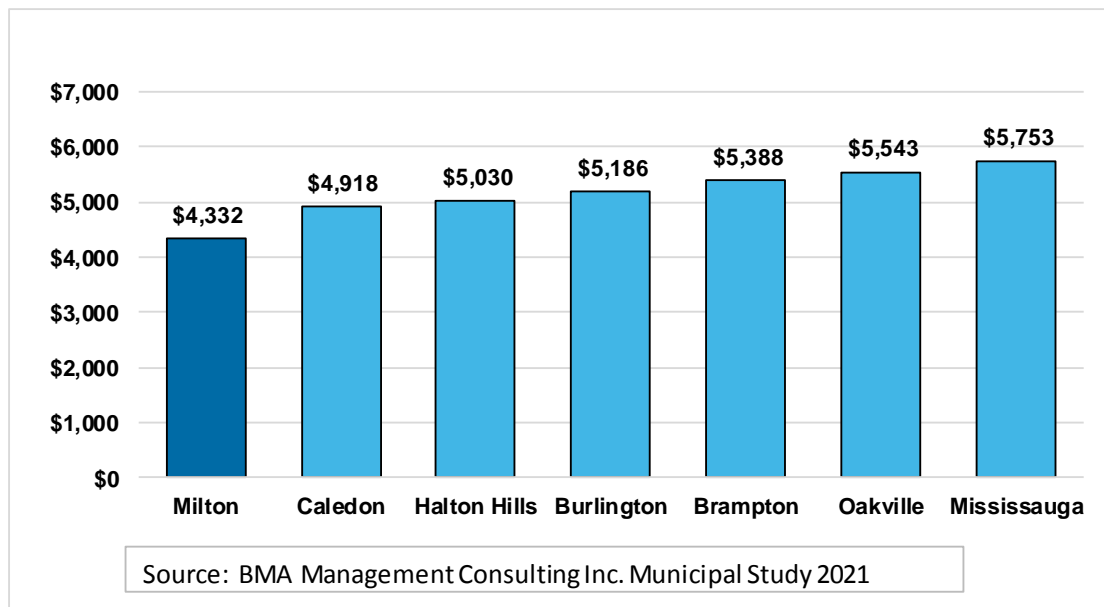
## Discussion

Figure 9 - 2022 Total Property Taxes (per \$100,000 of assessment)



Each of the above graphs considers property taxes relative to \$100,000 of residential assessment, and therefore does not capture differences in assessment values between municipalities. The following graph considers these differences, and shows that Milton's residential property taxes (local, regional and education) for a 2 storey home are 18% lower than the comparator group.

Figure 10 - 2021 Residential Property Taxes for a 2 Storey Home

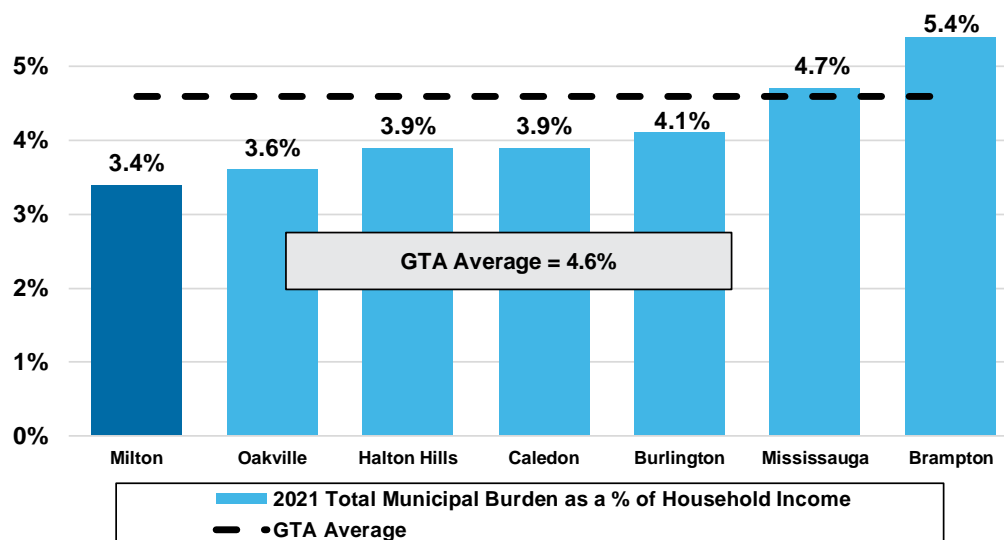


## Affordability

Each year BMA Management Consulting completes a municipal comparative study on behalf of over 100 participating Ontario municipalities. Included in the study are various indicators and metrics to help evaluate a municipality's financial condition including an analysis of affordability where property taxes are calculated as a percentage of household income.

In terms of the total tax burden which includes property taxes for the local, region and education portion of the tax bill along with water and wastewater rates Milton is second lowest when compared to the other participating Ontario Municipalities and is the lowest in the GTA.

*Figure 11 - 2021 Total Municipal Burden as a % of Household Income*



Source: 2021 BMA Municipal Study, Page 468.

## Non-residential Comparisons

In addition to the residential comparisons above, the Town needs to remain mindful of its relative standing with respect to non-residential competitiveness. The following tables present the industrial and commercial tax rates for the same comparator group as noted above, and show that for 2022 Milton's commercial tax rate is lower than the comparator group, while the industrial rate represents approximately the average of the comparator group.

## Discussion

Figure 12 - 2022 Commercial Tax Rate Comparison (per \$100,000 of assessment)

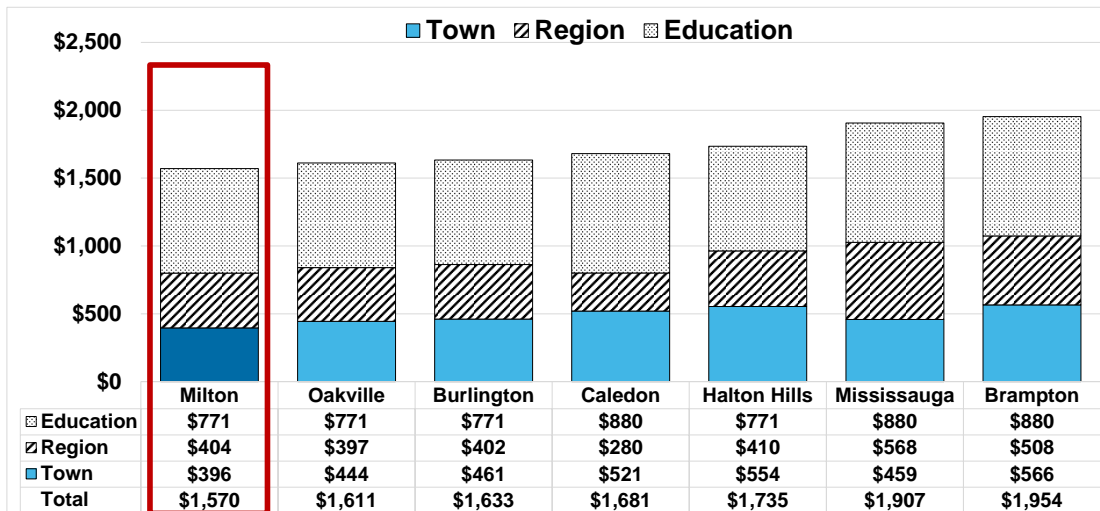
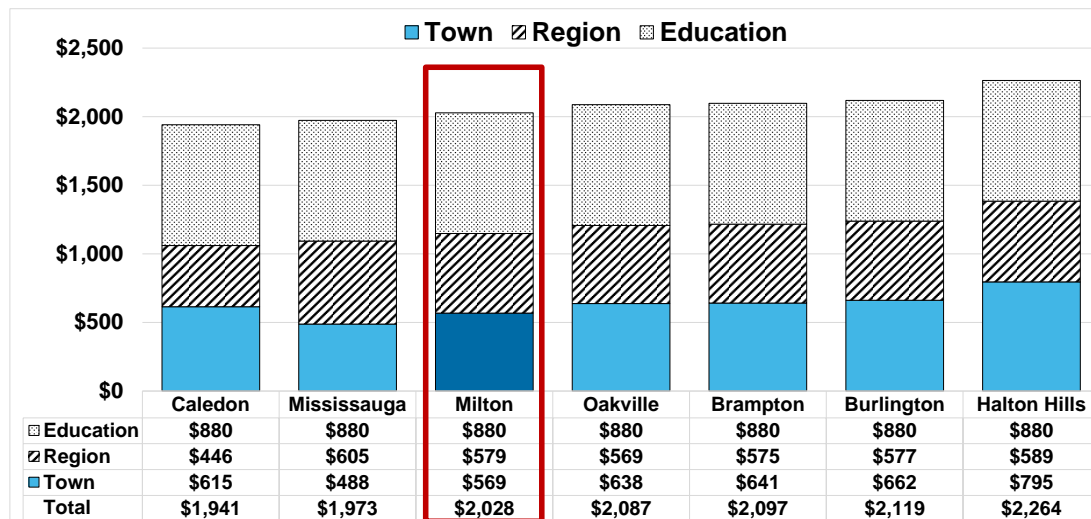


Figure 13 - 2022 Industrial Tax Rate Comparison (per \$100,000 of assessment)



## Multi-Year Trend

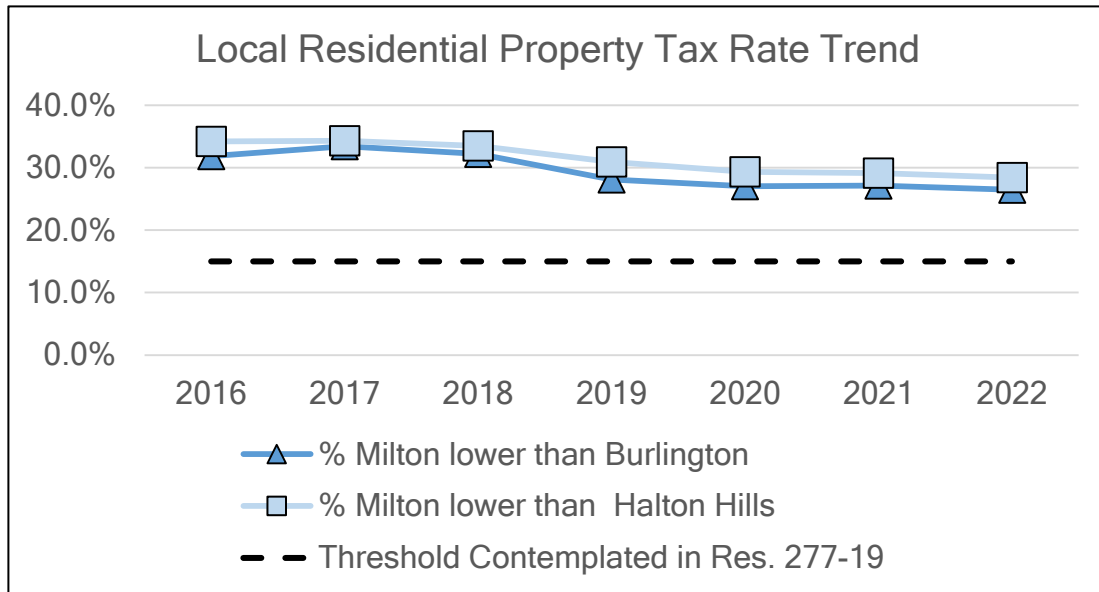
In 2019 through resolution 277-19 and in consideration a multi-year strategy presented through report CORS-072-19, direction was provided for annual reporting through the budget process with respect to the Town's positioning relative to two of its neighbouring municipalities. The following graph provides that reporting in the context of the 15% threshold considered in that resolution and report. It shows that in 2022, after a declining



## Discussion

trend from 2016 to 2021, Milton's local tax rate is 26.5% lower than that of Burlington and 28.4% lower than that of Halton Hills.

*Figure 14 - Annual Reporting for Resolution 277-19*



## Recommendations & Alternatives

With a Municipal Election in October of 2022, it is recommended that the cost of existing services be presented to the incoming Council, along with options to mitigate the potential tax rate impact, for the budget deliberations scheduled in January 2023. As a part of the budget process annually, staff look to identify opportunities to manage the tax rate pressure, including the following potential strategies:

- defer service enhancements and new capital projects;
- review other revenue sources;
- reduce or modify existing service levels or delivery methods;
- consider alternative financing strategies (example - utilization of reserves).

Given the degree of inflationary pressure that will impact this budget year specifically (in addition to the pressures that were previously forecasted through the fiscal impact studies and other processes), the review of these alternatives will be an especially important aspect of the budget process.

## Discussion

Council can always choose to provide an alternate or amended direction to staff as a part of the consideration of the 2023 Budget Call report. Any direction received will be reflected into the Proposed Budget document that will be presented by staff in Q4 2022.

## Timetable

Staff across the organization are preparing detailed estimates for the capital and operating budgets and forecasts. Budget packages are scheduled to be available publicly in November in order to support Council in its preparation for budget deliberations. Of particular note is that the Town will be transitioning to a fully digital budget package in 2023 as hard copies will no longer be distributed.

In accordance with the approved Council meeting calendar for 2022, budget presentation and public delegations will occur on December 12 with Council deliberations scheduled for January 2023, due to the election. A summary timetable with important budget deadlines is included as Appendix D to this report.

## Financial Impact

As staff develop the annual budget, detailed program and service estimates will be refined as information becomes available and further analysis is undertaken. Opportunities to manage the timing of the pressure on the tax levy will also be identified.

The budget pressures for the years 2023 and 2024 result from inflationary impacts, the expansion of services to new areas, the fire master plan implementation and the infrastructure deficit, amongst other items. Current estimates suggest that the cost to maintain existing services to current and growth areas would result in a tax pressure of 12.40% on the Town portion of property taxes. This figure is higher than previously forecast through the Fiscal Impact Study and 2022 Budget process, in part due to the significant degree that inflation rates are escalating in a number of sectors.

As shown in the following table, combining a 12.40% increase in the Town portion with the potential 2023 increase to the Region and School Boards would result in an impact on the total tax bill of 5.98% or \$42.08 per \$100,000 of assessment.

## Financial Impact

### *Potential Pressure on the Total Tax Bill per \$100,000 of Residential Assessment\**

	Share of Tax Bill	2022 Taxes	2023 Increase	2023 Taxes	\$ Impact on Total Tax Bill	% Impact on Total Tax Bill
Milton Services	34.53%	\$227.76	13.02%	\$ 257.42	\$29.66	4.22%
Fire Services	6.48%	\$44.21	9.22%	\$ 48.29	\$4.08	0.58%
<b>Total Milton</b>	<b>41.00%</b>	<b>\$271.97</b>	<b>12.40%</b>	<b>\$ 305.70</b>	<b>\$33.73</b>	<b>4.79%</b>
Regional Services	24.14%	\$174.72	3.00%	\$179.96	\$5.24	0.74%
Police Services	14.34%	\$103.77	3.00%	\$106.88	\$3.11	0.44%
<b>Total Region of Halton**</b>	<b>38.47%</b>	<b>\$ 278.49</b>	<b>3.00%</b>	<b>\$ 286.84</b>	<b>\$8.35</b>	<b>1.19%</b>
Education***	20.52%	\$ 153.00	0.00%	\$ 153.00	\$0.00	0.00%
<b>Total</b>	<b>100.00%</b>	<b>\$ 703.46</b>	<b>5.98%</b>	<b>\$745.54</b>	<b>\$42.80</b>	<b>5.98%</b>

\* Cost per \$100,000 of residential assessment are derived using the assessment values & tax rates from the 2022 tax by-law (CORS-028-22). These values will be re-stated following budget approval using the finalized 2022 assessment figures from the returned assessment roll.

\*\* Estimated 2023 increase per Region of Halton 2023 Budget Directions, FN-26-22 (includes enhanced waste service for urban area). Final impact may be different subject to Regional Council approval.

\*\*\* Consistent with recent experience, the 2023 education rate is presented in alignment with the prescribed rate currently outlined in O.Reg 400/98 and is subject to change through the approval of final 2023 rates by the Province.

Milton's tax rates and affordability are currently amongst the lowest in the GTA and province and well below the Town's neighbouring municipalities.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact:      Jennifer Kloet, Manager,  
Financial Planning & Policy      Phone: 905 878 7252  
Ext. 2216

### Attachments

Appendix A - Public Input Results  
Appendix B - 2023 Municipal Price Index  
Appendix C - 2023 and 2024 Operating Budget Pressure Details  
Appendix D - 2023 Budget Timetable

Approved by CAO



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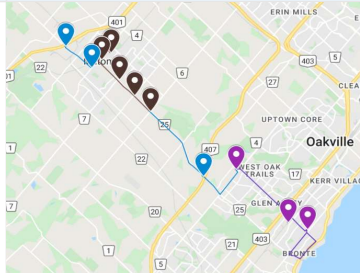
Andrew M. Siltala  
Chief Administrative Officer

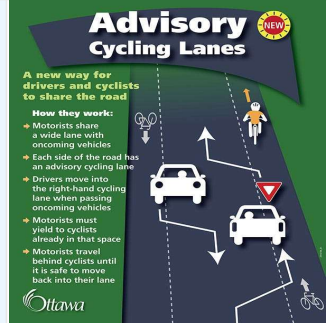
### Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

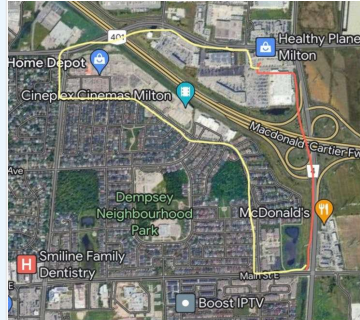

Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Jul 04 22 08:48:15 pm	5.47% increase in property tax is too much!!	The number of Town of Milton employees who earned at least \$100,000 over the past year rose from 127 to 144. Small town like Milton has over 140 employees making over \$100k???? We need austerity.	8	40	
Jul 06 22 11:57:11 am	Property Tax for low income should be much lower and no further increase, and in the current situation of high inflation should be zero.		6	8	
Jul 06 22 12:11:28 pm	Most of main streets between Milton and Burlington/Oakville even part of Derry without lights, this should be part of your plan/budget!		0	17	
Jul 06 22 02:02:03 pm	Our historic downtown - buildings and parks need protection from a "possible" flood disaster. Historic builds could be lost, businesses shut	Address Flood plain issues in Milton - residential and commercial. There is a solution - anyone listen ?	0	13	
Jul 07 22 10:47:21 pm	No difference in rich and poor!! Shame on rich councilors!!	Income tax rates are 15%, 20.5%, 26%, 29% and 33%, rates increase as income goes up. But not in Milton, here everyone pays a flat rate of 0.007%, whether you are a mansion owner or living in a smallest house, whether you are a speculator that owns multiple properties, you pay the same 0.007% rate. What a shame. Please tell me how many properties are owned by the councillors?	3	39	
Jul 09 22 05:05:36 pm	Reduce spending	Public transit bus lines should be reduced as many buses operate empty. All religious community's should be privately funded and not allowed to use tax dollar property for their services - like the Milton Sports Center building or park. There should be a hiring freeze for every department except police, fire and EMS. Whatever seervice can be cut, do it. Less is sometimes more (lower taxes)	3	30	
Jul 12 22 06:48:30 pm	Public transit is in bad shape, why don't we have e-bikes/e-scooters for on-demand services? Mattamy Cycling is still not connected.	Transit	5	17	


Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Jul 14 22 02:44:46 pm	Build actual cycling infrastructure. We are home to the National Cycling centre, but are unable to safely bike there! Separated lanes etc.	Cycling Infrastructure	5	7	
Jul 14 22 02:53:01 pm	Pipeline trail. So much promise but unusable in winter & hot summer days. Add shade and trees, skating rink, benches, picnic, public art...	Reimagine the Pipeline Trail	8	11	
Jul 14 22 03:54:55 pm	More needs to be done about parking. I live on main Thompson and there is no literally no parking avenues for guests.		2	8	
Jul 16 22 12:22:21 pm	Fix roads in bad shape	Many of Milton's main roads and highways are in disrepair. Example: Ontario St South has potholes all over.	1	10	
Jul 16 22 12:24:31 pm	Let's get proactive - Expand roads & highways	Milton's population has doubled in the last while, it's only growing. We need to keep the road infrastructure aligned with current and future growth. Let's be honest, rapid transit across GTA is not foreseeable in the near future.	0	9	
Jul 22 22 04:54:50 pm	Slower speed limits in community zones	Woodward Ave is just one example of racing! Martin St is another! Better enforcement and/or speed humps to deter the reckless driving.	5	5	
Jul 25 22 04:01:45 pm	Quit using our tax dollars to fund private development	The appeal to OLT for the Durante Group/Vue's proposed mega towers at Bronte & Main... some councillors wouldn't vote No on the proposal claiming it would go to the OLT and cost tax payers money, but town council has no problem approving the \$100,000 to defend their decision at the OLT, basically fighting Miltonians using their own tax dollars on behalf of the developer.	1	9	
Jul 28 22 08:13:29 am	Parking lines on main streets	We need parking lines, at least on main streets (eg. Hepburn Road) where daytime parking is allowed. People will park randomly and take up space for 2 cars due to the lack of clear parking lines/space. There is hardly any parking space available already and a lot of homes only have one car parking in the driveway. This needs to be fixed or I see people starting to move out of Milton !	2	4	

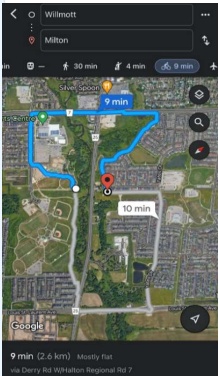
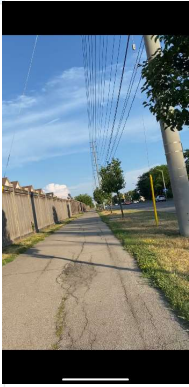
Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Jul 28 22 09:10:40 am	More EV Chargers + Parking	Hi,  I would love to see more Electric Vehicle chargers and parking spaces added to the Town of Milton, as well as Tesla Supercharging stalls close to the highway (this would bring more traffic into the town and also help car owners in town). It'll be a great way to incentivize and encourage the push for a sustainable future.  Thanks!	1	3	
Jul 28 22 07:42:07 pm	Repave Multi-Use Paths	Many multi-use paths in Milton are in poor shape. Examples are along Thompson Rd. (North of Louis St Laurent), Martin St. (North of Steeles), Main St., Derry Rd.. Along with repaving, cross-rides should be added at all intersections with multi-use paths. This should be prioritized over street and road repaving given the spike in people using them this summer (2022) compared to the past.	1	3	
Jul 28 22 07:44:36 pm	Add bicycle parking at all town properties, and in downtown and along Bronte St.	Lions Club, and Main St (Downtown) have no bicycle racks. Bicycle racks should be added at all town properties, along Main St., Bronte St., and the town should force plaza owners to add more bicycle racks given a spike in cycling this summer (2022).	1	6	
Jul 28 22 07:50:48 pm	A bus line connecting Milton and Oakville	I propose the Town of Oakville and Town of Milton run a joint bus line from the GO Bus 25 Stop to at least Bronte GO. My proposal is for Milton to discontinue service on the Line 9 Bus and for Oakville to discontinue service on the Line 3 bus, and for the new bus line to replace these two bus lines. In the image I attached, you can see Milton's current Line 9 in brown, Oakville's current Line 3 in purple, and my proposed extensions in blue for the joint line.  Link to Google My Map Proposal: <a href="https://www.google.com/maps/d/edit?mid=10pMkUf-XjE_7--BzK_Qa01wjVRZ7X9X5&amp;usp=sharing">https://www.google.com/maps/d/edit?mid=10pMkUf-XjE_7--BzK_Qa01wjVRZ7X9X5&amp;usp=sharing</a>	2	5	
Jul 28 22 09:10:24 pm	Get Serious About Density	In the recent census, Mississauga dropped in population. It's time to get serious about density so that in a few decades, we are not in a similar situation where the town can no longer keep up with maintenance because the tax base is too small due to most of Milton being single-family dwellings. Why aren't there more 4-5 storey apartments mixed in? Most of Derry Road is bordered by single-family homes—it's an embarrassment. END single-use zoning. If there is a grocery store or shopping plaza along a main road, there needs to be a mandate for an apartment/condo on top of it.	1	9	




Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Jul 28 22 09:33:07 pm	End the parking obsession	We waste so much space for parking lots despite being in the midst of a housing crisis. End parking minimums. The Milton GO Station expansion plan is disgusting. We have a transit system in which **all routes** extend from a central location, yet we are spending all this money to expand roads which lead to a larger parking lot? Is this the 1950s? Metrolinx spent tens of millions to build a parking structure in the middle of nowhere (Bloomington). The Town is being ripped off here. Milton Transit bus connection to GO Transit is FREE!! The Town would probably SAVE money by instead investing in Milton Transit and actually implementing the Milton Transit Master Plan which was approved years ago. Instead, Milton Transit is intentionally sabotaged by schedules which get you to the GO Station 30 minutes slower than car (literally: I have to leave the house at 6:00 to catch the 6:08 bus which gets to Milton GO at 6:25 for the 6:48 train. Or, I could leave the house at 6:30 by car and still get there on time.) Instead of parking lots, how about housing? Even better, how about affordable housing? I believe housing brings in more tax revenue and economic benefits than parking lots. Why doesn't the Town?	1	7	
Jul 28 22 11:44:16 pm	Adding advisory bike lanes or better on all repaved streets and roads.	When streets or roads are repaved, the town should examine different approaches to adding cycling facilities onto the roadways. As a minimum for every street/ minor collector, advisory bike lanes should be added along a curb (if no parking is allowed along the side of the road) and sharrow should be added 1m+ from car parking. This approach would take away no space from car traffic. Further, removing on-street parking along one side of some roadways where parking is not needed can allow for the creation of better cycling facilities such as bike lanes, cycle tracks, or even new multi-use paths. This would take away some convenience from parking cars, but would still leave space available for car parking. Town staff should follow OTM Book 18: Cycling Facilities for the facility selection process, facility designs, and signs to use.	0	3	
Jul 28 22 11:59:49 pm	Electric or at least Hybrid Buses	The Town should refer to the TTC plans and latest rollout of electric buses to see how we can order electric buses as our fleet grows. At a minimum hybrid buses should be purchased for all new buses (GRT is a good example for this).	0	1	





Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Aug 06 22 10:58:49 pm	Extend multi use path along James Snow Parkway	I was cycling on the multi use path on the West side of James Snow Parkway going North. I knew the pathway ended after Main St. but I had forgotten this happens. I had to take a detour and cycle North West on Maple Ave. (whose bike lanes disappear half away through the road), then North on Thompson (whose multi use path has many cracks and meets many dangerous intersections), then East on Steeles (whose pathway becomes a narrow sidewalk on the 401 bridge, and becomes a paved shoulder after the bridge), to reach the plaza. This adds about 5 minutes to the trip but this depends on how fast you bike. In the picture I added, the yellow shows the path I took, and the red is the path I would've taken if the multi use path extended. No wonder Milton is so car-centric, you can't even bike safely to the town's Walmart plaza for god's sake!	0	1	
Aug 06 22 11:13:52 pm	We need high quality cycle paths between Milton/ Oakville and Milton/ Mississauga	Since many people in Milton frequently travel to Mississauga (Peel region) and Oakville (Halton Region), we need high quality cycling connections between these towns and cities. We need wide, separated, off-road pathways with lighting (like bicycle highways in Netherlands), to be used by people of all ages to travel between these places without a car. This doesn't mean we won't need transit too, we need different alternatives to driving. Especially with e-bikes, these kind of cycling trips are actually feasible if we only had the infrastructure!	1	5	
Aug 11 22 09:57:44 pm	Additional general maintenance of existing facilities	As nice as new shiny things are, i'd appreciate additional spending on maintenance of existing infrastructure and general beautification. Some of the parks could use new basketball nets, lubrication of squeaky swings, and new wood chips. There are also many dead trees and unkept flowerbeds through-out town. Then there's also the graffiti everywhere. Add more budget and people to keep things clean. A bit off topic, i did appreciate the crackdown on the problematic commercial advertising signs last year.	1	3	
Aug 18 22 07:37:22 am	1) Speed bumps in residential areas of speeding 2) full time fire department across milton 3) infrastructure building prior to development		0	0	
Aug 18 22 10:27:33 am	Rural Roadside Safety	The Town is working on a great initiative to support road safety in the urban area. We would love to have this work extended to the rural area.	1	3	
Aug 18 22 12:10:45 pm	Bike Lanes	Cycling is pervasive on all rural roads. All future road resurfacing should include, at minimum, paved shoulders. (NCCC)	0	1	

Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Aug 18 22 12:12:14 pm	rural Internet	Improvement are needed to high speed rural internet. There are still pockets in the rural area not serviced. (NCCC)	3	4	
Aug 18 22 12:18:01 pm	401 Noise Wall	Residents in Campbellville deal with increased noise from the 401 and have requested a joint resident/Town/Region/OMT noise wall along the 401. (NCCC)	1	0	
Aug 18 22 12:24:14 pm	Skating!	Add an ice skating rink at the Brookville Park	1	0	
Aug 18 22 09:58:02 pm	With more work from home and cost of housing increasing internet is now more essential than ever. Need to move out of the community.		0	0	
Aug 19 22 09:35:59 am	Open Nassagaweya Tennis Community Hall into a mini library & internet hub.	Rural internet is a real struggle. Having somewhere to access high speed internet, especially for teens trying to do homework, would add real value to the community.	1	0	
Aug 19 22 10:23:13 am	Fast Food Places on the Guelph Line at Campbellville. . People are in a Hurry, some don't cook Great for Seniors , and jobs. And flow in t		0	1	

Share your thoughts!				21-Aug-22	
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Aug 19 22 11:18:50 pm	More Bridges like Boyne Pedestrian Cyclist Bridge	How about some more bridges serving a similar purpose to the Boyne Pedestrian and Cyclist Bridge, but cheaper like the bridge over the CP Rail near Bishop Reding CSS, but would include ramps on stairs for bicycles. Locations to consider should include the intersection of Union Gas Trail and CN Rail (South of Derry Rd, West of Bronte St), another to the North to connect the trail along Duncan Ln to Bronte St, and one over Regional Rd 25 to connect Milton Community Park to a trail connecting to Yates Dr. I know these projects are expensive, but they have a big impact. For example, a bridge over Regional Road 25 (see picture) would turn a 30 minute walk or 9 minute bike into 1-2 minutes.	0	0	
Aug 19 22 11:35:57 pm	Multi-use paths to repave + add bicycle crossings at intersections	This is Thompson Rd.	0	0	

Share your thoughts!					21-Aug-22	
Date of contribution	Ideas		Votes	Visitors	Media	
	Title	Description				
Aug 19 22 11:37:13 pm	Multi-use paths to repave + add bicycle crossings at intersections	This is Steeles bridge over 401. The road shoulder can just be elevated to make the pathway wider. Is this possible?	0	0		
Aug 19 22 11:43:09 pm	Multi-use paths to repave + add bicycle crossings at intersections	This is Thompson Rd. - beside RioCan plaza. Just shows that anyone on wheels using the pathway will get punctured tires trying to cross through here. Also this plaza doesn't have enough bicycle parking. I'm pretty sure they can be sued because bicycles and e-scooters literally clog the sidewalk beside LA Fitness (since there is one bicycle rack here), and from time to time bicycle tumble over so this is definitely an accessibility issue.	0	0		
Aug 19 22 11:46:17 pm	Multi-use paths to repave + add bicycle crossings at intersections	This is Derry Rd. I like how there is a multi use path + sidewalk here, but clearly this pathway needs to be maintained. Also, some tree canopy here would be nice to provide some nice shade and give a sense of narrowed road space to drivers to slow down speeds.	0	0		

Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Aug 19 22 11:51:42 pm	Multi-use paths to repave + add bicycle crossings at intersections	Last, but definitely not least, there is a beautiful new pathway along a section of Martin St near the 401 park and ride that just doesn't connect to the existing sidewalk. I don't know who's project this was but some level of government needs to step up to fix this.	0	0	
Aug 19 22 11:58:14 pm	An image of bicycles blocking the sidewalk in a plaza	The image shows 1 bike rack in front of LA Fitness in Milton. Somehow, allocating half the plaza's land to car parking, and nothing to bicycle parking was a decision RioCAN made more than 10 years ago. Now, car parking is past capacity, and bicycles are a safety hazard (especially for people with accessibility constraints), and RioCAN still hasn't added more and better bicycle parking (despite many phone calls requesting they do).	0	1	
Jul 14 22 09:32:39 am	Comment response to "Most of main streets between Milton and Burlington/Oakville even part of Derry without lights, this should be part of your plan/budget!"	Street lights contribute to further light pollution, affect wildlife, human circadian rhythms and have no effectual value when people do not walk at night or have limited night travel. We can go without and should go without - more often, everywhere.	0	0	
Jul 14 22 11:36:24 am	Comment response to "No difference in rich and poor!! Shame on rich councilors!!"	I think you mean property taxes	0	0	
Jul 19 22 11:32:20 am	Comment response to "No difference in rich and poor!! Shame on rich councilors!!"	You pay the tax rate on the assessed value of each property. Larger properties pay more as they are assessed higher.	0	0	
Jul 22 22 02:07:54 pm	Comment response to "No difference in rich and poor!! Shame on rich councilors!!"	Reduce tax in rural areas for residents that don't get, and don't want, municipal services (like water, streetlights, fire hydrants, libraries, sport centres, museums, arts centres, transit, etc)	0	0	

Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Jul 14 22 11:33:41 am	Comment response to "Reduce spending "	I couldn't agree more. My wife took my 3 year old on the bus to show her what it was like. The bus was 20 minutes early, they were the only ones on it, and it never stopped once until they got to the end of the route. We can't eliminate buses but drastically reducing the frequency will help to lower costs to the city and taxpayer	0	0	
Jul 22 22 01:59:55 pm	Comment response to "Reduce spending "	Eliminate buses. At least publish how little the bus is used. Spend the money on enhanced Go Train instead. Consider subsidizing Uber instead of spending money on transit like is done in Innisfil	0	0	
Jul 22 22 02:16:06 pm	Comment response to "Reduce spending "	Spend less on new police cars. Hilton Regional Police do not need so many new, huge, inefficient SUVs. They can do the same job in a RAV4 or Honda Civic (built in Ontario). Ford Explorers, Chev Suburbans are not necessary to run radar.	0	0	
Jul 28 22 09:37:34 pm	Comment response to "Reduce spending "	Go take the 6 bus after a GO Train and see how empty it is. 7-15 people is not empty.	0	0	
Jul 14 22 11:30:33 am	Comment response to "Public transit is in bad shape, why don't we have e-bikes/e-scooters for on-demand services? Mattamy Cycling is still not connected."	Take a look at Ottawa and see how well that went over	0	0	
Jul 22 22 02:03:28 pm	Comment response to "Fix roads in bad shape"	Bury power lines in rural areas so the power doesn't go out during storms. People have died clearing trees from the power lines during wind storms and ice storms	0	0	
Jul 22 22 02:09:26 pm	Comment response to "Let's get proactive - Expand roads & highways"	Eliminate traffic lights by installing roundabouts, everywhere.	0	0	

Share your thoughts!					21-Aug-22
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Jul 28 22 11:56:28 pm	Comment response to "Let's get proactive - Expand roads & highways"	Expanding Roads and Highways will just increase congestion. It is very expensive for the town, region, and province to support infrastructure for private automobiles. As we densify and population increases in the GTA, our only option to decrease congestion in a financially possible way is to support transit, and active transportation as alternatives to driving. This will alleviate congestion. The Netherlands is ranked as the most cycling friendly country in the world. Waze also ranked them the best country for driving. This is because cycling infrastructure and transit provide lots of capacity without taking up much space. People using these alternatives leave more capacity on the roadway for cars. And actually, rapid transit is foreseeable in the GTA. There used to be an interurban railway between Kitchener and Brantford, and Brantford and Hamilton, and radial lines out of Toronto, in the first half of the 20th century, when the population in the GTA and Golden Horseshoe was many times smaller. Given population has skyrocketed and is still increasing, there is no way to say rapid transit is not foreseeable when it clearly is, and it is being built right now with GO Expansion or RER (Regional Express Rail).	0	0	
Aug 12 22 01:40:15 pm	Comment response to "Slower speed limits in community zones "	I agree with enforcement, just sharing that I don't think lowering the limit will help anyone since the racers will ignore it (they clearly do already). It will just cause congestion/delays and slow down people who already follow the speed limit.	0	0	
Aug 05 22 07:53:10 pm	Comment response to "Add bicycle parking at all town properties, and in downtown and along Bronte St."	Downtown have many blue bicycle places to leave yours. There could be more. Some spots behind main building at Main & Martin.	0	0	
Aug 05 22 09:15:58 pm	Comment response to "Add bicycle parking at all town properties, and in downtown and along Bronte St."	@donald100 Thanks, I didn't know that. The point is that bicycle parking should be plentiful, everywhere, and located in convenient locations (near store entrances). The fact that there is so much car parking and little and inconveniently located bicycle parking, even though a bicycle takes up a tenth of the space a car does, we undoubtedly need to add more bicycle racks (especially in front of every store/ entrance).	0	0	
Aug 12 22 01:37:05 pm	Comment response to "We need high quality cycle paths between Milton/ Oakville and Milton/ Mississauga"	I don't think we should invest in infrastructure that can't be used 25%/33% of the year. If people need to travel out of Milton, it has to be highways for cars.Take Oakville, a trip via bicycle would take over an hour, one way, and this is a city within Halton region. People can't commute this way.Like it or not, roads and motor vehicles are the solution.	0	0	

Share your thoughts!				21-Aug-22	
Date of contribution	Ideas		Votes	Visitors	Media
	Title	Description			
Aug 12 22 05:14:18 pm	Comment response to "We need high quality cycle paths between Milton/ Oakville and Milton/ Mississauga"	<p>@martinvincent Thanks for the comment! You bring up common points but they are both misconceptions that need to be addressed. For your first point, weather is a big issue. Cold temperatures can be a problem for some people but you actually warm up really quickly when cycling and you can wear a mask or scarf to keep warm. The main problems in the winter are ice and snow. These are also problems for driving. That's why cycling pathways need to be well maintained and clear of snow and ice. You can watch this video about cycling in Finland (another cold country) and why it's easier to cycle there in the winter: <a href="https://m.youtube.com/watch?v=Uhx-26GfCBU">https://m.youtube.com/watch?v=Uhx-26GfCBU</a>.</p> <p>For your second point about distance, yes, driving is faster. But it isn't as much faster as you may think. Typically for me, cycling only takes double the time for a trip in the city, and in rural areas maybe it may be up to three times the time for a cycling trip. However, this doesn't mean there isn't demand for long distance cycle paths. That's because there are other factors to consider like cost, space, the experience, and health benefits. Most people may choose to drive, but others will seek alternatives like transit or cycling. Not only for commuting, but for recreation or other trips like visiting friends.</p> <p>Ultimately, providing long distance cycling paths as an alternative to driving will reduce the number of cars on the road, freeing up capacity and reducing congestion between our ever growing cities, and would increase the quality of life for Miltonians by providing a cleaner and more pleasurable experience. I strongly believe there is a case for cycling paths between Milton/ Mississauga and Milton/ Oakville because the distance between our urban boundaries is continuing to get closer and closer, and the demand is there. I think it's a smart investment to make and we would benefit from having better quality cycling infrastructure.</p>	0	0	
Aug 12 22 01:31:48 pm	Comment response to "Additional general maintenance of existing facilities"	Agreed, the graffiti needs to be dealt with before it leads to other things.	0	0	



Municipal Price Index for 2023						
	2022 Budget	% of 2022 tax supported Budget	Price Index	Weighted	Source	2023 Estimate
Salaries	48,770,237	36.31%	1.99%	0.72%	Market Adjustment, Contract Increases	49,743,137
Benefits	12,229,701	9.11%	6.49%	0.59%	Various (OMERS, Manulife, Green Shield, AIG, etc.)	13,023,742
Hydro	3,270,410	2.44%	4.94%	0.12%	Milton Hydro	3,431,829
Hydro - Streetlighting	916,371	0.68%	4.94%	0.03%	Milton Hydro	961,600
Water	765,750	0.57%	3.30%	0.02%	Region of Halton	791,020
Natural Gas	895,968	0.67%	13.90%	0.09%	Bank Commodity Forecasts, CPI and Regulatory impacts	1,020,516
Insurance	916,842	0.68%	20.00%	0.14%	Estimated Increase	1,100,210
Roads	617,628	0.46%	4.78%	0.02%	Asphalt Cement Price Index, MTO	647,171
Fleet Costs						
Fuel	1,165,210	0.87%	51.40%	0.45%	Bank Commodity Forecasts, CPI and Regulatory impacts	1,764,078
Repairs	1,452,243	1.08%	4.60%	0.05%	CPI	1,519,046
Licencing	80,251	0.06%	4.60%	0.00%	CPI	83,943
Transfer to Reserves	33,269,085	24.77%	10.98%	2.72%	Various (Stats Can Quarterly Construction Price Index, CPI)	36,921,781
Purchased Goods and Services	27,316,682	20.34%	4.60%	0.94%	CPI	28,573,249
Financial Expenditures	2,631,796	1.96%	0.49%	0.01%	Forecasted Tax Rate Change, Other	2,644,796
<b>TOTAL EXPENSES</b>	<b>134,298,174</b>	<b>100.00%</b>		<b>5.90%</b>		<b>\$142,226,118</b>
User Fees and Service Charges	(25,770,831)		5.90%		MPI (excluding Revenue Impacts)	(27,292,145)
Regional Recovery and Chargebacks	(6,899,980)		4.60%		CPI	(7,217,379)
Contribution from Capital	(7,153,263)		2.82%		Index of Non Union Salaries and Benefits	(7,354,727)
Investment and Interest Income	(5,253,231)		0.00%			(5,253,231)
Taxation and Payments in Lieu	(4,047,775)		5.50%			(4,270,403)
Grants, Other Recoveries and Donations	(1,740,189)		0.00%			(1,740,189)
Contributions from Reserves and Misc. Revenues	(3,747,078)		0.00%			(3,747,078)
<b>TOTAL REVENUES</b>	<b>(54,612,347)</b>					<b>(56,875,152)</b>
<b>Tax Levy</b>	<b>79,685,827</b>					<b>\$85,350,966</b>
<b>2023 MPI</b>						<b>7.11%</b>

Current projections from the Bank of Canada's Monetary Policy Report forecast the Statistics Canada Consumer Price Index (CPI) increasing by 4.6% in 2023. While CPI can be a good proxy for general cost inflation it does not align with cost pressures faced by a municipality. CPI includes measures such as housing, food and transportation which does not reflect the typical basket of goods and services acquired annually by the Town, nor does it consider the significant level of investment in capital infrastructure spending or the impact of flat-lined revenue sources such as grants, investment income and most transfers from reserve.

To account for the differences and more accurately reflect the inflationary pressures facing the Town a customized Municipal Price Index (MPI) has been developed and has been in use since 2008. The MPI is an inflationary index based specifically on the mix of goods and services purchased by the Town calculated as a weighted average of price increases for each component in the Town's budget and has been developed in accordance with Government Finance Officers Association (GFOA) best practices.

Total Expenses and Revenues are \$29.9 million lower than the approved 2022 Operating Budget due to the exclusion of flow through transactions that do not impact the tax levy and therefore are not relevant to MPI. The exclusions include General Government and Interfund transfers, Building Services, Hospital Expansion and reallocated expenses and revenues that have no bottom line impact.

## Appendix C - CORS-060-22 - 2023 and 2024 Budget Pressure Details

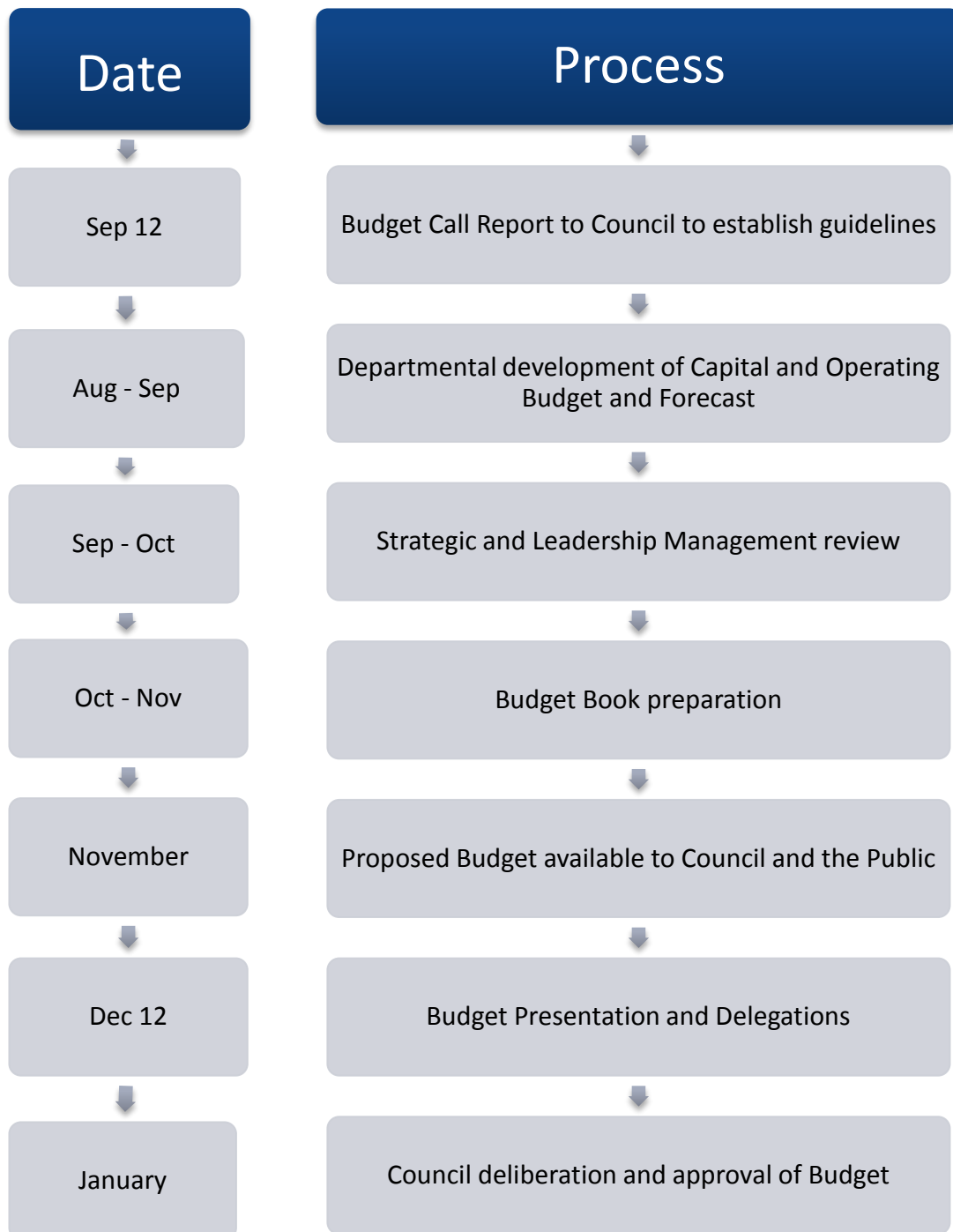
Component	2023 Net Levy Impact \$ (000's)	2023 Residential Tax per \$100K of Assessment*	2023 Residential Tax % Change	2024 Net Levy Impact \$ (000's)	2024 Residential Tax per \$100K of Assessment*	2024 Residential Tax % Change	Comments
<b>Prior Year Tax Levy</b>	<b>\$79,686</b>	<b>\$271.97</b>		<b>\$91,153</b>	<b>\$305.71</b>		
<b>Inflation and Base Adjustments:</b>							
Inflation (MPI)	\$5,665	\$19.00	6.99%	\$3,555	\$11.40	3.73%	Inflation based on Municipal Price Index (MPI) and other miscellaneous status quo items.
Non-recurring & Reversal of One-Time Transfers	\$477	\$1.60	0.59%	\$0	\$0.00	0.00%	Reversal of one-time funding from stabilization reserves included in 2022 budget (\$0.2M transit, \$0.15M library, \$0.1M minimum wage) and other miscellaneous one-time costs, largely in area of IT (\$0.06M).
Service Enhancements	\$120	\$0.40	0.15%	\$285	\$0.91	0.30%	Introduce funding to participate in a Halton Region Smart Commute program (\$0.04M in 2023), Introduction of Automated Speed Enforcement (\$0.23M in 2024).
Infrastructure Deficit	\$1,000	\$3.35	1.23%	\$1,000	\$3.21	1.05%	Funding to gradually reduce the infrastructure deficit outlined in existing asset management plan.
Other Base Adjustments	(\$613)	(\$2.05)	-0.76%	\$333	\$1.07	0.35%	2023 includes reversal of one time COVID impacts in 2022 budget along with mitigation, anticipated reductions in hydro usage due to LED conversions at facilities (-\$0.28M), increasing investment income maintained within operating budget (-\$0.50M), net impact from user fee study and other user fee adjustments (\$0.04M), increased stormwater monitoring from CLI/ECA process (\$0.10M) and progression of fire staff through ranks (\$0.16M). 2024 includes progression of fire staff through ranks (\$0.20M) and elimination of library fines (\$0.13M).
<b>Total Inflation &amp; Base Adjustments</b>	<b>\$6,649</b>	<b>\$22.30</b>	<b>8.20%</b>	<b>\$5,173</b>	<b>\$16.59</b>	<b>5.43%</b>	
<b>Growth Related:</b>							
State of Good Repair for Constructed & Assumed Assets	\$1,286	\$4.31	1.59%	\$2,299	\$7.37	2.41%	Lifecycle contributions to reserves based on budgeted and assumed assets in order to prevent a further increase in the infrastructure funding deficit.
Expanding Service to Growth Areas	\$1,695	\$5.68	2.09%	\$3,334	\$10.69	3.50%	Costs (materials, contracts etc.) of expanding service to growth areas e.g. road and park maintenance (\$0.4M in 2023 and \$0.5M in 2024), expansion of transit to growth areas (\$0.4M in 2023 and \$1.0M in 2024). Additional fire staffing in relation to Fire Master Plan (\$0.5M in 2023 and \$0.8M in 2024). Provision for growth staffing across organization (\$0.35M in 2023 and \$1.0M in 2024).
Other Growth-Related Impacts	\$1,837	\$6.16	2.27%	\$1,268	\$4.07	1.33%	Funding for legislated development charge exemptions (\$0.2M in each of 2023/2024), growth related increase to reserves (\$0.5M in 2023, \$0.5M in 2024), HRIS (\$0.3M in 2023 and \$0.1M in 2024), software licensing (\$0.2M in 2023), facility networking and other IT projects (\$0.2M in 2023), Digital Records Management Solution (\$0.2M in 2023), annualization of growth capital projects from 2022 (\$0.2M in 2023), Property Tax System (\$0.1M in 2024), Customer Relationship Management (\$0.1M in 2024), Library Bookmobile (\$0.2M in 2024), reduction in subdivision revenue (\$0.1M in '24).
<b>Total Growth Related</b>	<b>\$4,818</b>	<b>\$16.16</b>	<b>5.94%</b>	<b>\$6,901</b>	<b>\$22.14</b>	<b>7.24%</b>	
<b>Total Increase in Levy</b>	<b>\$11,467</b>	<b>\$38.46</b>	<b>14.14%</b>	<b>\$12,074</b>	<b>\$38.73</b>	<b>12.67%</b>	
<b>Total Tax Levy</b>	<b>\$91,153</b>	<b>\$310.43</b>		<b>\$103,227</b>	<b>\$344.44</b>		
Estimated Assessment Growth (net of reductions)**	(\$1,408)	(\$4.72)	-1.74%	(\$4,154)	(\$13.32)	-4.36%	Forecast assessment growth based on updated residential growth forecast and expected industrial/commercial development.
<b>Forecasted Net Tax Levy Increase Required)</b>	<b>\$10,059</b>	<b>\$305.71</b>	<b>12.40%</b>	<b>\$7,920</b>	<b>\$331.11</b>	<b>8.31%</b>	

\* Based on 2022 CVA values per 2021 Final Tax Levy By-law, CORS-028-22. Through the annual tax setting bylaw tax rates are re-calculated each year using current year assessment values.

\*\* This is the amount net of anticipated losses from Assessment Review Board appeals, Request for Reconsiderations, and Section 357 Applications (tax class changes, properties razed by fire, etc.).

CORS-060-22 - 2023 Budget Call Report - Appendix D

## 2023 Capital and Operating Budget Timetable





# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: September 12, 2022

Report No: DS-109-22

Subject: Recommendation Report \_Objections to the Designation of 111 Mary Street (Edwin Earl House)

Recommendation: **THAT Report DS-109-22, be APPROVED ;**  
**THAT Council affirms its decision of June 20, 2022 (Item 8.d), stating its intention to designate the property at 111 Mary Street under Part IV, Section 29 of the Ontario Heritage Act;**  
**THAT if there is an appeal to the Ontario Land Tribunal (OLT), Council directs Staff to take any necessary action to participate in the hearing;**  
**AND FURTHER THAT Council authorizes the Commissioner, Development Services to retain the necessary legal and technical resources to defend Council's decision in accordance with all applicable Town policies and procedures.**

## EXECUTIVE SUMMARY

The Town has received a letter of objection to the Notice of Intention to Designate for 111 Mary Street from the property owner within the statutory timeline of 30 days.

Staff has reviewed the objections raised by the owner and is of the opinion that despite these objections, the properties meet Ontario Regulation 9/06, the criteria prescribed for municipal designation under Part IV, Section 29 of the Ontario Heritage Act under all three categories of design and physical, historical and associative and contextual values as per the Heritage Impact Assessment (HIA) recommendations.

Designation will enable Council to review proposed alterations for the property, enforce heritage property standards and maintenance, and refuse demolition.

## REPORT

### Background

## Background

On June 20, 2022, Council approved the Notice of Intention to Designate (NOID) 111 Mary Street as outlined in Section 29 (4) of the Ontario Heritage Act. The NOID for the property was served on the Owner and the Ontario Heritage Trust on July 28, 2022. In accordance with Section 29 of the Ontario Heritage Act, the notice was published in a newspaper on July 21, 2022.

In accordance with clause 29(5) of the Heritage Act, a person who objects to a proposed designation shall, within thirty days after the date of publication of the notice of intention, serve the clerk of the municipality a notice of objection setting out the reason for the objection and all relevant facts.

The 30-day period of objection ended on August 20, 2022. The Town Clerk received a letter of objection from the property owner on August 19, 2022. The letter is appended to this report as Appendix 'A'.

The letter of objection from the owners, Andrew and Caroline Kocher, stated that the decision to designate their property *"severely restricts our ability to deal with our property. Aside from that, we have been mindful stewards of the historical integrity of the property and have no intention of compromising the valuable historical characteristics of the structure. The staff recommendation fails to consider the lengthy term of ownership during which our family has had care and custody of the property."*

## Discussion

According to the Heritage Act Section 29, when a letter of objection for designation is received within 30 days of the NOID, Council will have 90 days to:

1. Withdraw the NOID and serve a notice of withdrawal to:

- The Property owner
- Any other people who objected
- Ontario Heritage Trust
- Published in the newspaper

OR,

2. Proceed with the designation within 120 days of the NOID and serve a copy of the by-law to:

- The Property owner
- Any other people who objected
- Ontario Heritage Trust



# The Corporation of the Town of Milton

Report #:  
DS-109-22  
Page 3 of 4

## Discussion

If Council proceeds with (2) the designation by-law, the owner can appeal to the Ontario Land Tribunal (OLT) for a final decision.

If Council fails to meet these timelines, the NOID is considered withdrawn, and Council will still need to issue the notice of withdrawal. However, for clarity, the deemed withdrawal of a NOID to designate a property under subsection (9) does not prevent the Council from giving a new notice of intent to designate the property.

In consideration of the reasons for objection, Staff is of the opinion that the reason provided did not justify why the property was not worthy of designation. On the contrary, the HIA (see Appendix 'B') fully supports the importance of designating this valuable listed heritage property.

Should Council proceed with the designation by-law despite any notice of objection, Clause 29(11) of the Heritage Act states that any person who objects to the proposed designation by-law may appeal to the Tribunal by giving the Tribunal and the clerk of the municipality notice within 30 days after the date of publication.

The Tribunal decision on the appeal will either support or override the Council decision on the proposed designation.

## Financial Impact

There is no financial impact associated with this report.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact:    Anthony Wong, Senior Policy Planner    Phone: Ext. 2565

## Attachments

Appendix 'A' Letter of Objection from Owner

Appendix 'B' heritage Impact Assessment for 111 Mary Street

Approved by CAO  
Andrew M. Siltala



# The Corporation of the Town of Milton

Report #:  
DS-109-22  
Page 4 of 4

Chief Administrative Officer

## Recognition of Traditional Lands

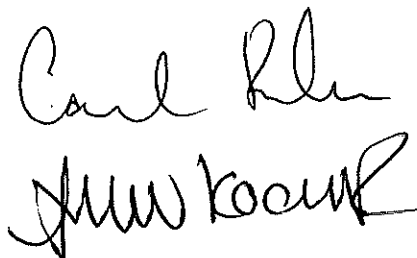
The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

Andrew and Caroline Kocher  
107 Mary St. Milton, ON L9T 1L8

Attn: Meaghen Reid, Town Clerk  
The Corporation of the Town of Milton  
150 Mary Street  
Milton, ON L9T 6Z5

August 19, 2022

Please consider this letter as our formal written objection to the decision by The Council of the corporation of the Town of Milton, to designate 111 Mary St. Milton, Ontario L9T 1L8 as an Historical Property. This decision severely restricts our ability to deal with our property. Aside from that we have been mindful stewards of the historical integrity of the property and have no intention of compromising the valuable historical characteristics of the structure. The staff recommendation fails to consider the lengthy term of ownership during which our family has had care and custody of the property. We are disappointed with the decision and intend to appeal the decision to the fullest extent possible.

The block contains two handwritten signatures in black ink. The top signature is 'Carl Kocher' and the bottom signature is 'Julie Kocher'. Both are written in a cursive, flowing style.



**Edwin Earl House  
111 Mary Street  
Milton, Ontario**

Heritage Impact Assessment



Prepared for Caroline and Andrew Kocher  
by Robinson Heritage Consulting  
16 August 2014



# **Edwin Earl House**

## **111 Mary Street**

### **Milton, Ontario**

## **Heritage Impact Assessment**

### **Table of Contents**

1. Introduction
  - 1.1 Commissioning of Report
  - 1.2 Limitations
  - 1.3 Present Owner Contact Information
2. Detailed Site History
  - 2.1 Land Ownership History
  - 2.2 Determining Provincial Significance
  - 2.3 Cultural Heritage Value or Interest – the Edwin Earl House
3. General Description of the Edwin Earl House
  - 3.1 Fire Insurance Plans
  - 3.2 Evolution of the House Construction
4. Statement of Cultural Heritage Value or Interest
  - 4.1 Heritage Attributes
5. Outline of Proposed Development
6. Primary Conservation Treatment and Options for Mitigation
7. Photographic Documentation
8. Information Sources

## 1. Introduction

The primary purpose of this Heritage Impact Assessment (HIA) is to provide Caroline and Andrew Kocher (the Client and proponent) and the Town of Milton with an accurate and objective assessment of the cultural heritage value of the property at 111 Mary Street in the Town of Milton (the “subject property”). The proponent is seeking approval from the Town of Milton to permit demolition of the subject dwelling or to permit the alteration to adapt the subject building as a coach house for their own property at 107 Mary Street. As the subject property (Figures 18-20) has been identified by the Town of Milton as a property with potential cultural heritage value or interest, an objective heritage assessment is required by the Town.<sup>1</sup>

The owner client provides this Heritage Impact Assessment of 111 Mary Street to the Town of Milton in order to inform any decisions to be made regarding the development or demolition/alterations proposed for the subject property. The Heritage Impact Assessment will confirm the cultural heritage value or interest and the property’s heritage attributes as well as assess any potential impacts on the subject property caused by potential alterations to the subject property proposed by the proponent. The Heritage Impact Assessment will offer recommendations for mitigation.

### Policy Framework

The Planning Act requires that Councils of municipal governments,

*“in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as [...] the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;”*<sup>2</sup>

According to the 2014 Provincial Policy Statement, and specifically Policy 2.6.1:

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<sup>1</sup> Ontario Heritage Act, R.S.O. 1990, c., O.18, Section 27 (1). The clerk of a municipality shall keep a register of property situated in the municipality that is of cultural heritage value or interest. 2005, c. 6, s. 15.

<sup>2</sup> Ontario Planning Act, R.S.O. 1990, c. P.13, Section 2, sub (d).

*“Significant built heritage resources and significant cultural heritage landscapes shall be conserved.”*

The subject property is within what is known in the Town of Milton Official Plan as “Old Milton” and is one of the original 19<sup>th</sup> century, Victorian homes built to front onto the northwest side of what was originally Court House Square (now Victoria Park) (Figure 1). The property is known legally as Lot 3 in Block 7 of Plan 7 (Foster’s Survey) and the parcel was surveyed in 1992 as shown in Figure 2. The present day context is seen in the 2013 air photo shown in Figures 3 and 4.

The property is currently zoned RLD (Residential Low Density) permitting 2-storey and 9.5 metre building heights (Figure 5). The property is indicated on the Urban Area Central Business District Land Use Plan (Official Plan, Schedule C) as being within the Low Density Residential Sub Area and is indicated within a Community Improvement Area and just outside the business improvement area boundary (Figure 6).

The subject property has been included in the Official Plan’s Schedule C.7.D.CBD as being within a “special heritage area” or “residential sub-area or cluster of significant architectural merit” (Figure 7). This special heritage area includes properties fronting on Mary Street from the northwest corner of Brown Street, west to the east side of Bronte Street South. It should be noted that Victoria Park has not been indicated as part of a special heritage area and that houses on the southeast side of the park are included as part of a special heritage area of properties fronting on King Street from Hugh Street, west to the east side of Bowes Street. The consultant recommends that an additional special heritage area should be established for Victoria Park that includes the properties that front onto the Park with particular interest in those early residences or institutional buildings that faced the original Court House Square. Example properties would include: 150 Mary Street – the County Court House and 141 King Street – the Land Registry Building (Figures 145 and 146); 110 King Street - a 5-bay, Georgian style house, indicated as being built about 1855 and occupied by John Turner, blacksmith

(Figure 150)<sup>3</sup> and 48 Bell Street - an asymmetrical 3-bay, Ontario cottage style house, indicated as being built about 1874 and occupied by Thomas Lavery, stonemason (Figure 149).

## **1.1 Commissioning of Report**

Robinson Heritage Consulting was retained on 25 June 2014 by Caroline and Andrew Kocher on behalf of Douglas Clarence Kocher and Judith Ross Kocher, the current owners of the subject property, to carry out a Heritage Impact Assessment according to the Town of Milton's Heritage Assessment Study Guidelines.

## **1.2 Limitations**

The information contained in this report represents the professional opinion of Stephen Robinson, MA, CAHP, of Robinson Heritage Consulting.

This report is intended for the client named. The material in this report reflects the consultant's best judgment in light of the information available at the time of preparation.

Any use a third party makes of this report, or reliance on, or decisions made based on it are the responsibility of such third parties. The consultant accepts no responsibility for damages, if any suffered by any third party as a result of decisions made or actions based on this report.

## **1.3 Present Owner Contact Information**

Douglas Clarence Kocher and Judith Ross Kocher are the present owners of the subject property 111 Mary Street in the Town of Milton and the owners are represented by Caroline and Andrew Kocher as proponents. Their contact information is:

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<sup>3</sup> The construction date and name of occupant is displayed on a Milton Historical Society plaque on the front door hood and is the opinion of the Milton Historical Society. The consultant has not conducted research to verify the plaque information.

107 Mary Street  
Milton, ON L9T 1L8  
(905) 693-8058

The subject property (Figures 1 and 2) is located at on the northwest side of Mary Street, between Brown and Bell Streets, facing Victoria Park. The subject property is described legally as being Lot 3 within Block 7 of Registered Plan 7 (Foster's Survey) in the Town of Milton.<sup>4</sup> The subject property is a roughly rectangular property parcel measuring 18.97 m along Mary Street, 40.37 m along the northeast side lot line, 40.45 m along the southwest side lot line and 18.77 m along the rear lot line.<sup>5</sup>

Currently the subject property contains one detached, single-family house which has not been designated under Part IV of the Ontario Heritage Act but has been identified by the Town of Milton as being a property with potential cultural heritage value or interest according to Section 27 of the Ontario Heritage Act. The subject property is not within or adjacent to a Heritage Conservation District designated under Section 41 of the Ontario Heritage Act. The subject property is not adjacent to a protected heritage property as defined by the Provincial Policy Statement.

## **2. Detailed Site History**

### **2.1 Land Ownership History**

The Abstract to Deeds for the Town of Milton in Halton County (now part of the Regional Municipality of Halton) are located at the Halton Land Registry Office in Milton.

Part of the Village of Milton, in the Township of Trafalgar (County of Halton) was surveyed by Henry Winter in 1854 for Mr. Hugh Foster and was registered as Plan 7.

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<sup>4</sup> The original lot indicated on Foster's Survey (survey 4 May 1854) was measured as 30 square perches. One square perch equals 272.25 sq ft

<sup>5</sup> Measurements taken from surveyor's plan by Fred G. Cunningham Inc., 1992

This registered plan became commonly known as “Foster’s Survey” (Figures 8 and 9). The real property at 111 Mary Street (formerly West Mary Street) has cultural heritage value as it is a parcel established in the original survey and subdivision of this area of the Town of Milton.

According to the Abstract to Deeds for Lot 3 in Block 7 of Plan 7 (Figure 10), the subject property was sold in 1855 by Hugh Foster and his wife to Joseph H. Robinson. There was no monetary consideration indicated for this transaction. Reverend Joseph Hiram Robinson, a Methodist New Connexion minister who travelled giving ministerial support in a circuit area that included the Town of Milton, is described in the section titled, “Provincial Significance” below.

In 1874 several transactions occurred that suggest that the original house may have been built about 1874. In that year Reverend Joseph H. Robinson and his wife sold Lot 3 to James Henderson for the sum of \$100, subject to taxes for that year. James Henderson was indicated in the 1877 Atlas as born in Scotland, settled in Milton in 1869 and as a merchant tailor on Main Street. In the same year, Francis Barclay and his wife received a mortgage for \$500 and purchased Lot 3 from James Henderson and his wife for \$700. “F. Barclay” was indicated in the 1877 Illustrated Historical Atlas of the County of Halton as being born in Scotland, settled in Milton in 1837, became a Reeve and was a general merchant on Main Street.

In 1881, Francis Barclay and his wife discharged their mortgage and sold the property to Minnie Margaret Lavery, wife of Thomas H. Lavery for the sum of \$500. In 1891, Edwin F. Earl and his wife Mary Ann (Houston) received a mortgage from Earl’s parents (Eliza Jane and Ameltha Earl) and purchased Lot 3 from Minnie Margaret Lavery for the sum of \$900.

In 1940, Catherine and Bertram Bentley were granted ownership of Lot 3 which they owned until 1976 when Bertha Akins received the deed to the property from the last will

of Catherine Bentley. The property was transferred from the Bertha Akins estate to Douglas and Judith Kocher in 1992.

## 2.2 Determining Provincial Significance

The life of Reverend Joseph Hiram Robinson, a Methodist minister and editor, is described in the *Dictionary of Canadian Biography*<sup>6</sup> (Figure 11). Born in England in 1807, Robinson joined the Methodist New Connection Church in 1822, married Jane Scholey in 1833, and was appointed superintendent of the Canadian Wesleyan Methodist New Connexion Church in 1851. According to Robinson's biographer Albert Burnside:

"Robinson served as superintendent of the New Connexion missions for 15 years, and he was elected president of conference in 1852, 1856, 1861, 1865, and 1869. As superintendent, he did not serve as a minister, but he visited circuits, consulted with and counselled ministers, provided liaison between the mother church and the Canadian body, and encouraged the raising of funds. During this period he was also involved in the temperance movement, and he was one of the chief organizers of the British American Order of Good Templars, serving for several years as president.

Recognizing the need for a journal to promote the work of his denomination, Robinson founded the *Evangelical Witness* in 1854 in London, Upper Canada, his principal residence from 1856."

Robinson was recalled by the English conference in 1870. After the Canadian New Connexion conference approved a plan of union with the Canadian Wesleyan Methodist Church in 1873, Robinson's mission work in Canada concluded. At this point Robinson decided to spend his retirement in Canada where several of his family had settled. In 1875 he was received into the ministry of the Methodist Church of Canada by its London (Ontario) conference. For 15 years, though officially retired, he served as an

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<sup>6</sup> Albert Burnside, "ROBINSON, JOSEPH HIRAM," in *Dictionary of Canadian Biography*, vol. 12, University of Toronto/Université Laval, 2003–, accessed July 14, 2014, [http://www.biographi.ca/en/bio/robinson\\_joseph\\_hiram\\_12E.html](http://www.biographi.ca/en/bio/robinson_joseph_hiram_12E.html).



assistant to the ministers at Dundas Street Centre Methodist Church in London. In 1890 Robinson and his wife made their home with a daughter and son-in-law in Ottawa.

According to Ontario Regulation 10/06, a property such as 111 Mary Street could have cultural heritage value or interest of provincial significance if “the property has a strong or special association with the life or work of a person, group or organization of importance to the province or with an event of importance to the province”.

What is known about the subject property indicates that Reverend Joseph H. Robinson and his wife did own the subject property during Robinson’s tenure as Superintendent of the Canadian Wesleyan Methodist New Connexion Church. Even though Robinson’s principle residence was in London (Ontario), the amount of travel necessary to support the circuit may have made it necessary to have secondary residences, or at least accommodation, in other places.

It has been suggested by Marcia Waldie and Jack Charlton in their book *Historic Homes and Buildings of Milton*, that during the period of Reverend Robinson’s ownership of the subject property (1855-1874) the Reverend had the house built in 1858. The consultant was unable to find evidence that would prove or disprove this belief. It is possible that Robinson purchased the lot on speculation, had the original house built and then sold the property when his mission work concluded in Canada by 1874. However, no evidence to support this has been found in the consultant’s research.

Some of the architectural features of the house described in Section 3 of this report could be seen as evidence to support Waldie and Charlton’s belief that the original house on Lot 3 was built for Reverend Robinson. There is also other evidence that leads the consultant to believe that it is also possible that the original elements of the existing house were built about 1874 with alterations made during ownership by Edwin F. Earl.

According to the land title abstracts, Francis Barclay and his wife received a mortgage and purchased the subject property in 1874. F. Barclay is listed in the 1877 Historical Atlas of Halton County as a native of Scotland and having come to Milton in 1837. Barclay is described as a Reeve and a general merchant on Main Street. The consultant has found no other references or information on Francis Barclay.

As no reference to Reverend Joseph Hiram Robinson was found in the Halton County, Trafalgar Township or Town of Milton Census records, the title abstracts remain the only primary archival evidence we have that assists in the determination of when the house at 111 Mary Street was built. Full copies of the tax assessment rolls for property owners living in Milton from the second half of the 19<sup>th</sup> century are not held by the Milton Public Library, the Town of Milton, the Halton Region Museum and Archives, the Archives of Ontario, the Milton Historical Society or the Family History Research Centres<sup>7</sup> in the area.

It is customary for an architectural historian to rely most heavily on the extant physical evidence of the building in question and the sequence of property purchases and transactions shown in the chain of title. The consultant's findings in these information sources have lead the consultant to believe that the subject property played only a small part in the life of Reverend J. H. Robinson and, therefore, can only be seen as having minor provincial cultural heritage value or interest. However, at the local municipal level, the house at 111 Mary Street definitely has cultural heritage value or interest that will be summarized in the following section of this report.

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<sup>7</sup> Family Research Centres have access to genealogical research materials held by the Church of Latter Day Saints in Salt Lake City, Utah.

### **2.3 Cultural Heritage Value or Interest – the Edwin Earl House**

While little is known of the Robinson, Henderson and Barclay owner/occupancies, much more is known of the subsequent owner and occupant of 111 Mary Street. Edwin Franklin Earl (1855-1931) and his wife Mary (Houston) purchased the subject property in 1891. Edwin and Mary Ann raised six children in the house – three girls and three boys. (Figures 12 and 13).

According to *Milton Area Biographies* and *Historic Homes and Buildings in Milton* (both published by the Milton Historical Society), Edwin Earl was a very active and well-known member of Milton society and politics during his lifetime. Earl was a tinsmith and plumber by trade, and was member of the United Church, the Independent Order of Foresters, the Royal Templars of Temperance and was elected a Town councilor 1893-1896 and 1899-1900. Earl was Reeve for Milton on Halton County Council (Figure 14) and served as County Warden in 1913 before serving as Mayor of Milton from 1917-1921. He was Milton Fire Chief from 1894 until 1930. Edwin Earl died at his home on Mary Street in 1931 and was buried in Evergreen Cemetery.

### **3. General Description of the Edwin Earl House**

The subject dwelling is a 1.5-storey, front gable house built in wood frame construction on a rubblestone foundation – originally with no basement other than a crawlspace. The medium pitch, front gable façade is in Greek Revival style - 3 bays on the main floor with the front door on the right similar. This style of house design was popular in the mid-19<sup>th</sup> century Ontario architecture and is also seen in contemporary houses at 101 Main Street East and 80 Robert Street (Figures 143a and 143b). The main roof of the subject property now has a rug brick chimney shaft rising from the centre of the ridge. The house has been more recently been clad in vinyl siding that mimics a medium width horizontal clapboard siding.

## Front porch

The front porch of the house has the appearance of classicism seen in very late Victorian or early Edwardian style common in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries in Ontario. Both the enclosed porch and the open lower porch have a flat roof with a skirt that matches the main roof pitch. The upper porch has a deep soffit covered with modern metal siding that partially covers wooden denticulation at the visible top of the entablature over the porch windows on all three sides. Paired casement windows open into the upper porch - four on both sides and eight at the front. Each casement sash is divided into eight lights or panes with traditional wood muntin bars. The roof of the open lower porch extends beyond the sides of the upper porch with the roof skirts extending past the main wall corners. Upper and lower porches both have wooden denticulation where the entablature meets the soffit. The lower porch beam is supported at the wall by a sandwiched wooden corbel and by three panel columns resting on a battered or sloped railing wall now clad in wide, horizontal metal siding.

Inside the front porch main floor are two large windows with a pedimented top casing over 2-over-2 wooden sash windows with rectangular panes and thin wooden muntin bars (Figures 40 and 41). The current vinyl cladding is trimmed against a thin wooden raised casing surround and the pedimented window head has been retained in many cases. There is evidence of shutter hinge hardware on most of these window casings. (Figures 22-27, and 33-34). Pedimented window heads and wooden shutters are architectural features that were popular in the mid-19<sup>th</sup> century Ontario architecture.

## Front Door and Entrance Hall

The front door has a two-light transom over a half-glass door with 8 window panes over three raised wood panels. The interior door casings (flat butt joint in top corners) and baseboard profile of the front entrance hall is shown in Figures 49 and 50. Varying width plank floor roughly 5' in width has a decorated cast iron floor grate. A triple push button light switch is on the hall wall.

## Front Room with fireplace

Figure 54 shows the view from the front hall to the front room. The front room has a dropped ceiling with modern acoustic tile, medium width plank floors, a bay window and a central fireplace. The front two windows display what is likely the original window casing, stool and skirt profiles - the latter with ends cut at a slight angle and with a simple bead along the bottom edge (Figure 57). The sashes are constructed with doweled, flat butt joint corners (Figure 58). The sash lock in the front right window has patent date of “1874” (Figure 58).

The front room displays many features that were not likely original but added as improvements in the early 20<sup>th</sup> century. The interior trim of the bay window has a simple entablature top, smooth casings cut with a miter corner and a simple stool and skirt profile. The centre window in the bay has a 12-over-1 pane arrangement while the side windows in the bay each have nine divided lights over a single lower sash. These features are, in the consultant’s opinion, in keeping with very late Victorian classical motifs seen in the design of the front porch and unlike the other window trims that are thought to be original. There is no visual evidence of shutter hardware on the bay window casings.

Other features that have been the result of late 19<sup>th</sup> or early 20<sup>th</sup> century renovations are the rug brick fireplace mantel (Figures 61 and 62) and a red quarry tile hearth. This type of brick with its rough, combed face was not produced until the early 20<sup>th</sup> century. The flat arch of the fireplace opening in rowlock brick set on a steel lintel is also a masonry style typical of this period. The cast iron fireplace and cleanout doors in the basement (Figures 101 and 102) were manufactured by the Galt Stove & Furnace Company in Galt, Ontario. The brick foundation for the fireplace was constructed in a smooth, pressed brick – a material that also seems more typical of the early 20<sup>th</sup> century.

Cast iron radiators are the heat source throughout the house. These radiators are the “Copley” model announced as a new design by its manufacturer, the Gurney Company in the late 1920s (Figure 153). The water supply pipes for the radiators have been installed on the outside of the interior walls and partitions, indicating that the radiator system was not likely the original heat source. The fireplace and later the radiators likely replaced a wood stove heating system.

## Dining Room and Kitchen

On the back of the front room fireplace wall is the stair to the upper floor. This is a notable feature. It was common in early to mid-19<sup>th</sup> century Ontario domestic architecture to place the stairs to the upper floor along the fireplace wall to take advantage of the masonry support. In most Victorian era house designs, the stairs usually rose from near the front door entrance.

This central wall is also shared by the dining room area which has a door to a back corner bedroom and a door to the kitchen (Figure 71). The dining room and kitchen floors have been covered with hardwood strip flooring and the dining room has an older type of dropped ceiling with larger panels than the modern acoustic tiles of the front room. The kitchen has what may be the original wood tongue-and-groove ceiling (Figure 77) and wood wainscoting (Figure 78). Figures 83 to 87 show an impressive built-in, Victorian kitchen cupboard with diagonal, tongue-and-groove inset panels and butterfly hinges – quite likely a feature of the original house.

The door to the basement stair is typical of the other main floor doors with four moulded inset panels and simple butt hinges. The basement door does have a late 19<sup>th</sup> century rim lock with white porcelain handles (Figure 95). This, however, does not appear to be the original hardware as there is a keyhole below from a previous rim lock - probably much like the 1870s-80's period rim lock on the back door of the kitchen (Figure 79) or the back bedroom door.

The inside walls of the basement stairway are constructed with sawn lath and plaster (Figure 98) which is not a sign that this is a particularly early building. It appears that the basement stairway was created by cutting into the wall of what was originally a closet off the dining room. This stairway was likely created when the basement floor was excavated out to create adequate ceiling height under the dining room and kitchen for a boiler heat source. Figure 106 shows a coal bin in the northeast corner of the basement – likely a fuel source for a boiler and/or the fireplace.

All floor joists appear to nominal size (2" x 10"), saw cut members that are notched into the sill plate. Several of the foundation walls have had concrete benching added to reinforce the interior.

## Upper Floor

The central stairway (Figures 107 and 108) begins at the front corner of the dining room rising to the central upper hall lit by a low window along the west wall (Figure 112) beside a small inset for the secondary door to the front bedroom. The stairway railing in the upper hall has a turned endpost and turned balusters (Figures 109 and 110).

The back bedroom also has a window sash lock with the date "1874" (Figure 116). The ceiling hatch seen in Figure 17 allows access to the attic. The roof construction has the rafters meeting each other with no roof ridge beam to unite them. This is likely a clue to the original house having an older (mid-19<sup>th</sup> century) framing construction technique. The upper rooms all have vertical batten doors with simple butt hinges (Figures 121, 124 and 126) – another indication of older construction. All upper floors, except the bathroom, have been covered with hardwood strip flooring. The bathroom has the original 5" floor boards exposed.

The front bedroom is almost the full width of the house with a built-in storage space along the west wall beside the secondary door leading back to the top of the stairs.

The upper front window within the enclosed upper porch has a 2-over-2 pane arrangement divided by muntin bars that are thicker with a simpler profile than those in the front main windows. Four window shutter pintels are still attached to the window casing indicating that this was previously an exterior window (Figures 127 and 134).

Also revealed in the enclosed upper front porch is the original exterior cladding - a horizontally oriented, v-grove wooden siding (Figures 131 and 132). There are cut nail heads still visible between some of the boards. This type of cladding would have had an appearance similar to the home of The Honorable George Crawford McKindsey<sup>8</sup> at 399 Pearl Street (Figures 151 and 152) and, therefore, it is possible that these houses were built about the same time. McKindsey was Deputy Sheriff from July 1855 until October 1858, and the second Sheriff of the County of Halton from October 1858 until June 1882.<sup>9</sup> In 1872 and 1882, McKindsey ran (unsuccessfully) for election to the House of Commons and was appointed on the advice of John Alexander Macdonald to the Senate in January 1884 representing the senatorial division of Milton.<sup>10</sup>

The entrance door to the enclosed porch does not have the same casing or interior trim work as on the original window or doors (Figures 128 and 130). This simple, flat trim work with mitered corners and the wooden screen door with a chamfered, single lower panel and a 3-over-1 glass insert is quite likely the result of later alterations that converted this opening from a window to an upper porch door.

### **3.1 Fire Insurance Plans**

Details from three fire insurance plans (1893, 1916 and 1927) of the Town of Milton are presented here which show the subject property and its surroundings during the late Victorian and inter-war period.

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<sup>8</sup> <http://images.halinet.on.ca/2324462/data?n=8>

<sup>9</sup> [http://en.wikipedia.org/wiki/George\\_Crawford\\_McKindsey](http://en.wikipedia.org/wiki/George_Crawford_McKindsey)

<sup>10</sup> <http://www.parl.gc.ca/parlinfo/Files/Parliamentarian.aspx?Item=d4d2abf2-f105-4f0c-ad85-8fe823901095&Language=E&Section=ALL>



Goad's 1893 Fire Insurance Plan for the Town of Milton (Figure 15) indicates Lots 1, 2, 3 and 4 in Block 7 of Plan 7 with dwellings facing Court House Square (now Victoria Square). Lot 3 shows a 2-storey, wood frame house with a wood shingle roof and a footprint similar to the existing house at 111 Mary Street. It should be noted that porches are indicated on the dwellings at what are now 117 Mary Street, 99 Mary Street and 100 Main Street East. No front porch (open or enclosed) is indicated on 111 Mary Street but the front façade is indicated as protruding well past that of 117 or 107 Mary Street. Therefore, it is possible that the enclosed upper storey of the front porch is shown as an extension of the main floor footprint without indicating the open main floor porch beneath, similar to the house today indicated on the surveyor's plan in Figure 2. No bay window is indicated on the southwest wall of 111 Mary or on the front of 107 Mary Street.

*Lloyds' Insurance Survey of Milton* (1916)<sup>11</sup> (Figure 16) indicates the same building characteristics for 111 Mary Street and still no front porch or bay window is indicated. Porches are indicated on the dwellings at what are now 117 Mary Street, 99 Mary Street, 100 Main Street East and 114 Main Street East. 111 Mary Street now has a detached, wood frame/metal clad auto garage and a small wood frame shed at the north corner of the property.

The 1927 Goad Fire Plan<sup>12</sup> (Figure 17) indicates the street address number as 54 West Mary Street. A wood frame auto garage is in the same position as the previous fire insurance plan but the wood frame shed has been moved to the middle of the rear lot line.

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<sup>11</sup> *Lloyds' Insurance Survey of Milton, Ontario (Milton West P.O.) County Seat of Halton County*. August 1916 [Sheet 6]. (Source: Gore Mutual Insurance Company Archive, Cambridge, Ontario, Box 64)

<sup>12</sup> Charles E. Goad, *Town of Milton Fire Plan Insurance Plan*, 1927. (Source: Milton Historical Society website)

### 3.2 Construction Evolution of the House

It is the consultant's opinion that the original house at 111 Mary Street could have been built as early as 1858 as suggested by Waldie and Charlton. The roof framing method, the cut nails in the original wall cladding, the Greek Revival form of the front façade, the pedimented window and door heads and the presence of window shutters - all give credence to the early construction date. However, the chain of title showing a sharp increase in property value when the property was sold in 1874 from Henderson to Barclay leads the consultant to believe that the house was more likely built just before or shortly after that transaction. It is hard to avoid speculating that either the "1874" window sash locks were brand new hardware and installed when the house was built – or where introduced by the purchasers of the property in 1874.

The original house had much the same massing and shape as it has today with the exception of the front porch. Although the fire insurance plans for the Town of Milton seem to be somewhat inconsistent when porches are indicated, it is reasonable to assume that the front porch had been added before 1893 as it appears at this time as part of the overall floor plan. It may be reasonable to surmise that Edwin Earl and his family, after buying the property in 1891 may have added this feature and possibly the side bay window to the house. Its architectural design and style seems to employ some the classical motifs popular in very late Victorian style although it would only be fair to add that Greek Revival style is also based largely on classical motifs. The side bay window does not appear in the fire plans, it does not have evidence of shutter hardware and its windows were not designed in the same manner as those of the original house – as seen at 107 Mary Street (Figure 139)<sup>13</sup> and at 23 Mary Street (Figure 144). This suggests to the consultant that the bay window at 111 Mary Street was not an original architectural element of the house.

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<sup>13</sup> The existing house at 107 Mary Street was rebuilt to match its original design after fire had destroyed the house.

#### **4. Statement of Cultural Heritage Value or Interest**

According to Regulation 9/06 under the Ontario Heritage Act, a property may be designated under Section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it,
  - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
  - ii. displays a high degree of craftsmanship or artistic merit,
  - or
  - iii. demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,
  - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
  - ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
  - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. The property has contextual value because it,
  - i. is important in defining, maintaining or supporting the character of an area,
  - ii. is physically, functionally, visually or historically linked to its surroundings, or
  - iii. is a landmark.

It is the consultant's recommendation that the existing house at 111 Mary Street in the Town of Milton, has cultural heritage value and interest as, even though the exterior has been covered with modern day siding, almost all of its exterior form and much of the interior design or physical value features have been preserved over the years. Some major alterations to the home were made during the occupancy of Edwin Earl but the house has design value or physical value because it is a representative example of mid-Victorian domestic architectural style seen particularly in the Greek Revival form of the front façade, the pedimented window and door heads.

The consultant's recommendation is that the property has minor provincial cultural heritage significance as Reverend Joseph H. Robinson, circuit minister with the Canadian Wesleyan Methodist New Connexion Church, appears only to have been an early owner of the property (land) and no conclusive evidence has been found that supports the belief that Rev. Robinson had the house built. However, the house does have significant local cultural heritage value due to its architectural value and its historical or associative value in that for 40 years this was the home of Edwin F. Earl, a former mayor of Milton, Halton County Reeve and a well-known community figure in the Town. For this reason, the consultant suggests that an appropriate historical name to adopt for this significant built heritage resource would be the Edwin Earl House.

The Edwin Earl House is in its original location on an original subdivision lot created by Foster's Plan in 1854. The house and property have contextual value in that they help to maintain and define the original nature of the early town settlement pattern in this area. The house is one of the original buildings built to face onto Victoria Square and contributes to the cultural heritage value of the Mary Street streetscape, the Victoria Park area and this portion of Old Milton.

#### **4.1 Heritage Attributes**

- ☐ existing location of the house and its orientation to Mary Street and to Victoria Park
- ☐ original form, rooflines and massing of the 1.5-storey house exterior (with the exception of the rear porch off of the kitchen tail)
- ☐ original wood cladding (with horizontal orientation and v-groove joint)
- ☐ original window and door elements of the original house (front and sides of main block and kitchen tail)
- ☐ front porch, enclosed upper sleeping porch and side bay window are to be retained or reconstructed to match the existing original based on documentary evidence
- ☐ window sash locks with patent date of "1874"
- ☐ wooden, built-in kitchen cupboard

## **5. Outline of Proposed Development**

The consultant has been informed by the Client that they are seeking approval to either demolish the existing house at 111 Mary Street or convert the existing house to construct a coach house for use by 107 Mary Street.

## **6. Primary Conservation Treatment and Options for Mitigation**

It is the consultant's opinion that the cultural heritage value of the existing house at 111 Mary Street in the Town of Milton is significant and recommends rehabilitation as the primary conservation treatment. Options provided to the owner and the Town of Milton on how the heritage attributes of the heritage resource at 111 Mary Street may be best conserved, in a sympathetic context are as follows.

Robinson Heritage Consulting recommends the following options, in order of preference:

- a) That the existing house at 111 Mary Street be retained and maintained for appropriate residential use and that the owner/proponent conserves the heritage attributes of the built heritage resource in any proposed development or alteration of the property.
- b) If a coach house structure is required for 107 Mary Street that the current owner or proponent consider options that would allow a detached structure to be built at the rear of 107 Mary Street or at the rear of 111 Mary Street in such a way that the new building or structure is designed to be compatible and subordinate to the existing house at 111 Mary Street.

## **7. Photographic Documentation**



Figure 1 – Current parcel fabric of area (Image source: Town of Milton GIS, 2014)

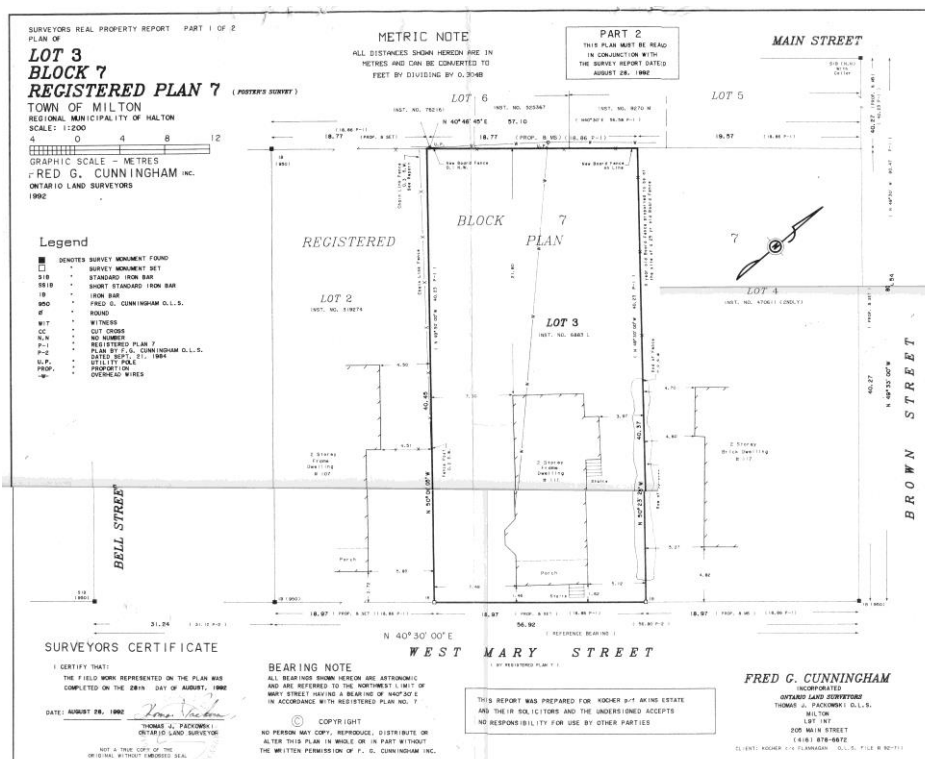


Figure 2 – Surveyor's Plan of Lot 3, Block 7, Plan 7 by Fred G. Cunningham, 1992 (Image source: property owner)





**Figure 3** – 2103 Air photo. (Image source: Town of Milton GIS, accessed July 2014)

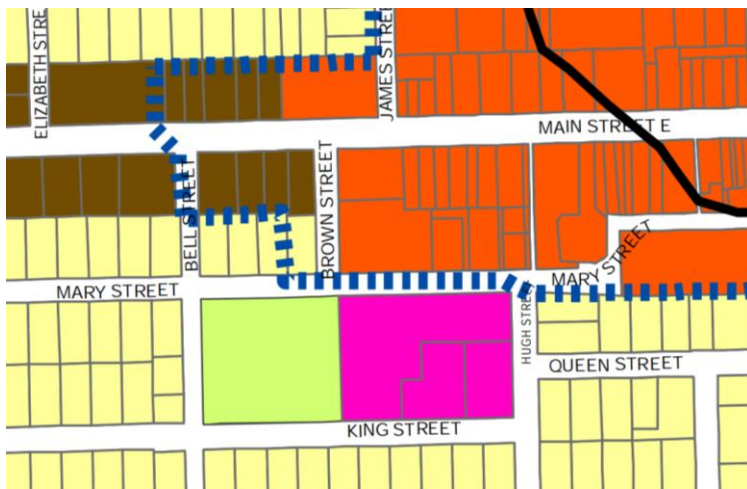


**Figure 4** – 2103 Air photo. (Image source: Town of Milton GIS, accessed July 2014)

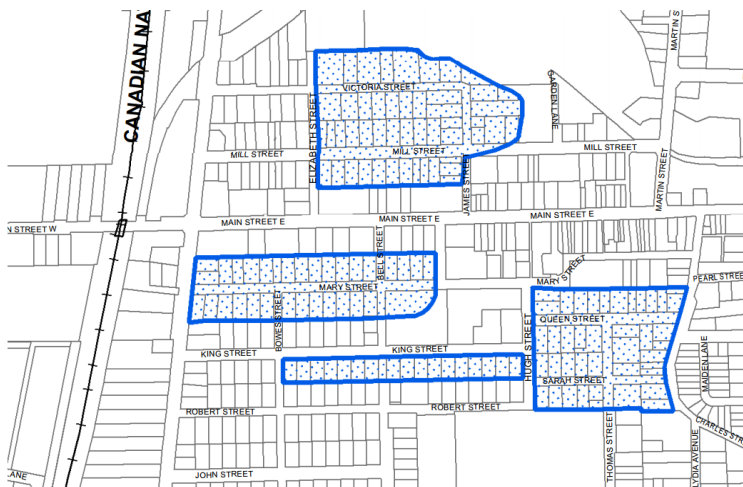




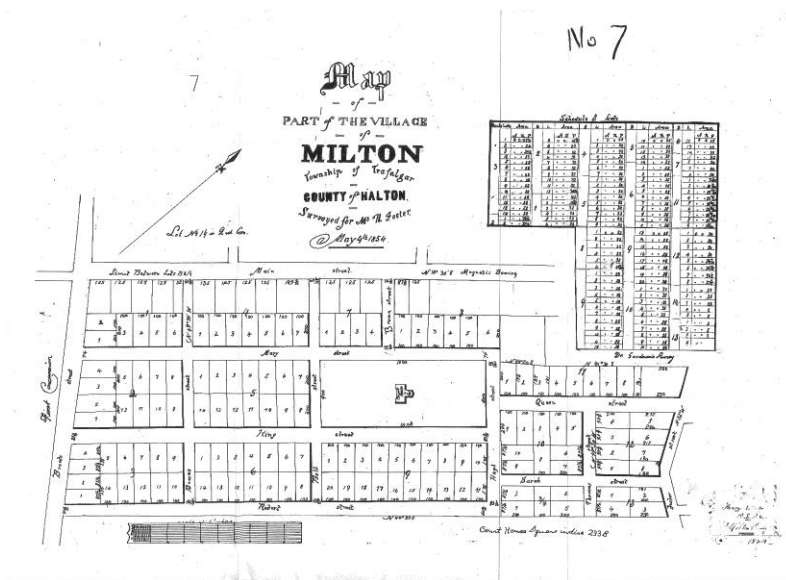
**Figure 5 – Zoning map.** (Image source: Town of Milton GIS, accessed July 2014)



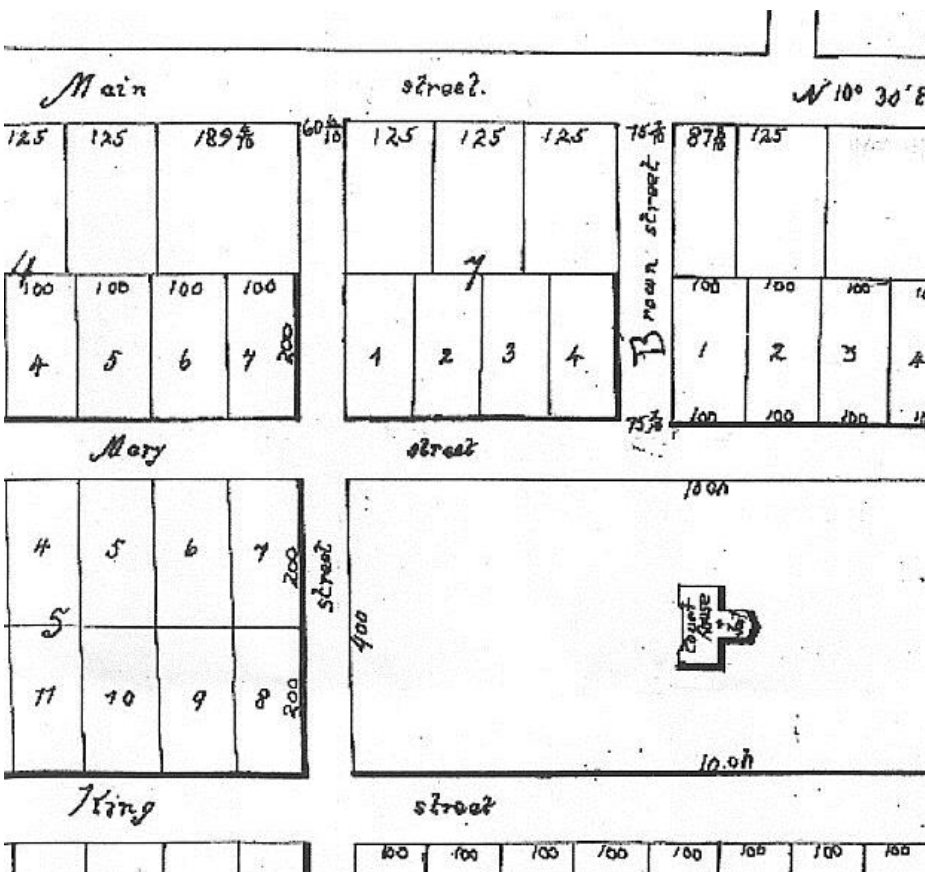
**Figure 6 – Urban Area Central Business District Land Use Plan** (dotted line indicates business improvement area. (Image source: Town of Milton Official Plan, Schedule C)



**Figure 7 – Special heritage areas** (Image source: Town of Milton Official Plan, Schedule C.7.D.CBD)



**Figure 8 – Milton Registered Plan 7, 1854.**  
Henry Winter, P.L.S.  
(Image: Halton Land Registry Office)



**Figure 9 – Detail of Milton Registered Plan 7, 1854.** Henry Winter, P.L.S.  
(Image: Halton Land Registry Office)

INSTR #	INSTR	INSTR DATE	REGIST'D DATE	GRANTOR	GRANTEE	QTY	CONSID'N	REMARKS
779 C	B & Sale	23 Apr 1855	12 Sept 1857	Hugh Foster and wife	Joseph H. Robinson	Lot 3		
871 B	B & Sale	30 July 1874	15 July 1875	Reverend Joseph H. Robinson and wife	James Henderson	Lot 3, 29 sq. per.	\$100	Subject to taxes for current year *
872 B	B & Sale	24* Oct 1874	15* July 1875	James Henderson and wife	Francis Barclay	Lot 3, 29 sq. per.	\$700*	
873 B*	Mortgage	? Oct 1874	25* July 1875*	Francis Barclay & wife	Robert Harris*	Lot 3, 29 sq. per.	\$500	Discharged 1486 C
1438 C	B & Sale	26 Jan 1881	? Feb 1881	Francis Barclay & wife	Minnie Margaret Lavery, wife of Thomas H. Lavery	Lot 3, 29 sq. per.	\$500	
1486 C	Discharge of Mortgage	7 Feb 1881	23 Aug 1881	Robert Harris*	Francis Barclay	Lot 3, 29 sq. per.		Mortgage 873 B
2320 C	Agent for sale	10 Jan 1891	13 Jan 1891	Minnie Margaret Lavery, wife of Thomas H. Lavery	Edwin F. Earl	Lot 3	\$900	
2326 C	B & Sale	9 Feb 1891	11 Feb 1891	Minnie Margaret Lavery and Thomas H. Lavery her husband	Mary Ann Earl, wife of Edwin Franklin Earl	Lot 3, 29 perches	\$900	
?	Mortgage	? Feb 1891	? March 1891	Mary Ann Earl and Edwin Franklin Earl her husband	Eliza Jane Earl, wife of Ameltha Earl		?	?
?	Discharge of Mortgage	?	? Sept ?	Eliza Jane Earl, widow	Mary Ann Earl, wife of Edwin Franklin Earl		?	?
6882 ?	Tax* Deed	19 Oct 1939	21 Oct 1954	Adam Armstrong and Adam Sproat, Mayor and Treasurer of Town of Milton	George E. Syer*	Lot 3	\$477.35*	29 perches
6883 ?	Grant	21 Sept 1940*	21 Oct 1940*	George E. Syer* and wife	Catherine Bentley, married woman and Bertram Bentley as joint tenants	Lot 3	\$1,000	29 perches
82?? ? M	Certificate	8 July 1955	12 July 1955	Leslie M. Frost, Treasurer of Ontario	Estate of Bertram Bentley	Lot 3		
435952	Certificate	28 June 1976	30 June 1976	Arthur K. Marns, Minister of Revenue	Estate of Catherine Bentley	Lot 3		As in #6883
428176	Executor's Deed	7 July 1976	10 Aug 1976	Bertha Akins, executrix of last will of Catherine Bentley, widow deceased	Bertha Akins in her personal capacity	Lot 3		See recitals
79316	Transfer		30 Sept 1992	AKINS, Bertha - ESTATE	KOCHER, Douglas Clarence and KOCHER, Judith Ross		\$160,000	

**Figure 10 – Abstract to Deeds for Lot 3, Block 7 of Plan 7 (Foster's Survey) (Image: Halton Land Registry Office). Transcription by RHC below.**

Instr #	Instr	Instr Date	Regist'n Date	Grantor	Grantee	Qty	Consid'n	Remarks
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?	Mortgage	? Feb 1891	? March 1891	Mary Ann Earl and Edwin Franklin Earl her husband	Eliza Jane Earl, wife of Ameltha Earl		?	?
?	Discharge of Mortgage	?	? Sept ?	Eliza Jane Earl, widow	Mary Ann Earl, wife of Edwin Franklin Earl		?	?
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79316	Transfer		30 Sept 1992	AKINS, Bertha - ESTATE	KOCHER, Douglas Clarence and KOCHER, Judith Ross		\$160,000	



**Figure 11 – Mr. Joseph Robinson**  
 (Image: Library and Archives of Canada MIKAN 3451428;  
 Shown in the *Dictionary of Canadian Biography*)

Image 2 of 2 - Robinson, Joseph Mr.  
 Source: Library and Archives Canada/MIKAN 3451428



**Figure 12 - The Earl Family**  
 (Back L-R - Laura (Dixon) Earl, Edna (Peacock). Middle - Cecil, Mary Ann (Auntie Mae) (Houston), Hazel (Wheeler), Edwin Earl, Chester Earl. Front – Harold

(Image: Milton Images accessed online July 2014 at  
<http://images.milton.halinet.on.ca/72413/data?n=7>





**Figure 13 - Edwin Earl (1855-1931)**

(Image: Milton Images accessed online July 2014 at <http://images.milton.halinet.on.ca/2351387/image/1061841?n=32>)

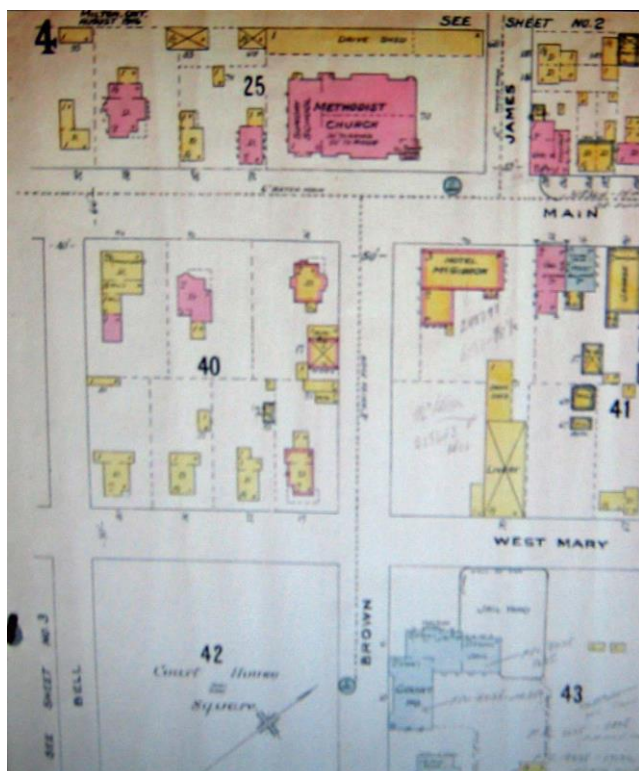


**Figure 14 - Halton County Council, 1913**

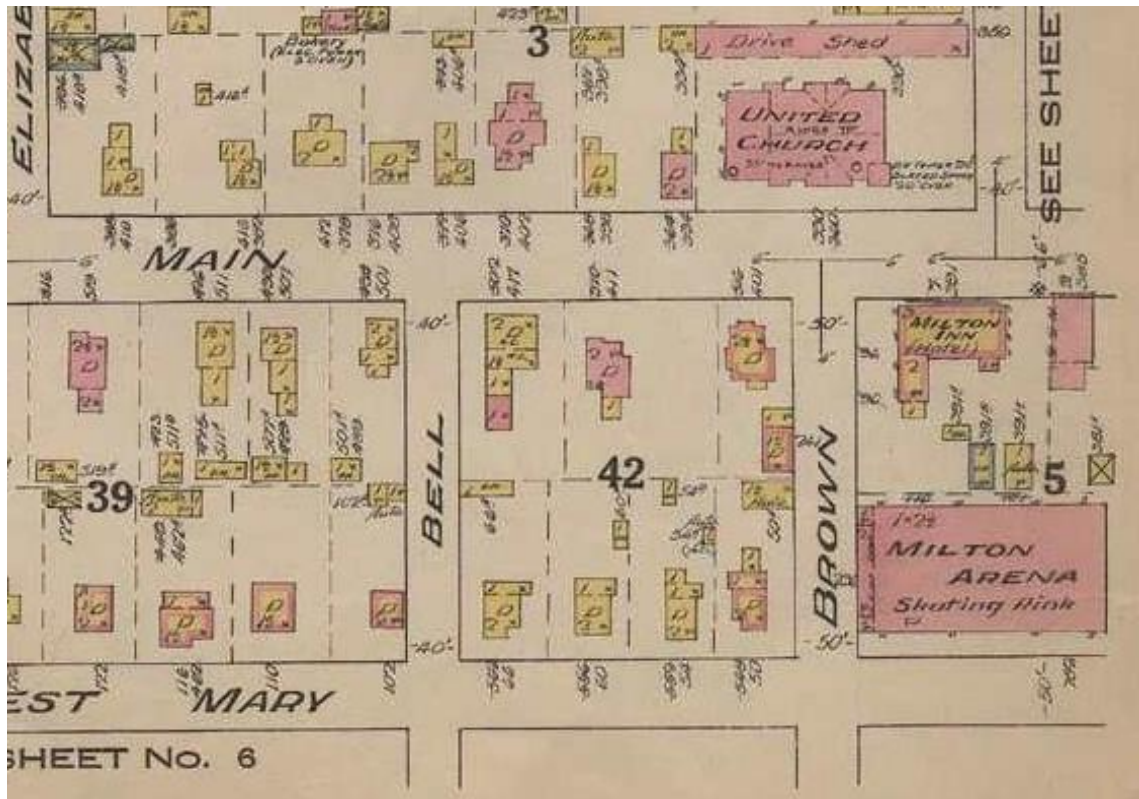
(Image: Milton Images accessed online July 2014 at <http://images.milton.halinet.on.ca/2302501/image/916174?n=43>)



**Figure 15** – Charles E. Goad, *Fire Insurance Plan for the Town of Milton*, May 1893 (Sheet 3).  
(Image: Gore Mutual Archives, Cambridge).



**Figure 16** – Lloyd's *Insurance Survey of Milton, Ontario*, August 1916 (Sheet 4).  
(Image: Gore Mutual Archives, Cambridge).



**Figure 17 – Fire Insurance Map of Milton, Ontario. 1927 (Sheet 6).**  
 (Image: Milton Historical Society webpage accessed 15 July 2104)  
<http://www.miltonhistoricalsociety.ca/the-archives/fire-insurance-maps/>





**Figure 18 –**

View from south

(Photo: RHC, June 2014)



**Figure 19 –**

Front facade

(Photo: RHC, June 2014)

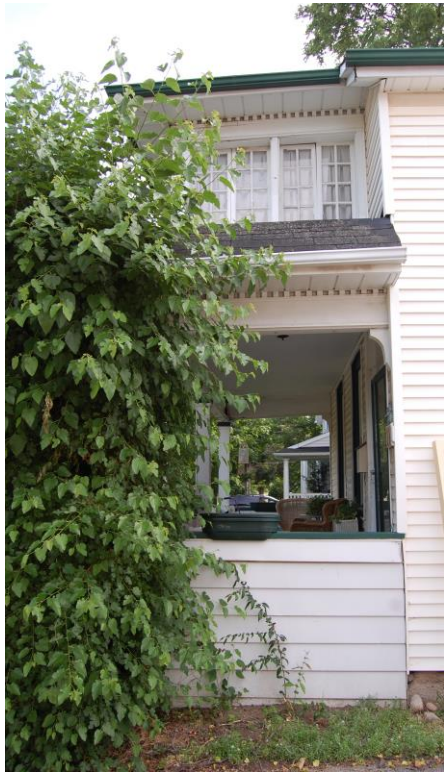


**Figure 20 –**

View from south

(Photo: RHC, June 2014)





**Figure 21** (Photo: RHC, June 2014)



**Figure 22** (Photo: RHC, June 2014)



**Figure 23** (Photo: RHC, June 2014)



**Figure 24** (Photo: RHC, June 2014)



**Figure 25** (Photo: RHC, June 2014)



**Figure 26** (Photo: RHC, June 2014)



**Figure 27** (Photo: RHC, June 2014)



**Figure 28** (Photo: RHC, June 2014)





**Figure 29** (Photo: RHC, June 2014)



**Figure 30** (Photo: RHC, June 2014)



**Figure 31** (Photo: RHC, June 2014)





**Figure 32** (Photo: RHC, June 2014)



**Figure 33** (Photo: RHC, June 2014)



**Figure 34** (Photo: RHC, June 2014)



**Figure 35** (Photo: RHC, June 2014)





**Figure 36** (Photo: RHC, June 2014)



**Figure 37** (Photo: RHC, June 2014)



**Figure 38** (Photo: RHC, June 2014)



**Figure 39** (Photo: RHC, June 2014)



**Figure 40** (Photo: RHC, June 2014)



**Figure 41** (Photo: RHC, June 2014)



**Figure 42** (Photo: RHC, June 2014)





**Figure 43** (Photo: RHC, June 2014)



**Figure 44** (Photo: RHC, June 2014)



**Figure 45** (Photo: RHC, June 2014)



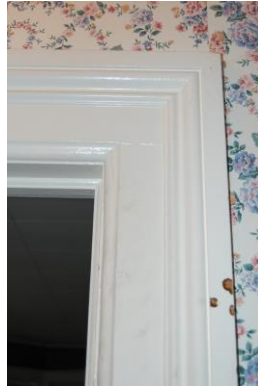
**Figure 46** (Photo: RHC, June 2014)



**Figure 47** (Photo: RHC, June 2014)



**Figure 48** (Photo: RHC, June 2014)



**Figure 49** (Photo: RHC, June 2014)



**Figure 50** (Photo: RHC, June 2014)



**Figure 51** (Photo: RHC, June 2014)



**Figure 52** (Photo: RHC, June 2014)



**Figure 53** (Photo: RHC, June 2014)





**Figure 54** (Photo: RHC, June 2014)



**Figure 55** (Photo: RHC, June 2014)



**Figure 56** (Photo: RHC, June 2014)



**Figure 57** (Photo: RHC, June 2014)



**Figure 58** (Photo: RHC, June 2014)





**Figure 59** (Photo: RHC, June 2014)



**Figure 60** (Photo: RHC, June 2014)



**Figure 61** (Photo: RHC, June 2014)

**Figure 62**  
(Photo: RHC, June 2014)



**Figure 63** (Photo: RHC, June 2014)



**Figure 64** (Photo: RHC, June 2014)



**Figure 65** (Photo: RHC, June 2014)



**Figure 66**  
(Photo: RHC, June 2014)



**Figure 67** (Photo: RHC, June 2014)

**Figure 68** (Photo: RHC, June 2014)





**Figure 69** (Photo: RHC, June 2014)



**Figure 70** (Photo: RHC, June 2014)



**Figure 71** (Photo: RHC, June 2014)



**Figure 72** (Photo: RHC, June 2014)



**Figure 73** (Photo: RHC, June 2014)



**Figure 74** (Photo: RHC, June 2014)





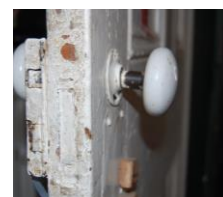
**Figure 75** (Photo: RHC, June 2014)



**Figure 76** (Photo: RHC, June 2014)



**Figure 77** (Photo: RHC, June 2014)



**Figure 79**  
(Photo: RHC, June 2014)



**Figure 78** (Photo: RHC, June 2014)



**Figure 80**  
(Photo: RHC, June 2014)





**Figure 81** (Photo: RHC, June 2014)



**Figure 82** (Photo: RHC, June 2014)



**Figure 83** (Photo: RHC, June 2014)



**Figure 84** (Photo: RHC, June 2014)





**Figure 85** (Photo: RHC, June 2014)



**Figure 86** (Photo: RHC, June 2014)



**Figure 87** (Photo: RHC, June 2014)



**Figure 88** (Photo: RHC, June 2014)



**Figure 89** (Photo: RHC, June 2014)



**Figure 90** (Photo: RHC, June 2014)



**Figure 91** (Photo: RHC, June 2014)





**Figure 92** (Photo: RHC, June 2014)



**Figure 93** (Photo: RHC, June 2014)



**Figure 94** (Photo: RHC, June 2014)



**Figure 95** (Photo: RHC, June 2014)



**Figure 96** (Photo: RHC, June 2014)



**Figure 97** (Photo: RHC, June 2014)



**Figure 98** (Photo: RHC, June 2014)



**Figure 99** (Photo: RHC, June 2014)





**Figure 100** (Photo: RHC, June 2014)



**Figure 101** (Photo: RHC, June 2014)



**Figure 102** (Photo: RHC, June 2014)



**Figure 103** (Photo: RHC, June 2014)



**Figure 104** (Photo: RHC, June 2014)





**Figure 105** (Photo: RHC, June 2014)



**Figure 106** (Photo: RHC, June 2014)



**Figure 107** (Photo: RHC, June 2014)



**Figure 108** (Photo: RHC, June 2014)



**Figure 109** (Photo: RHC, June 2014)



**Figure 110** (Photo: RHC, June 2014)





**Figure 111** (Photo: RHC, June 2014)



**Figure 112** (Photo: RHC, June 2014)



**Figure 113** (Photo: RHC, June 2014)



**Figure 114** (Photo: RHC, June 2014)



**Figure 115** (Photo: RHC, June 2014)



**Figure 116** (Photo: RHC, June 2014)



**Figure 117** (Photo: RHC, June 2014)





**Figure 118** (Photo: RHC, June 2014)



**Figure 119** (Photo: RHC, June 2014)



**Figure 120** (Photo: RHC, June 2014)



**Figure 121** (Photo: RHC, June 2014)



**Figure 122** (Photo: RHC, June 2014)



**Figure 123** (Photo: RHC, June 2014)



**Figure 124** (Photo: RHC, June 2014)





**Figure 125** (Photo: RHC, June 2014)



**Figure 126** (Photo: RHC, June 2014)



**Figure 127** (Photo: RHC, June 2014)



**Figure 128** (Photo: RHC, June 2014)



**Figure 129** (Photo: RHC, June 2014)



**Figure 130** (Photo: RHC, June 2014)



**Figures 131 and 132** (Photo: RHC, June 2014)





**Figure 133** (Photo: RHC, June 2014)



**Figure 134** (Photo: RHC, June 2014)



**Figure 135** (Photo: RHC, June 2014)

## Related Properties and Images





**Figure 136** – 117 Mary Street  
(Photo: RHC, June 2014)



**Figure 137** – 117, 111, 107 and 99 Mary Street, seen from rear at Brown Street  
(Photo: RHC, June 2014)



**Figure 138** – 107 Mary Street  
(Photo: RHC, June 2014)





**Figure 139** – 107 Mary Street  
(Photo: RHC, June 2014)



**Figure 140** – 99 Mary Street  
(Photo: RHC, June 2014)



**Figure 141** – 94 Main Street East  
(Photo: RHC, June 2014)





**Figure 142** – 114 Main Street East  
(Photo: RHC, June 2014)



**Figure 143a** – 101 Main Street East  
(Photo: RHC, June 2014)



**Figure 143b** – 80 Robert Street (moved from original location east of 101 Main Street East)  
(Photo: Google Streetview 2014)



**Figure 144** – 23 Mary Street  
(Photo: RHC, June 2014)





**Figure 145** – 150 Mary Street  
(County Court House)  
(Photo: RHC, June 2014)



**Figure 146** – 141 King Street (Land Registry Building)  
(Photo: RHC, June 2014)



**Figure 147** – Victoria Park, Cenotaph  
(Photo: RHC, June 2014)



**Figure 148** – Victoria Park, Band shell  
(Photo: RHC, June 2014)





**Figure 149** – 48 Bell Street (Photo: RHC, June 2014)

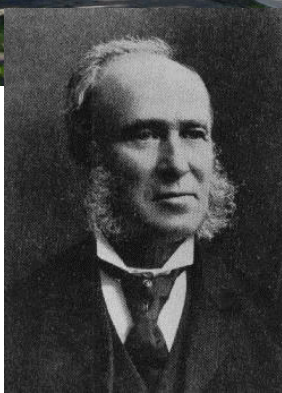


**Figure 150** – 110 King Street (Photo: RHC, June 2014)





**Figure 151** – 399 Pearl Street  
(Photo: RHC, June 2014)



**Figure 152** – Hon. Geo. C. McKindsey,  
Sheriff and Senator. (Image: Halton  
Images MHS002324462f)



**Figure 153** – new “Copley” radiator  
from Gurney catalogue from late 1920s  
(Photo: RHC, June 2014)

## 8. Information Sources

Albert Burnside, "ROBINSON, JOSEPH HIRAM," in *Dictionary of Canadian Biography*, vol. 12, University of Toronto/Université Laval, 2003—, accessed July 14, 2014, [http://www.biographi.ca/en/bio/robinson\\_joseph\\_hiram\\_12E.html](http://www.biographi.ca/en/bio/robinson_joseph_hiram_12E.html).

Fred G. Cunningham, Surveyor's Plan of Lot 3, Block 7, Plan 7 (111 Mary Street, Milton), 1992.

Abstract to Deeds (Lot 3 in Block 7 of Registered Plan 7 (Foster's Survey)  
(Source: Halton Land Registry Office)

Charles Goad, *Town of Milton Fire Insurance Plan*, May 1893, Sheet 3 (Source: Gore Mutual Archives, Cambridge)

*Lloyds' Insurance Survey of Milton, Ontario (Milton West P.O.) County Seat of Halton County*. August 1916 [Sheet 4]. (Source: Gore Mutual Insurance Company Archive, Box 64)

Fire Insurance Map of Milton, Ontario. 1927 (Sheet 6).  
(Image: Milton Historical Society webpage accessed 15 July 2104)

*Historical Atlas of the County of Halton (1877)* (Source: Canadian County Atlas Digital Project. Montreal: McGill University, 2001.

Milton Registered Plan 7 (1854), known as Foster's Survey. (Source: Halton Land Registry)

Tremaine's Map the County of Halton (1858) (Source: Oakville Public Library Collection)

Ontario Heritage Act, R.S.O. 1990, c., O.18

Ontario Planning Act, R.S.O. 1990, c. P.13

Ontario Regulation 9/06, made under the Ontario Heritage Act. (Source: Ontario Heritage Toolkit, Heritage Property Evaluation, p.22)

Provincial Policy Statement 2014, Policy 2.6.

Town of Milton GIS

*Town of Milton Official Plan, Schedule C - Urban Area Central Business District Land Use Plan.*

*Town of Milton Official Plan, Schedule C.7.D.CBD – Special Heritage Areas.*

Marsha Waldie and Jack Charlton, *Historic Homes and Buildings of Milton* (Volume II). Milton Historical Society, 2000.





# The Corporation of the Town of Milton

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Report To:	Council
From:	Andy Scott, Director, Strategic Initiatives & Business Development
Date:	July 18, 2022
Report No:	ES-011-22
Subject:	Willmott House - Future Use Options

**Recommendation:** THAT staff be authorized to proceed with a modified version of Option A - Stabilize and Adaptive Reuse, as described herein.

THAT a new capital project be created with a budget of \$276,000, with funding from the Project Variance Account.

THAT staff be directed to explore future uses for the site that will incorporate the heritage material salvaged from the Willmott House, and that any resulting funding required be presented for consideration as part of future budget processes.

## EXECUTIVE SUMMARY

- The Willmott House is a Town owned property with local cultural heritage value.
- Staff have sought out options for utilization in line with the Town's Heritage Properties Business Strategy. None of these options have proven successful.
- The property has been subject to trespass and vandalism which is putting the property at risk for total loss.
- Staff sought the expertise of a third party consultant to identify options for future use.
- Staff are recommending that a modified version of the Stabilization and Adaptive Reuse option be endorsed which will permit staff to dismantle the structure and salvage any heritage material for future use.
- Staff are seeking direction to develop an Adaptive Use Plan, incorporating the salvaged heritage material from the Willmott House to ensure the local cultural significance is maintained.

## REPORT

### Background

The Willmott House is a Town owned property of local historical and architectural significance located adjacent to the Milton Sports Centre. Despite having local cultural heritage value, the property is not designated under the provisions of the Ontario Heritage Act (OHA). In 2013 the Willmott House was included in a town wide Heritage Properties Business Strategy (HPBS) from which set forth a number of potential use options with accompanying levels of capital investment. The capital investment levels ranged from \$554,000 to \$956,000.

Since the development of the HPBS staff have sought out compatible use options which align with the suggested recommendations that would also retain the heritage elements of the property while also balancing costs. In 2019 the property was identified a surplus to requirements and in 2020 staff entered into a formal Request For Information (RFI) process to seek interest from the private sector to acquire the building at no cost and move to another site in Milton for renovation, servicing and preservation. The RFI process did not generate any viable interest despite proactive engagement with the development community.

Staff continue to perform ongoing assessments to building security as the property has suffered damage on a number of occasions as a result of trespass and vandalism. Work to remedy vandalism and reduce the risk of further damage is undertaken as necessary and reported as a budget variance.

Over recent years staff have seen an increase in the frequency and severity of trespass and vandalism to the point where there is now increased likelihood that the entirety of the building, including the heritage components are at risk of total loss.

### Discussion

In late 2021, staff retained ERA Architects to undertake a heritage feasibility study on the Willmott House to consider the buildings cultural heritage and structural conditioning, and to explore a range of conservation strategies.

ERA considered the increasing vandalism and trespass activity, as well as ongoing maintenance to the building and surrounding vegetation as part of their addendum.

### Cultural Heritage Value

ERA have found that the Willmott House has sufficient heritage attributes to received designation under Section 29 of the OHA. But with continued damage to the property, the heritage elements of the building are being lost gradually. Notwithstanding, much of the Willmott House's heritage value relates to its geographic location and relationship to the

## Discussion

adjacent Sixteen Mile Creek, and the watercourse's impact on the initial settlement of the Town of Milton.

### Options for future use

Through their study of the Willmott House, ERA Architects have provided a range of conservation strategies while taking into consideration the property's cultural heritage value, the property's potential as a community asset, and the financial feasibility of all options.

ERA have suggested based on their analysis the following four potential options for consideration:

- Stabilization and Adaptive Reuse
- Servicing
- Relocation
- Demolition

Both Servicing and Relocation were considered previously and ERA through their assessment matrix find both to be unfeasible. Neither are recommended. Total demolition, while feasible and the most cost effective, would result in the total loss of local cultural heritage value. As a result it is also identified as not a desirable option for consideration.

The remaining option for consideration is Stabilization and Adaptive Reuse. This would see the following work take place:

- Stabilizing and securing the original portion of the house
- Demolition of the rear addition of the outdoor pavilion
- Demolition of the two outbuildings
- Removal of the septic system

In an updated memorandum dated July 8, 2022, the consultants ERA suggest that the approximate cost for this option would be \$200,000 +/- 40% (\$80,000). This highly variable range is as a result of unusual market conditions and a further memo from Turner & Townsend outlining the rationale is incorporated into the reports appendix.

### **Staff Recommendation**

Important to note is that the schedule of work outlined by ERA assumes the structure to be in stable condition. As previously outlined the stability of the structure has deteriorated over time due to vandalism and trespass. The ERA costing does not take into



# The Corporation of the Town of Milton

Report #:  
Name:  
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## Discussion

consideration the cost of installation of security measures to protect the Willmott House once stabilized. Given the degree of trespass and vandalism incurred to date, it is reasonable to assume future vandalism will occur until the site becomes a location of ongoing functional use.

Taking this into account, staff recommend a modification to the Stabilization and Adaptive Reuse option recommended by ERA. Staff recommend that in addition to the removal of the septic system, demolition of the outdoor pavilion and the two outbuildings, that staff be directed to dismantle the original building, with each element carefully assessed for its residual heritage value. All salvageable material be stored for incorporation into a future use project on the existing site of the Willmott House.

This staff recommendation will ensure that the ongoing risk of damage be mitigated while also allowing staff to consider Council's Strategic Objectives as they relate to Placemaking and Cultural Development as identified with the Towns Culture Plan and Economic Development Strategies respectively.

Although the cost for dismantling of the original building, including salvaging the elements that have residual heritage value, was not included in ERA's \$200,000 estimate, there are other elements of that estimate that may be reduced or avoided as a result of the dismantling. At this time staff anticipate that the \$200,000 may be sufficient for the revised scope of work that is recommended herein.

Should the recommendations contained in this report be approved by Council, staff expect to proceed with next steps in relation to the Willmott House in 2022.

## Financial Impact

As noted above, the staff recommended approach currently has an estimated cost of \$200,000. After providing for a contingency at 20%, PMR at 15% and the Town's capital surcharge, the total capital project budget request amounts to \$276,000. Funding for this project will be provided from the Town's Project Variance Account. Should the cost fluctuate beyond the contingency provided (as noted by ERA their estimate was subject to a +40%/-40% range), staff will work within the existing Budget Management Policy (Policy 113).

This capital budget does not take into account any additional capital expenditures that may be necessary to upgrade the site once a desired future use is determined. Staff will consider as part of future budget processes the necessary capital expenditure to allow for the development of future use concepts, as well as the creation of a design and costing for future consideration.

Respectfully submitted,



# The Corporation of the Town of Milton

Report #:  
Name:  
Page 5 of 5

Andy Scott  
Director, Strategic Initiatives & Business Development

For questions, please contact: Michael Launslager, Manager  
Economic Development Phone: Ext. 2160

## Attachments

### Appendix A

- Page 1 - 9 Consultant expert opinion (2022)
- Page 10 - 12 Consultant costing rational (2022)
- Page 13 - 15 Consultant costing (2022)
- Page 16 - 21 Willmott House site analysis (2022)
- Page 22 - 125 Heritage Properties Business Strategy (2011)
- Page 126-127 Willmott House status update memo (2020)

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.



ERA Architects Inc.  
#600-625 Church St  
Toronto ON, M4Y 2G1

## WILLMOTT FARMHOUSE HERITAGE FEASIBILITY MEMORANDUM

**Subject:** HERITAGE FEASIBILITY MEMORANDUM

**Issued To:** Michael Launslager  
Manager, Economic Development  
150 Mary Street  
Milton, ON L9T 6Z5  
T: 905 878 7252 x 2160  
E: Michael.Launslager@milton.ca

**Project:** 6712 Regional Road 25, Milton

**Project #:** 22-019-01

**Prepared By:** GS/SH/HC/NA

**Issued:** July 8th, 2022

Dear Mr. Launslager,

This Heritage Feasibility Memorandum has been developed to assist the Town of Milton staff in their recommendations to Council regarding the property at 6712 Regional Road 25 in Milton, also known as the Willmott Farmhouse (the "Subject Property"). The Subject Property is a 19th century Regency-style cottage built in 1835. While the property has been identified as having cultural heritage value, it is not designated under the provisions of the Ontario Heritage Act (OHA) but has been included in Milton's Heritage Register as a listed property. The Subject Property has been vacant since 2010 and staff have explored various options to re-purpose the Willmott Farmhouse to mitigate the risk of further deterioration of the building's structure while conserving its cultural heritage value.

The purpose of this Memorandum is to provide an options analysis to explore a range of conservation strategies and their feasibility and to determine how to best leverage the Subject Property as both a heritage and community resource. Options considered include stabilization and adaptive reuse; servicing; relocation; and demolition. As part of this analysis, high-level costing for the preferred option was undertaken in addition to a memo outlining current market instability and escalation in order to put the high-level costing into context (i.e., a recommendation for the municipality to budget +/- 40% escalation).

Based on the results of this analysis, Option A: Stabilization and Adaptive Reuse is ERA's preferred option as it best leverages the Subject Property as both a cultural heritage and community resource, while also presenting a lower financial risk compared to other options where the structure is maintained. This option would allow for immediate action to stabilize and protect this heritage resource and mitigate the risk of more damage, or in the worst case, total loss. This approach allows for the potential sensitive adaptation of the Subject Property with a compatible contemporary use. Option A supports park programming while protecting the Subject Property's cultural heritage value, revitalizing historical relationships and settings and providing a rich cultural opportunity.

While the stabilization and adaptive reuse of the Subject Property would require capital costs accrued to the Town, costs associated with this option are less than the other options explored as it does not require site servicing and allows for the retention of the building without a full fit out as an occupied and conditioned building. High-level costing determined the cost of this option to be +/- \$200,000 with an assumed blended contingency and escalation rate of +/- 40% (approximately \$80,000) due to unusual market conditions. Please see Appendix B for ERA's Costing Memo outlining costing assumptions and exclusions and letter provided by Turner and Townsend outlining current market instability.

This Memorandum is intended to be read in conjunction with the 2013 Cultural Heritage Evaluation (Appendix C), the 2013 ERA Heritage Properties Business Strategy (Appendix D), and the 2020 Willmott House Memo to Council (Appendix E).

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## **Project Background**

The Subject Property is located within the grounds of the Milton Sports Centre located just off Santa Maria Blvd and adjacent to Sixteen Mile Creek. The property was acquired by the Town in 2008 and is located within an 8.15 ha (20.15 ac) block. It should be noted that vehicular access from Highway 25 has been terminated, further isolating it within the Milton Sports Centre. The Willmott Farmhouse is a Regency-style cottage built in 1835, it is one of the earliest houses to be built within Milton and, although extended and altered over the years, it still retains many of its historic features.

The Subject Property backs into the creek valley woodland, which buffers the property from the adjacent major road. The arrangement of the ancillary buildings and a few remaining heritage fruit trees also secludes the property from the Milton Sports Centre. The buildings are oriented inwardly, creating a courtyard arrangement with a significant amount of vegetation surrounding the main historical home.

The Subject Property is part of a larger historic agricultural landscape within the Town of Milton which includes the Willmott Farmhouse and Ruhl Farmstead located just south of the property, now in Sunny Mount Park. These two historically significant properties are located within the urban expansion area of the Town of Milton. Both properties contain a rich variety of natural, cultural, and built heritage elements including barns and outbuildings. In Sunny Mount Park, the historic barn on site was adaptively reused as an open pavilion, and a community garden was established to commemorate the site's agricultural history, these elements play a key role in the park's programming. Community garden plots continue to be in significant demand in this area.

In May 2010, ERA Architects in partnership with urbanMetrics was contracted by the Town of Milton to develop a business strategy for the Willmott Farmhouse. Several potential new uses were explored for the property including an early childhood education centre, a restaurant/pub, and office spaces for a community-based agency; however, no potential partners could be identified. This may have been due to the significant costs to stabilize, service, and make the required updates to the property.

In March 2020, staff prepared a Request for Information (RFI) to present the opportunity for private stakeholders to acquire the building. Specifically, the RFI sought interest from parties that had the capabilities to acquire the building, move it to another location within Milton, and restore the structure for private use. With the unsuccessful RFI process, the Town of Milton has hired ERA Architects as heritage consultant to prepare this Heritage Feasibility Memorandum, which will examine options for the Subject Property including a range of conservation strategies to conserve the cultural heritage value of the site along with the cost feasibility and considerations for each option.

The key challenges of the Subject Property include its location within the Milton Sports Centre and its limited access from Santa Maria Blvd, requiring a significant level of investment to service the building which has shown to be cost prohibitive to potential partners and/or tenants. Additional ongoing liability issues include maintenance and hoarding for the unoccupied building, vandalism, and trespassing, and the maintenance of the surrounding vegetation. These challenges have been considered as part of this analysis.

The following project objectives were applied as criteria to assess the four options:

- The conservation of the Subject Property's cultural heritage value and attributes;
- The Subject Property's use as a community asset; and
- The financial feasibility of the proposed options.

This Memorandum will inform staff recommendations to council regarding the Subject Property.



## **1. Cultural Heritage Value Summary**

The Subject Property is currently listed on the Town of Milton's Heritage Register. ERA's 2013 evaluation of the Subject Property recommended that the Willmott Farmhouse merits designation under Section 29 of the OHA for its design, associative and contextual value and included the following statement of the property's cultural heritage value and attributes:

### Draft Statement of Cultural Heritage Value or Interest:

*The Willmott Farmhouse is of cultural heritage value as an example of a 19th century Regency-style cottage, and due to its relationship to the Sixteen Mile Creek and the Ruhl Farmstead.*

*The Willmott Farmhouse is linked to John Willmott, one of the region's first British settlers who came to Toronto in 1817 with his wife Rachel and eventually settled at this property. The Willmott Farmhouse is the second home on this site in which the Willmott family lived. It is designed in an unconventional head and tail arrangement. The head forms the 1835 brick home that was built in front of the original log house. The tail was built in the 1840's by one of John Willmott's sons to replace the original log house.*

*As one of the first houses to be built in Milton, the Willmott farmhouse is of significant historical value. The Willmott Farmhouse is an example of the significance of the Sixteen Mile Creek to the initial settlement of the Town of Milton. Jasper Martin was the first to take advantage of this natural resource in 1821 and the origins of Milton as "Martin's Mills" are linked to the establishment of his first gristmill on the creek. John Willmott also built his home along the creek. The Willmott Farmhouse's relationship to the Sixteen Mile Creek is an important historical cultural landscape in Milton.*

*The Willmott Farmhouse is also historically linked to the designated heritage property, Ruhl Farmstead, which was built by John Willmott's son, Austin Willmott. The two farmsteads were built on separate lots that were originally adjacent to each other. With the Ruhl property built on a knoll, it can still be seen from the Willmott Farmhouse's westward view corridor. Other features that link the two properties together are the century old pine trees that were planted by John Willmott on both properties.*

### Description of Heritage Attributes:

- *Location adjacent to the Sixteen Mile Creek.*
- *Century-old pine trees also found on the Ruhl Farmstead property.*
- *Symmetric design of front section and recessed doorway with flat pilasters indicate influence of the Regency style.*
- *Cut limestone foundation with*
- *Limestone trim detailing.*
- *Original window and door openings, 6 over 6 windows with limestone sills and panel doors.*
- *Low hipped roof to front of house with broad eaves & paired brackets.*
- *Hand-made bricks laid in Common and Flemish bond patterns with brick voussoirs.*
- *Ancillary coach house.*



## **2. Options Analysis**

### **Option A: Stabilization and Adaptive Reuse**

#### **Description:**

This option would stabilize and adaptively reuse the building and surrounding landscape to support park programming, retaining the Subject Property as both a heritage and community resource. With the significant demand for community garden plots in the nearby Sunny Mount Park, it is proposed that additional community garden plots be incorporated into the Subject Property. In this option, the Willmott Farmhouse would remain unserviced and would be rehabilitated to function as a seasonal space to support a new community garden on-site with the original portion of the building facing the creek used for storage and equipment and the back portion facing the sports centre as an outdoor pavilion available to all the users of the park, similar to the successful precedent of the adapted barn in Sunny Mount Park.

This approach allows for adaptation of the Subject Property with a compatible contemporary use and a high potential to protect the site's cultural heritage value while revitalizing historical relationships and settings.

#### **Considerations:**

- Conserves cultural heritage value and most identified attributes.
- Maintains historic context and relationships to the adjacent Sixteen Mile Creek and Rhul Farmstead.
- Commemorates the agricultural history of the site and surrounding area.
- Supports Milton Park's objectives of sustainability and food security.
- Retains Subject Property as community resource.
- Integrates the Subject Property into the larger Milton Sports Centre.
- Retains original portion of the house for a potential future use.

#### **Cost Feasibility Statement:**

While the stabilization and adaptive reuse of the Subject Property would require capital costs accrued to the Town, costs associated with this option are less than the other options explored as it does not require site servicing and allows for the retention of the building without a full fit out as an occupied and conditioned building. As the Subject Property would be retained for park and community programming, funds could potentially be drawn from streams such as development charges and tax base funds.

### **Option B: Servicing**

#### **Description:**

This option would stabilize and connect services to the building from Santa Maria Blvd. This option would require a partnership with either a private or not-for-profit enterprise with ownership remaining with the municipality. Some potentially feasible options identified in the 2013 Business Strategy included a daycare facility, a restaurant/pub, or community-based offices. Other partnerships of interest to the Town of Milton Staff include congregations looking for a small worship space. The private partner would be responsible for capital investments and daily operations. This option would see the building rehabilitated and reconfigured to service the potential user group.

While this option has the potential to meet heritage conservation objectives, the costs would be significant and there have been barriers to finding a group to occupy the space. Connecting services through the sports centre was explored as a potentially more affordable option, but was found not to be feasible as the Region requires that the building be independently serviced.

**Considerations:**

- Conserves cultural heritage value and most identified attributes.
- Maintains historic context and relationship to the adjacent Sixteen Mile Creek and Rhul Farmstead.
- Rehabilitates the Subject Property with a new compatible use.
- Requires significant costs to service the building which may be cost prohibitive to potential partners/tenants.
- Property would continue to sit vacant until a tenant could be identified.

**Cost Feasibility Statement:**

The associated costs to stabilize and update the building for a new use, in addition to the significant costs to connect the building to services via Santa Maria Blvd make this option exposed to significant capital investment requirements which will likely be unfeasible for potential private or not-for-profit tenants.

**Option C: Relocation**

**Description:**

This option would require the purchase and relocation of the Willmott Farmhouse by a private buyer that can demonstrate an ability to move the farmhouse for re-use at an alternate location within the Milton municipal boundary. While the 2020 RFI process was unsuccessful, there is still interest from a potential buyer for the property. While this option would see the building stabilized and heritage fabric conserved, removing the building from its current location will have a significant impact on the cultural heritage value of the Subject Property and the legibility of its historic context. Given the cost and complexity of moving a historic structure to a new location, in addition to how the cultural heritage value of the Subject Property is tied to its context, orientation, and location, this building may not be a good candidate for relocation.

**Considerations:**

- Loss of cultural heritage value with the retention of some identified attributes.
- Loss of historic context and relationship to the adjacent Sixteen Mile Creek and Rhul Farmstead.
- Loss of Subject Property as a community asset.
- Requires significant costs to relocate, and may be cost-prohibitive to potential partners/tenants.
- Subject Property would continue to sit vacant until a buyer could be identified.

**Cost Feasibility Statement:**

The costs associated with the relocation of the building along with the stabilization and fit out in a potential new location are significant and to date, there has not been significant market interest in this opportunity.



ERA Architects Inc.  
#600-625 Church St  
Toronto ON, M4Y 2G1

#### **Option D: Demolition**

##### **Description:**

This option includes the full demolition of the Subject Property including the Willmott Farmhouse and the adjacent outbuilding. This option could be considered if all other options were deemed unfeasible and would require the development of a commemoration strategy. While this is the simplest and most cost-effective solution to the issues identified including maintenance and vandalism, this option would result in a significant loss of the cultural heritage value in addition to the loss of the building as a community resource.

##### **Considerations:**

- Significant impact to cultural heritage value and identified attributes.
- Loss of historic context and relationship to the adjacent Sixteen Mile Creek and Rhul Farmstead.
- Loss of community asset.

##### **Cost Feasibility Statement:**

While demolition of the Willmott House would require the least potential capital cost, of the options under review, this option is not recommended from a heritage conservation perspective and should only be considered if all other options are deemed unfeasible.



### **3. Options Analysis Summary and Recommendation**

	Option A: Stabilization and Adaptive Reuse	Option B: Servicing	Option C: Relocation	Option D: Demolition
Impact to Cultural Heritage Value	Low	Low	High	High
Use as a Community Asset	Yes	Yes	No	No
Cost Feasibility	Potentially Feasible	Likely Unfeasible	Likely Unfeasible	Potentially Feasible
Recommendation	Recommended	Not Recommended	Not Recommended	Not Recommended

Based on the results of this analysis, Option A: Stabilization and Adaptive Reuse is ERA's preferred option as it best leverages the Subject Property as both a cultural heritage and community resource, while also presenting a lower financial risk compared to other options where the structure is maintained. This option would allow for immediate action to stabilize and protect this heritage resource and mitigate the risk of more damage, or in the worst case, total loss. This approach allows for the potential sensitive adaptation of the Subject Property with a compatible contemporary use. Option A supports park programming while protecting the Subject Property's cultural heritage value, revitalizing historical relationships and settings and providing a rich cultural opportunity. Please see Appendix A for a DRAFT diagram of Option A: Stabilization and Adaptive Reuse.

While the stabilization and adaptive reuse of the Subject Property would require capital costs accrued to the Town, costs associated with this option are less than the other options explored as it does not require site servicing and allows for the retention of the building without a full fit out as an occupied and conditioned building. High-level costing determined the cost of this option to be +/- \$200,000 with an assumed blended contingency and escalation rate of +/- 40% (approximately \$80,000) due to unusual market conditions. Please see Appendix B for ERA's Costing Memo outlining costing assumptions and exclusions and the letter provided by Turner & Townsend outlining current market instability.

Please do not hesitate to contact us if you require further information or wish to discuss the contents of this memorandum.

Sincerely,

Graeme Stewart, Principal

E.R.A. Architects Inc.

**APPENDIX A: DRAFT** Diagram of Option A: Stabilization and Adaptive Reuse



Original portion of the house stabilized for community garden storage

Existing outbuildings removed - new operational support buildings constructed with salvage materials (where possible)

Potential location for the proposed community garden plots

Back portion of the house stabilized and adapted as an outdoor pavilion (Similar to barn in Sunny Mount Park)

Heritage fruit trees to be preserved

**APPENDIX B:** Current Market Instability Memo & High-level costing for Option A: Stabilization and Adaptive Reuse

July 07, 2022

Town of Milton  
150 Mary Street,  
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L9T 6Z5

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[www.turnerandtownsend.com](http://www.turnerandtownsend.com)

**For the attention of Michael Launslager | Manager, Economic Development**

Dear Michael

### **Construction Market Overview - July 2022**

We write in relation to our appointment by ERA Architects to provide a memo outlining our view of the current pressures facing the Ontario Construction Market. It should be noted that the views contained in this report have been written without any knowledge of a specific project and should be read as a general overview of the market.

### **Who We Are**

Turner & Townsend has been supporting clients in Canada since 2000. From each of our six Canadian offices, we provide an essential combination of local knowledge and global best practice in cost, program, and project management. Our market knowledge is developed from delivering professional services on over 800 project per annum across all asset classes. We harness this data and play it back to our clients through thought leadership articles, reports and general conversations.

### **Overview of the Current Market**

After 24 months of unpredictable volatility, the whole world entered 2022 looking for a sign that we were heading "back to normal". The construction market was no different. However, extreme uncertainty remains in the market which is causing a certain amount of alarm in Canada.

At Turner & Townsend, we find ourselves in an equally challenging position of advising our clients on what is happening and how best to counter the turbulence in the markets. Supply chain constraints continue to impact the availability of goods and services, and changes to monetary policy loom over the economy. But, at a macro level, it is important to take a much broader view of things and to, firstly, understand this is a black-swan event we very rarely face in the construction industry. And, whilst every project has implicit risk and challenges, it would be tough for anyone to have had the foresight to apply the necessary contingencies and mitigations to counter the effects of the last two years.

However, the adaptable nature of the industry to progressively withstand, recalibrate, and redeploy means we can always overcome uncertainty. Business confidence, at the time of writing, remains high in Ontario. Coupled with a large amount of liquidity in the market, conditions remain ripe for development projects. However, the cost of living crisis and associated super-normal increase in construction costs are leading to many project proformas indicating that development projects are unaffordable.

## Commodity Pricing

The prices of key commodities elevated to unprecedented levels due to additional supply chain disruption caused by the Russia-Ukraine conflict. With Russia being a leading producer of oil and natural gas, prices started climbing in March 2022, which threatened heating bills and had a knock-on effect on the prices of goods. Staple commodities used in the construction industry such as steel, aluminum, copper and sheet metal all saw spikes in the early part of 2022 that exacerbated price rises that had steadily occurred during 2021.

However, oil prices have nosedived alongside the broader market in July 2022, with U.S. crude dipping to the psychologically important level of \$100/bbl as growing recession fears coupled with concerns over weakening demand outweigh a fundamentally tight supply market. WTI crude tumbled to \$99.50/bbl, the lowest since April 25 and the first close below the \$100/bbl level in more than a month. Meanwhile, front-month Brent crude fell by even more to \$102.77/bbl, its lowest settlement since May 10. Commodity Produce Pricing Index (PPI) data for June is expected shortly and it is anticipated to show that broader commodity prices have also dipped due to the same concerns. It is our expectation that as demand continues to slow, the pressures that we have all seen over the last 24 months will start to ease. However, we do not anticipate a sudden drop to bring prices back to pre-pandemic levels unless there is another "black swan event" that causes the tap to be turned off immediately. This therefore means that the price of steel products, sheet metal, copper wiring, etc. will remain elevated for a few months until the new prices feed their way into tender returns.

## Supply Chain Issues

The construction industry continues to grapple with significant logistical and supply chain challenges. As some supply chain challenges of the past two years have seen improvements, others remain even more protracted. A shift from "Just-In-Time" to "Just-In-Case" methods has increased demand and continues to strain supply chains. The logistical challenges have also continued to worsen. Global port congestion continues to reach record numbers, resulting in an increase in delays and costs. Based on a study that we undertook in conjunction with StructureTone in the United States, the average lead time across material/equipment in the construction industry has increased by 2.71 times. Key factors that continue to impact lead times include:

- Shipping and logistical bottlenecks
- China power outages and rationing
- Driver shortages
- Virus outbreaks among global port workers
- Continuing increase of COVID cases in China
- Environmental and Geopolitical conditions, including sanctions, that have created gaps in the global markets

## Labour Market

Canada has clawed back to an unemployment rate of 5.4% which is on par with the levels prior to the pandemic. Whilst this may well be a cause for optimism, it remains to be seen if these new jobs are a 1-for-1 re-employment in the job functions that were lost in the pandemic.

Other good news is that employment was only marginally impacted by surging infections driven by the Omicron variant of COVID-19. Early indicators are that the last variant, and hopefully future variants, will not impact unemployment as we become more resilient to the challenges of living with endemic COVID-19.

This positive indication, as good as it is for the Canadian economic outlook, does mean there will be continued pressure in the construction labour market, as there is less skilled labour available to work.



## Building Escalation

National residential building construction costs increased 5.6% in the first quarter of 2022, the highest increase since the second quarter of 2021. Non-residential building construction costs were up 2.6% in the first quarter. To put this into context, the average yearly escalation rate in Canada over the ten years prior to 2020 was 3.3%. The continuation of this trend of plus 3% quarterly escalation has seen building construction prices increase over 25% since January 2020.

We anticipate that the annual average escalation rate for 2022 will be between 10-12% as we start to see levelling off towards the back end of the year. Assuming any recession does not bite hard, 2023 will likely see above normal escalation of between 5-7%; however, if there is a significant downturn on the back of Federal monetary policy and further global shocks, escalation may dip below our expectations.

We hope this high level market overview provides you with sufficient market context. We would be happy to present to your group a more comprehensive market overview at a convenient time.

Yours sincerely



Darren Cash  
Director  
Turner & Townsend  
e: darren.cash@turntown.com

[HTTPS://TURNTOWN-MY.SHAREPOINT.COM/PERSONAL/DARREN\\_CASH\\_TURNTOWN\\_COM/DOCUMENTS/TOWN OF MILTON - CONSTRUCTION MARKET OVERVIEW \(JULY 2022\).DOCX](https://turntown-my.sharepoint.com/personal/darren_cash_turntown_com/documents/town%20of%20milton%20-%20construction%20market%20overview%20(july%2022).docx)

Copy:  
Hallie Church, ERA  
Graeme Stewart, ERA



ERA Architects Inc.  
10 St. Mary Street, Suite 801  
Toronto, Canada  
M4Y 1P9

July 7, 2022

Michael Launslager  
150 Mary Street  
Milton, ON L9T 6Z5  
Michael.Launslager@milton.ca

**R E :                    6712 Regional Road 25 – High-level costing**

Dear Michael,

Pursuant to the Heritage Feasibility Memo, ERA has been asked to provide high-level costing for the stabilization and adaptive reuse of the Willmott Farmhouse. Values shown here based on indicative historic pricing from similar projects, though does not account for the extraordinary market conditions experienced in the construction industry at the time of writing. This document is to be read in conjunction with the *Current Market Instability Memo* by Turner & Townsend. The quantum estimated for this scope of work is \$199,080.<sup>12</sup> (excluding HST.) Market escalation contingencies recommended by Turner and Townsend should be added to this value.

Included in this total are:

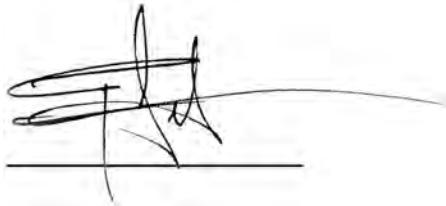
<b>Septic tank</b>	Demo	Removal	\$	8,000.00
<b>Outbuildings</b>	Demo	General	\$	9,573.00
		Foundation	\$	3,918.00
		Hauling	\$	13,350.00
<b>House</b>	Demo	Addition (General above grade)	\$	6,022.00
		Hauling	\$	5,959.00
	Stabilization	Repair and make good roof (original and addition)	\$	20,000.00
		Rebuild ext. wall	\$	11,900.00
		Secure and vent windows	\$	1,440.00
	Proposed	New timber post and beam structure to support existing addition roof	\$	35,000.00
		Infill to support new slab	\$	8,161.00
		New slab at addition	\$	13,433.00
		New wood decking at underside of roof	\$	20,000.00
		<b><i>Net estimated repair/Construction cost</i></b>	<b>\$</b>	<b>156,756.00</b>
<b>Fees</b>		Mobilization & General Conditions	\$	18,810.72
		General Contractor's Overhead and Profit	\$	23,513.40
<b><i>Subtotal including fees (excluding HST)</i></b>				<b>\$ 199,080.12</b>

Please note the following list of exclusions and assumptions:

1. Assume existing structure and envelope of original farmhouse is stable.
2. Does not include interior fit out beyond base stabilization.
3. Assume lighting is operational.
4. Assume heat is operational and furnace can be retained in place.
5. Assume no change of use or reduction in performance level for retained interior portion and that work can be conducted under OBC part 11.
6. Assume basement throughout original building and addition.
7. Assume brick salvage is not required for rebuilt areas.
8. Does not include site servicing.
9. Does not include electrical upgrades.
10. Does not include for winter mobilization work (ie supplemental heating).
11. Does not include Designated Substance abatement.
12. Does not include security provisions i.e. CCTV.
13. Does not include landscaping.
14. Does not include consultant services and other soft costs

Please contact us if you have any questions,

Sincerely,

A handwritten signature in black ink, appearing to read 'Graeme Stewart', is written over a horizontal line.

Graeme Stewart, Principal  
E.R.A. Architects Inc.

**APPENDIX C:** Cultural Heritage Evaluation, ERA Architects (2013)





3.

## CULTURAL HERITAGE EVALUATION



### 3.

## CULTURAL HERITAGE EVALUATION

Identifying the cultural heritage value of the sites will provide the basis on which a protection strategy will be developed. The development of a business strategy for the engagement of these sites will be bounded to respecting the specific attributes that contribute to the historic character of the site and of which merit protection.

### 3.1 JOHN WILLMOTT FARMHOUSE

It is recommended that the Willmott Farmhouse be designated under Section 29 of the Ontario Heritage Act for its design, associative and contextual value. This section provides the heritage property evaluation from which to base this designation.

#### *Statement of Cultural Heritage Value or Interest:*

The Willmott Farmhouse is of cultural heritage value as an example of a 19th century Regency-style cottage, and due to its relationship to the Sixteen Mile Creek and the Ruhl Farmstead.

The Willmott Farmhouse is linked to John Willmott, one of the region's first British settlers who came to Toronto in 1817 with his wife Rachel and eventually settled at this property. The Willmott Farmhouse is the second home on this site in which the Willmott family lived. It is designed in an unconventional head and tail arrangement. The head forms the 1835 brick home that was built in front of the original log house. The tail was built in the 1840's by one of John Willmott's sons to replace the original log house.

As one of the first houses to be built in Milton, the Willmott farmhouse is of significant historical value. The Willmott Farmhouse is an example of the significance of the Sixteen Mile Creek to the initial settlement of the Town of Milton. Jasper Martin was the first to take advantage of this natural resource in 1821 and the origins of Milton as "Martin's Mills" are linked to the establishment of his first gristmill on the creek. John Willmott also built his home along the creek. The Willmott Farmhouse's relationship to the Sixteen Mile Creek is an important historical cultural landscape in Milton.

The Willmott Farmhouse is also historically linked to the designated heritage property, Ruhl Farmstead, which was built by John Willmott's son, Austin Willmott. The two farmsteads were built on separate lots that were originally adjacent to each other (see Figure 14). With the Ruhl property built on a knoll, it can still be seen from the Willmott Farmhouse's westward view corridor. Other features that link the two properties together are the century old pine trees that were planted by John Willmott on both properties.



Figure 9. Front view of 1830's brick house.



Figure 10. Rear view of 1840's section.



Figure 11. An 1877 Halton County Homestead Map shows the original property line of the John Willmott farmhouse adjacent to the Ruhl Farmstead property which was built by his son, Austin Willmott. Robert Willmott is assumed to be a son who inherited the land after John Willmott's death in 1836. (Source: 1877 Walker & Miles Atlas)





Figure 12. Front of the Willmott Farmhouse facing Sixteen Mile Creek. Like most Regency cottages, the Willmott Farmhouse was situated along a stream.

*Description of Heritage Attributes:*

Key attributes of the farmhouse that reflects its value as a unique example of early 19th century Regency cottage architecture include:

a) Symmetric design of front section and recessed doorway with flat pilasters indicate influence of the Regency style.



d) Low hipped roof to front of house with broad eaves & paired brackets.



b) Cut limestone foundation with limestone trim detailing.



e) Hand-made bricks laid in Common and Flemish bond patterns with brick voussoirs.



c) Original window and door openings, 6 over 6 windows with limestone sills and panel doors.



f) Ancillary coach house.

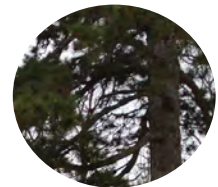


Key attributes of the property that reflects its historical and contextual value include:

a) Location adjacent to the Sixteen Mile Creek.

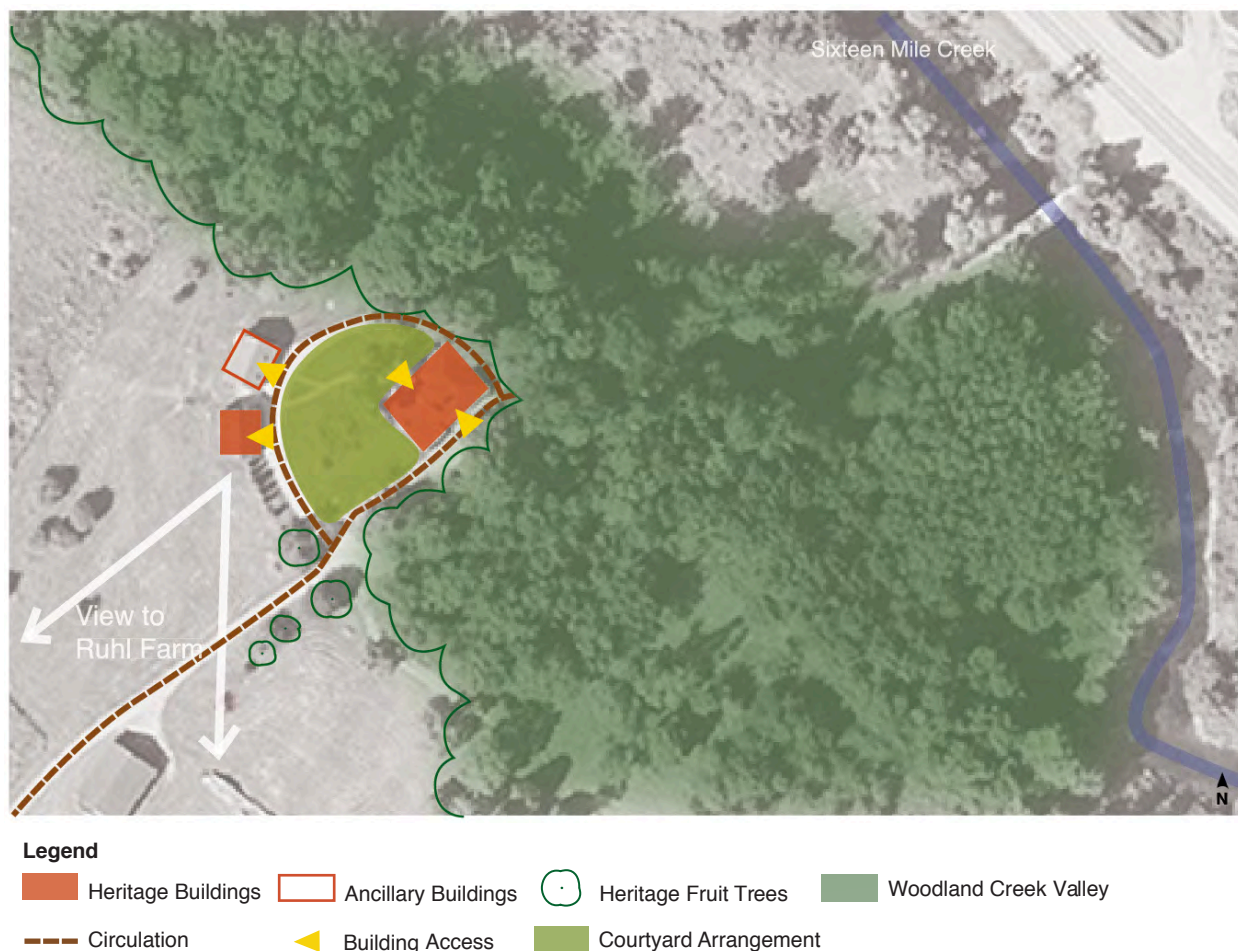


d) Century-old pine trees also found on the Ruhl Farmstead property.



### 3.1.1 CULTURAL HERITAGE LANDSCAPE ANALYSIS

Part of the original Willmott farm lot has been enveloped into the current Milton Sports Centre expansion plan and community park plan. However, the relationship between the farmhouse and Sixteen Mile Creek retains important heritage value. The farmhouse backs into the creek valley woodland, which buffers the site from the adjacent major road. The arrangement of the ancillary buildings and a few remaining heritage fruit trees also segregates the property from the Milton Sports Centre and expansion site. The buildings are oriented inwardly, creating a courtyard arrangement. The development of a business strategy for this site should respect this compound-like character.



**APPENDIX D:** Heritage Properties Business Strategy, ERA architects (2013)





# HERITAGE PROPERTIES FUTURE USE OPTIONS & BUSINESS STRATEGY

**PREPARED FOR:**

Community Services Department  
Town of Milton  
150 Mary Street  
Milton, ON L9T 6Z5

**PREPARED BY:**

ERA Architects Inc.  
10 St. Mary Street, Suite 801  
Toronto, Ontario M4Y 1P9  
416-963-4497



Architects Inc.



Project: 10-036-01

Prepared By: MM/GS/SH

Issue/Revision Date: 28/10/2011



## EXECUTIVE SUMMARY

ERA Architects Inc. has prepared the Heritage Properties Business Strategy to provide the Town of Milton with a clear understanding of the heritage attributes of the Ruhl Farmstead and Willmott Farmhouse properties as well as the sites' future opportunities. The goal of this report is to illustrate the feasibility of adaptive re-use of the two heritage properties in terms of heritage impact and economic potential.

The Ruhl Farmstead and Willmott Farmhouse are remarkable properties that are important to the cultural heritage of the Town of Milton. They evoke the Town's agricultural roots and rural heritage in the midst of the community's current context of growth and development. As development continues to transform the surrounding area, heritage resources like the Ruhl Farmstead and Willmott Farmhouse will be valuable resources to create a sense of place in the Town of Milton and to distinguish the Town from other municipalities within the region. The heritage evaluation provided in this report identifies and defines the cultural value of the sites and the heritage attributes that should be protected. They should be considered as heritage assets that have value and can be leveraged in the contemporary context. The business analysis in this report provides a range of options for the property's future use that would strategically support the ongoing preservation of the two heritage properties.

The potential for a adaptive re-use of a heritage structure that is incorporated into a park setting presents a special opportunity for the Town of Milton. The recommended future-use options featured in this report were derived by creating a short-list of potential uses, in consultation with retail consultants, urbanMetrics Inc. The recommended future use-options do not preclude other potential options or uses, but rather showcase options that our analysis has found to be financially viable and contextually appropriate. Based on these findings, we recommend that approval be sought from Milton Town Council to begin the process of securing a development partner to realize the site potential through an Expression of Interest (EOI) or the engagement of a retail consultant, followed by a Request for Proposal (RFP) process. This report provides a framework for which to evaluate the appropriateness and desirability of responses to an EOI/recruitment process with respect to heritage impact and economic potential.

In consideration of site conditions, cultural heritage value, and market potential, the study found the following new uses (without precluding other potential uses) would be best suited for this property. The following tables on page ii summarize and illustrate the feasibility of each use in terms of economic potential and in consideration of conservation costs.

## WILLMOTT FARMHOUSE PROPERTY

### Option 1: Daycare/Early Childhood Education Centre

Projected Revenue:	\$402,000 - \$475,000
Projected Earning (for Operator):	\$35,000 - \$70,000
Projected Rental Income (for Town):	\$40,000
Facility Investment Costs:	\$554,000*

### Option 2a: Restaurant/Pub (without addition)

Projected Revenue:	\$1,296,000 - \$1,944,000
Projected Earning (for operator)	\$180,000 - \$451,000
Projected Rental Income (for Town):	\$47,000
Facility Investment Costs:	\$752,000*

### Option 2b: Restaurant/Pub (with addition)

Projected Revenue:	\$1,701,000 - \$2,551,000
Projected Earning (for operator)	\$282,000 - \$639,000
Projected Rental Income (for Town):	\$56,000
Facility Investment Costs:	\$956,000*

### Option 3: Office Space for Community-Based Agency

Projected Revenue:	\$378,000 - \$765,000
Projected Earnings (for Operator)	<b>-\$114,000</b> - \$272,000
Projected Rental Income (for Town):	\$40,000
Facility Investment Costs:	\$554,000*

## RUHL FARMSTEAD PROPERTY

### Option 1a: Event Facility & Restaurant (seasonal event space, no addition)

Projected Revenue:	\$1,241,000 - \$1,727,000
Projected Earning (for Operator):	\$365,000 - \$788,000
Projected Rental Income (for Town):	\$50,000
Facility Investment Costs:	\$1,350,000*

### Option 1b: Event Facility & Restaurant (with addition and full barn upgrade)

Projected Revenue:	\$2,121,000 - \$2,776,000
Projected Earning (for Operator):	\$120,000 - \$887,000
Projected Rental Income (for Town):	\$120,000
Facility Investment Costs:	\$2,860,000*

### Option 2: Day Spa

Projected Revenue:	\$1,473,000 - \$2,209,000
Projected Earning (for Operator):	\$365,000 - \$950,000
Projected Rental Income (for Town):	\$130,000
Facility Investment Costs:	\$2,272,000*

### Option 3: Not-for-profit/Community Organization Fieldhouse

Projected Revenue:	\$380,000 - \$570,000
Projected Earning (for Operator):	\$130,000 - \$233,000
Projected Rental Income:	\$50,000
Facility Investment Costs:	\$563,000*

*Cost estimations have been rounded. Detailed financial projections for this scenario are provided in Appendix II.*

\* Investment costs include building upgrade and associated grounds improvements. The full set of costing assumptions is outlined in Appendix III.

\*\*Investment scenario assumptions outlined in Appendix I



In consideration of financial projections, heritage impact analysis and site planning framework presented in this report, we recommend the following option for the heritage properties in question: **Willmott Option 1: Daycare/Early Childhood Education Centre**, and **Ruhl Option 1a: Restaurant/Café with Seasonal Events**.

A day care or early childhood education centre would preserve and have minimal impact on the heritage features of the Willmott site while addressing the demographic and planning challenges faced by the Town. Although the restaurant scenario projects greater potential revenue, and thus rental income for the Town, it presents challenges discussed in Section 5 of this report.

For the Ruhl Farmstead, the restaurant/café and seasonal events facility presents a favourable business model and use of the heritage resource. Although there would be periodic privatization of the special precinct area for weddings and other private functions, daily operation of the restaurant and café could help make the farmstead a community landmark, contributing to the vibrancy of the park.

ERA recommends that the Town of Milton proceed with the procurement of a development partner to realize these future use options. Once a development partner is selected, the Town could then establish a development and lease agreement. This agreement would further refine expectations and responsibilities of the Town and the development partner. Recommended next steps in moving forward are outlined below.

#### Recommended Next Steps:

1. Present findings of the Heritage Properties Business Strategy to Milton Town Council.
2. Recommend Town Council to move forward with recruitment of development through an Expression of Interest followed by a Request for Proposal process.
3. Recruitment strategy should focus on operators of ERA's preferred options: day care/early childhood education centre for the Willmott property and an event and restaurant facility for the Ruhl property).
4. Once a development partner is selected, the Town can establish a development and lease agreement including expectations, responsibilities, and timelines for coordinated private and public site investment. The Town would also be able to use favourable lease agreements to attract potential operators (i.e. low rents for a defined period of time).

The adaptive re-use of the John Willmott Farmhouse and Ruhl Farmstead presents an opportunity to expand the heritage and cultural resources in the Town of Milton, while providing services and amenities vital to the success of a growing and dynamic region. The integration of the heritage properties and their landscapes into larger park plans presents a unique opportunity within Ontario to highlight its agricultural heritage. The consultant team commends the Town of Milton for their innovative approach to heritage planning.



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(Prepared by ERA Architects)
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(Prepared by urbanMetrics)
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(Prepared by ERA Architects)
- IV Parking Requirements  
(Prepared by ERA Architects)





A large, leafy tree with a thick trunk stands in the foreground of a well-maintained green lawn. The tree's branches spread out, casting shadows on the grass. In the background, a two-story brick house with white trim and dark shutters is visible. A wooden fence runs along the left side of the property. The scene is bright and sunny, with dappled light on the lawn.

# 1. INTRODUCTION

# 1.

## INTRODUCTION

In May 2010, ERA Architects in partnership with urbanMetrics was contracted by the Town of Milton to develop a business strategy for the Ruhl Farmstead and John Willmott Farmhouse. The John Willmott Farmhouse and Ruhl Farmstead are two historically significant properties located within the urban expansion area of the Town of Milton (see Figure 1). Currently, the area surrounding these properties is undergoing a transformation from a rural to an urban condition. The John Willmott Farmhouse will be incorporated into a 8.15 ha (20.15 ac) block set inside of a larger community park and sports centre, while the Ruhl Farmstead is to be incorporated within a new 7.28 ha (17.9 ac) community park. Both properties contain a rich variety of natural, cultural and built heritage elements including barns and outbuildings.

This report details the historic and planning context and provides an analysis of the heritage value and range of programming options for the heritage properties. The purpose of this report is to inform the Town of Milton's approach to the site when seeking potential operators.

### 1.1 SCOPE OF THE REPORT

The goal of this report is to illustrate the feasibility of a viable business strategy for the adaptive re-use of the Ruhl Farmstead and John Willmott Farmhouse properties. The recommended options in this report do not necessarily preclude other options or uses, but rather showcase options that our analysis have found to be suitable, both in terms of heritage impact and economic potential. Based on these findings, we recommend that approval be sought from Milton Town Council to develop an Expression of Interest (EOI) to begin the process of finding a suitable development partner. This report provides a framework for which to evaluate the appropriateness and desirability of responses to an EOI.





## 2. BACKGROUND + CONTEXT



## 2. BACKGROUND + CONTEXT

The Willmott and Ruhl farmsteads are best understood through a description of their regional, municipal and local context. At these scales their strong connection to natural and cultural heritage and their position as a cultural resource within the Town of Milton are made apparent.

### 2.1 THE REGION

Halton Region is defined by its relationship with the Niagara Escarpment, sensitive natural systems, prime agricultural land and a mix of small and large communities. Between 2001 and 2006 the Region experienced 17.1% in growth, one of the highest growth rates in the country. Over the next twenty years the Region is expecting to grow from 450,000 in 2009 to approximately 780,000 residents by 2031. This projected growth places increased pressure on maintaining the character of Halton and a strong link between its rural past and urbanizing future.

### 2.2 THE MUNICIPALITY

In 2007 the Town of Milton was named the fastest growing municipality in the Country. Between 2001 and 2006 the community grew by 71.1%, raising the population to 53,900. Milton's growth is projected to continue over the next twenty years with the community projected to reach a population of 260,000 by 2031. The pressure to develop has led the community to identify substantial new areas for impending residential growth as well as increase residential growth.

While Milton is known for its explosive growth, the community is also recognized for its historic relationship with the Escarpment, the Sixteen Mile Creek and the wealth of its agricultural land. The community was founded on the banks of the Sixteen Mile Creek when Jasper Martin built the Town's first gristmill in the 1820's. Milton's early cultural life was heavily influenced by its relationship with farming.

Prior to its incorporation as the capital of the County of Halton in 1857, Milton was at the centre of an agricultural district. Halton Agricultural Society was formed in Milton in 1853 and established the Town's first annual fair. By 1920, five rural school fairs and three urban fairs had been organized and conducted activities like; livestock judging and breeding; crop improvement; fruit and vegetable growing; and farm business management.

Development, agriculture, and nature have always been in precarious balance in Milton. Encroachment of highways, subdivisions, and the extension of the Town's boundaries on the surrounding agricultural land was a concern in the Town's centennial in 1957. Presently, the identification of Milton as an Urban Growth Centre through the Province of Ontario's 2006 Growth Plan has prompted unprecedented growth in the municipality. The Town of Milton has preemptively acquired two heritage properties to preserve this part of its historical past. The Town has taken other related actions to preserve heritage in Milton, including the renovation of Town Hall, restoration and addition to 16 Hugh Lane, relocation of two heritage homes from Mary Street to within a 0.5km radius of Town Hall, and several other projects.

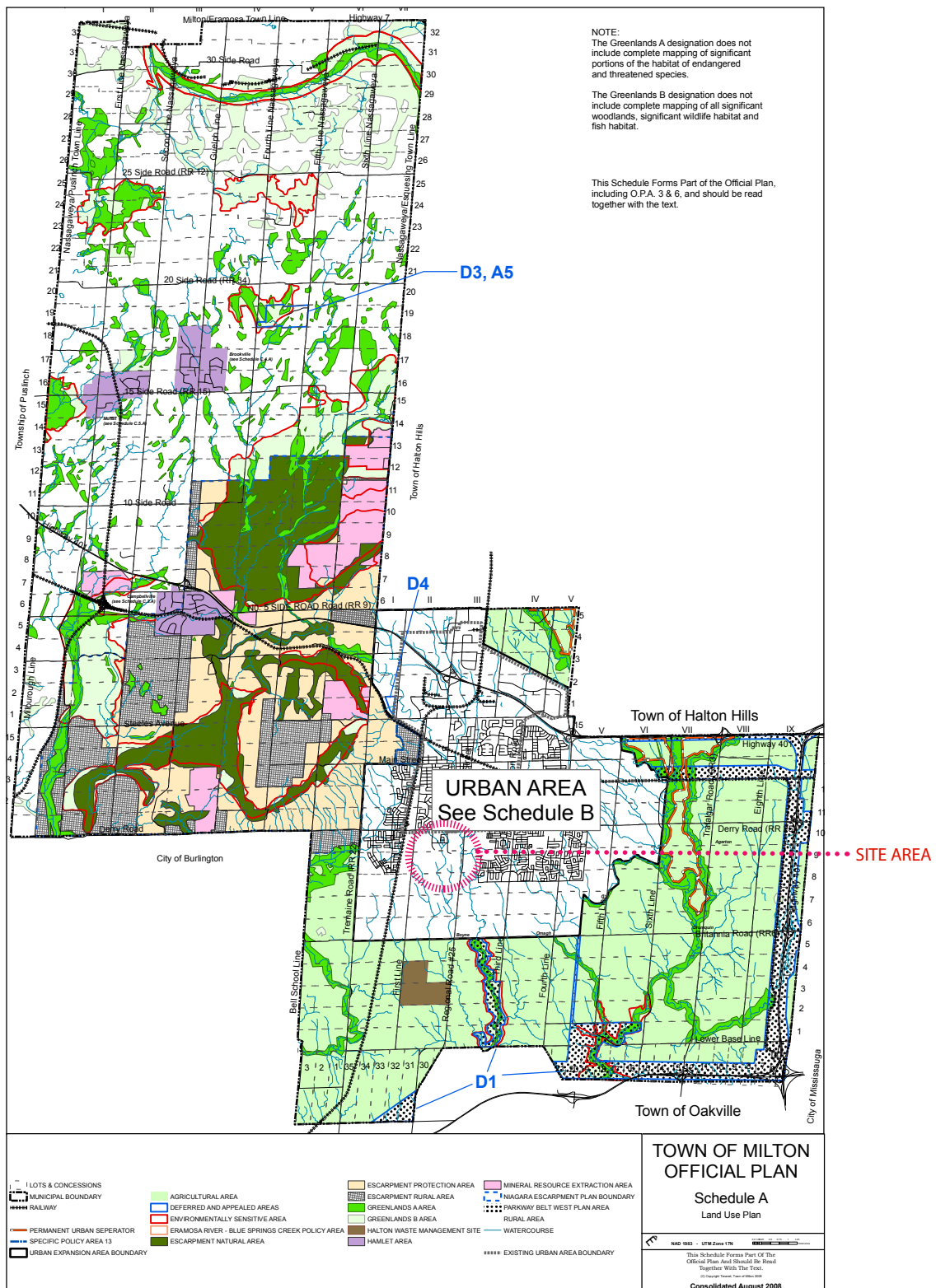


Figure 1. Town of Milton Official Plan

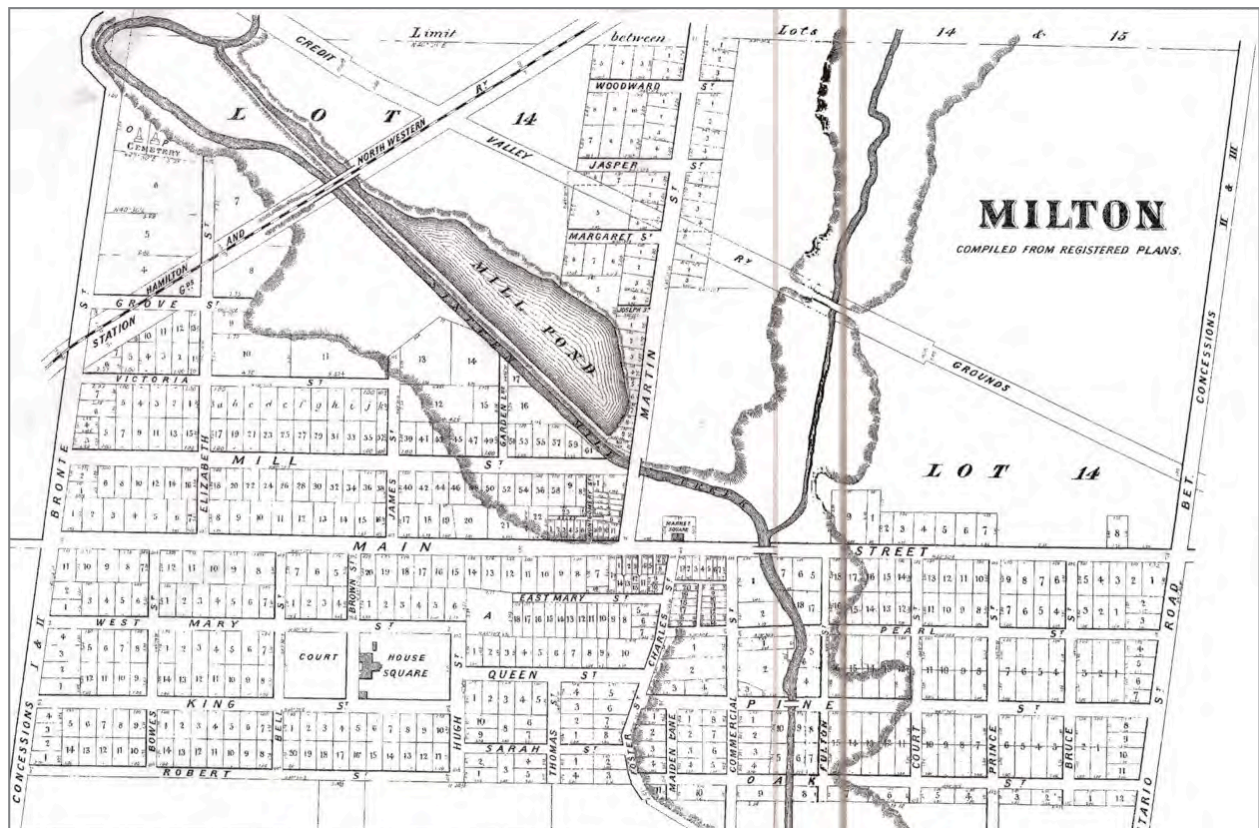


Figure 2. 1877 map of Milton. (Source: 1877 Walker and Miles Atlas)



Figure 3. The 100th Milton Fair in 1957. (Source: Milton Historical Society)

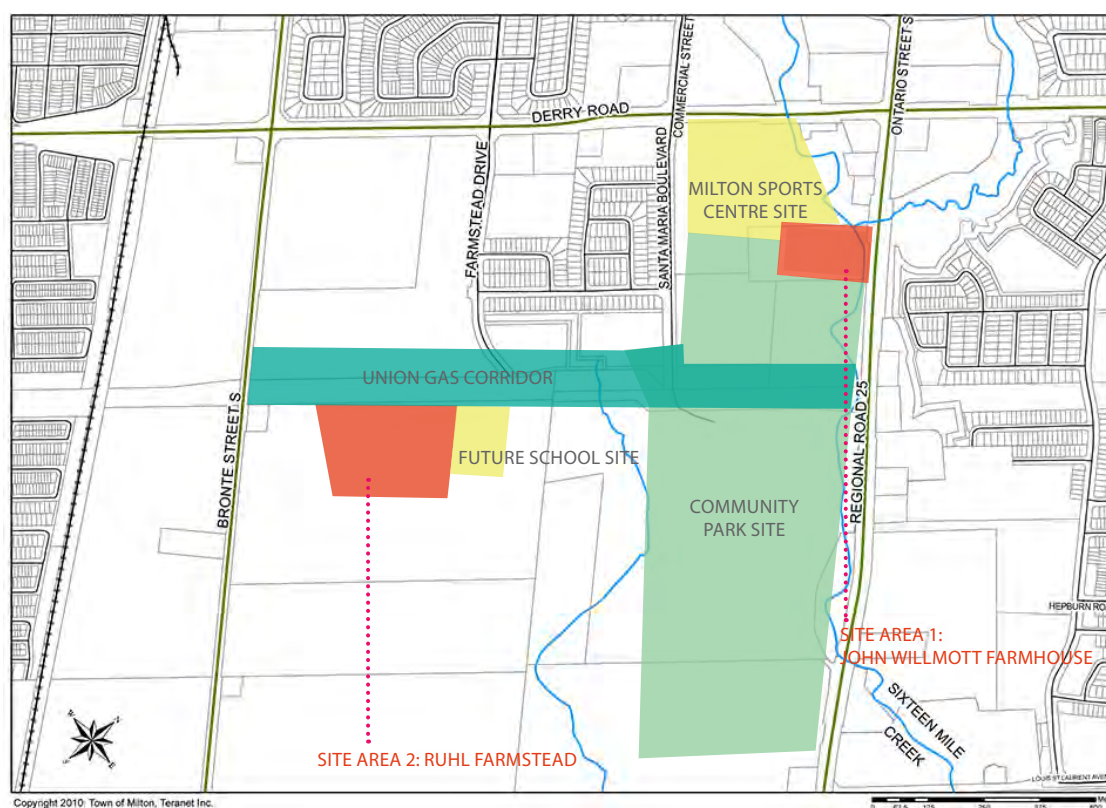


Figure 4. Martin's Grist Mill, built in 1856, destroyed by fire in 1963. The Town received its first namesake from its earliest British settler, Jasper Martin, who built the Town's first gristmill on Sixteen Mile Creek. "Martin's Mills" eventually evolved to "Milton" by 1837. (Source: Milton Historical Society)



## 2.3 NEIGHBOURHOOD CONTEXT

The two heritage properties are located within the area bounded by Derry Road to the north-west, Regional Road 25 to the north-east, Louis St Laurent Avenue to the south-east and Bronte Street S to the south-west. The sites in which the heritage properties are located are designated as park lands and comprises the two heritage properties recently acquired by the Town of Milton - the John Willmott Farmhouse and the Ruhl Farmstead. The two heritage properties are considered valuable assets that could anchor a dynamic program that would contribute to community development and enhance the Town of Milton's identity and character.



## 2.4 CHARACTER STATEMENTS

Taken from the Town of Milton's Heritage Properties Business Strategy Terms of Reference, the character statements of the two properties within the site are as follows:

### 2.4.1 JOHN WILLMOTT FARMHOUSE - 6712 REGIONAL ROAD 25

This Georgian farmhouse was built in 1835 by the father of Austin Willmott and is historically and architecturally significant (although it is not designated under the provisions of the Ontario Heritage Act). It is one of the earliest houses to be built within Milton and, although extended and altered over the years, it still retains many of its historic features.

The property was acquired by the Town in 2008 and is located adjacent to Sixteen Mile Creek on the east, and a Sports Centre (undergoing expansion) and community park to the north, south and west. The buildings are located within an 8.15 ha (20.15 ac) block with existing road access from Santa Maria Blvd. It should be noted that vehicular access from Highway 25 will be terminated in the future as the site is redeveloped.

A significant amount of vegetation is surrounding the main historical home which may be worthy of preservation and at the top of the bank adjacent to the historical home will restrict site development.



Figure 5. View of John Willmott Farmhouse from Sixteen Mile Creek



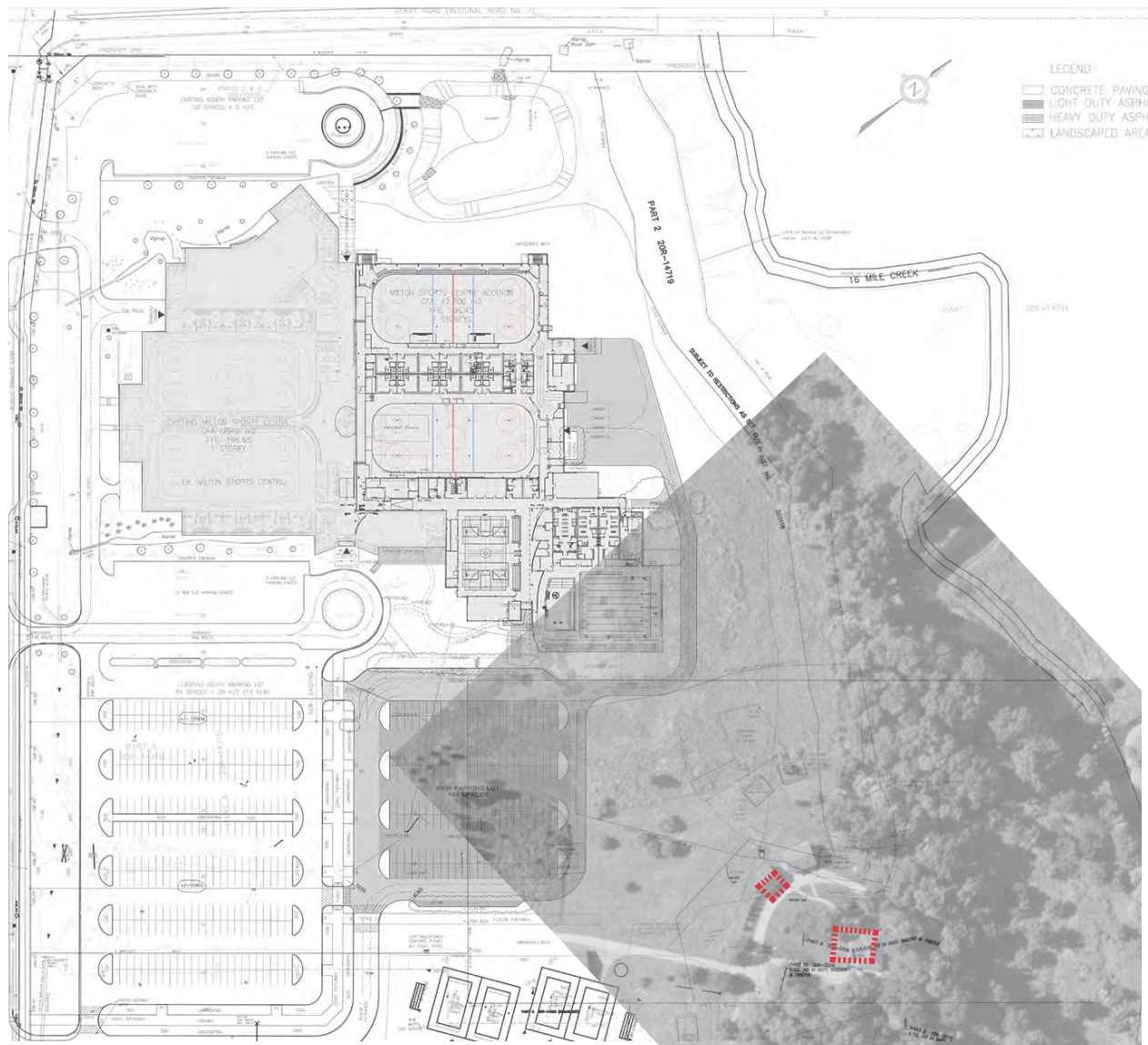


Figure 6. Overlay of Milton Sports Centre expansion plan by BBB Architects and aerial view of Willmott Farmhouse property. Heritage properties are highlighted in red.

## 2.4.2 RUHL FARMSTEAD - 895 BRONTE STREET SOUTH

The Ruhl Farmstead (Austin Willmott Farmstead) is historically and architecturally significant. It was built by Austin Willmott who was a member of an early pioneer family that had long associations in the community. The farmstead includes a number of buildings, the most important of which are the farmhouse and barn. These two buildings and their setting are designated under Part IV Section 29 of the Ontario Heritage Act. The farmhouse comprises of a rare 1840's wing that formed the original pioneer farmhouse and a grander circa. The 1850's front section that was constructed in the particularly well crafted style that includes Georgian, Greek Revival and Italianate influences. The barn was built by a subsequent owner. It is of particular significance because of its early use of hollow clay tiles in its foundation, as well as because of its disciplined design, state of preservation and traditional relationship to the farmhouse.

The property is located in a future residential plan of a subdivision that currently has no status although draft plan approval is underway with Regional servicing allocation yet to be approved. The buildings are located within a future 7.28 ha (17.99 ac) park block which will preserve the existing buildings and also the surrounding vegetation and topography given the relatively unique nature of the knoll in which the buildings are situated.



Figure 7. The relationship of the barn to the house forms an idyllic composition.





## 2.5 GUIDING PRINCIPLES

ERA Architects has developed a set of four guiding principals that are based in both the Town of Milton's Heritage Properties Business Strategy RFP, as well as the goals articulated in the Town of Milton's Strategic Plan - Destiny Milton 2. These guiding principals include:

- 1** Protect and engage the heritage value of the site.
- 2** Identify opportunities that result in no net revenue loss for the municipality.
- 3** Promote community building, 'place-making' solutions that contribute to Milton's unique sense of place and identity.
- 4** Develop potential business models that could be reproducible elsewhere in the municipality for future heritage properties.

## 2.6 CRITERIA MATRIX

In order to guide the implementation of a Heritage Property Business Strategy at the Ruhl Farmstead and Willmott Farmhouse, the following criteria matrix was developed to provide a framework for future redevelopment plans. The criteria have been identified accordance with the guiding principals.

Town of Milton Re-Use Analysis - Criteria Matrix				Options		
Principle	Criteria		Potential Uses	A	B	C
1. Protect and engage the heritage of the site	Sympathetic to Heritage	1	Not in Keeping with Site Character			
		5	Highly Compatible with Site Heritage			
	Protection of Heritage	1	Requires Demolition of Heritage Resources			
		5	Retains Heritage Resources			
	Impacts on Heritage	1	Potential for significant wear and tear			
		5	Low impacts on structure and grounds			
2. Identify opportunities that result in no net revenue loss for the municipality	Capital Cost	1	High			
		5	Low			
	Financial Risks to the City	1	Very Risky -			
		5	Low Risk -			
	Cost to the Municipality	1	Requires Significant Investment from the Municipality			
		5	Requires Minimal Investment from the Municipality			
	Market Potential	1	Likely Limited Attendance			
		5	Widespread Market Support			
	Phasing Potential	1	Revenue Potential Delayed Until Completion			
		5	Opportunity for Recoveries Prior to Completion			
3. Promote community building and 'place making' opportunities that contribute to Milton's unique sense of place and identity	Access to the Community	1	Limited Opportunity for Community Use			
		5	Community Focal Point			
	Public Access	1	Private Use Requiring the Enclosure of Property			
		5	Highly Accessible to Public			
	Responds to Community Needs	1	Irrelevant to Community Needs/Insufficient Demand			
		5	Community is in Need of Proposed Amenity			
Compatibility to Park Setting	1	High Potential for Negative Impacts				
	5	Compatible with Park Setting				
4. Develop potential business models that could be reproducible elsewhere in the municipality	Involvement of Town	1	Requires municipal management			
		5	High public use with low municipal involvement			
	Potential to Reproduce	1	Is specific to the proposed sites			
		5	Can be used as a model for similar heritage sites			
	Synergies With Adjacent Uses	1	Stand Alone Facility			
		5	Complementary With Adjacent Uses			
	Revenue Generation Potential	1	Highly Dependent on Grants			
		5	Strong Revenue Earning Potential			
	Scale	1	Is Not Compabile to a Smaller Site			
		5	Fits the Small-scale of the Site			
Multi-use Potential	1	Dominant or Sole Use				
	5	Can be Integrated with Other Uses				
Total						









### 3.

## CULTURAL HERITAGE EVALUATION

Identifying the cultural heritage value of the sites will provide the basis on which a protection strategy will be developed. The development of a business strategy for the engagement of these sites will be bounded to respecting the specific attributes that contribute to the historic character of the site and of which merit protection.

### 3.1 JOHN WILLMOTT FARMHOUSE

It is recommended that the Willmott Farmhouse be designated under Section 29 of the Ontario Heritage Act for its design, associative and contextual value. This section provides the heritage property evaluation from which to base this designation.

#### *Statement of Cultural Heritage Value or Interest:*

The Willmott Farmhouse is of cultural heritage value as an example of a 19th century Regency-style cottage, and due to its relationship to the Sixteen Mile Creek and the Ruhl Farmstead.

The Willmott Farmhouse is linked to John Willmott, one of the region's first British settlers who came to Toronto in 1817 with his wife Rachel and eventually settled at this property. The Willmott Farmhouse is the second home on this site in which the Willmott family lived. It is designed in an unconventional head and tail arrangement. The head forms the 1835 brick home that was built in front of the original log house. The tail was built in the 1840's by one of John Willmott's sons to replace the original log house.

As one of the first houses to be built in Milton, the Willmott farmhouse is of significant historical value. The Willmott Farmhouse is an example of the significance of the Sixteen Mile Creek to the initial settlement of the Town of Milton. Jasper Martin was the first to take advantage of this natural resource in 1821 and the origins of Milton as "Martin's Mills" are linked to the establishment of his first gristmill on the creek. John Willmott also built his home along the creek. The Willmott Farmhouse's relationship to the Sixteen Mile Creek is an important historical cultural landscape in Milton.

The Willmott Farmhouse is also historically linked to the designated heritage property, Ruhl Farmstead, which was built by John Willmott's son, Austin Willmott. The two farmsteads were built on separate lots that were originally adjacent to each other (see Figure 14). With the Ruhl property built on a knoll, it can still be seen from the Willmott Farmhouse's westward view corridor. Other features that link the two properties together are the century old pine trees that were planted by John Willmott on both properties.



Figure 9. Front view of 1830's brick house.



Figure 10. Rear view of 1840's section.



Figure 11. An 1877 Halton County Homestead Map shows the original property line of the John Willmott farmhouse adjacent to the Ruhl Farmstead property which was built by his son, Austin Willmott. Robert Willmott is assumed to be a son who inherited the land after John Willmott's death in 1836. (Source: 1877 Walker & Miles Atlas)





Figure 12. Front of the Willmott Farmhouse facing Sixteen Mile Creek. Like most Regency cottages, the Willmott Farmhouse was situated along a stream.

*Description of Heritage Attributes:*

Key attributes of the farmhouse that reflects its value as a unique example of early 19th century Regency cottage architecture include:

a) Symmetric design of front section and recessed doorway with flat pilasters indicate influence of the Regency style.



d) Low hipped roof to front of house with broad eaves & paired brackets.



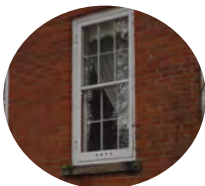
b) Cut limestone foundation with limestone trim detailing.



e) Hand-made bricks laid in Common and Flemish bond patterns with brick voussoirs.



c) Original window and door openings, 6 over 6 windows with limestone sills and panel doors.



f) Ancillary coach house.

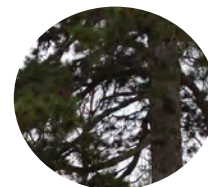


Key attributes of the property that reflects its historical and contextual value include:

a) Location adjacent to the Sixteen Mile Creek.

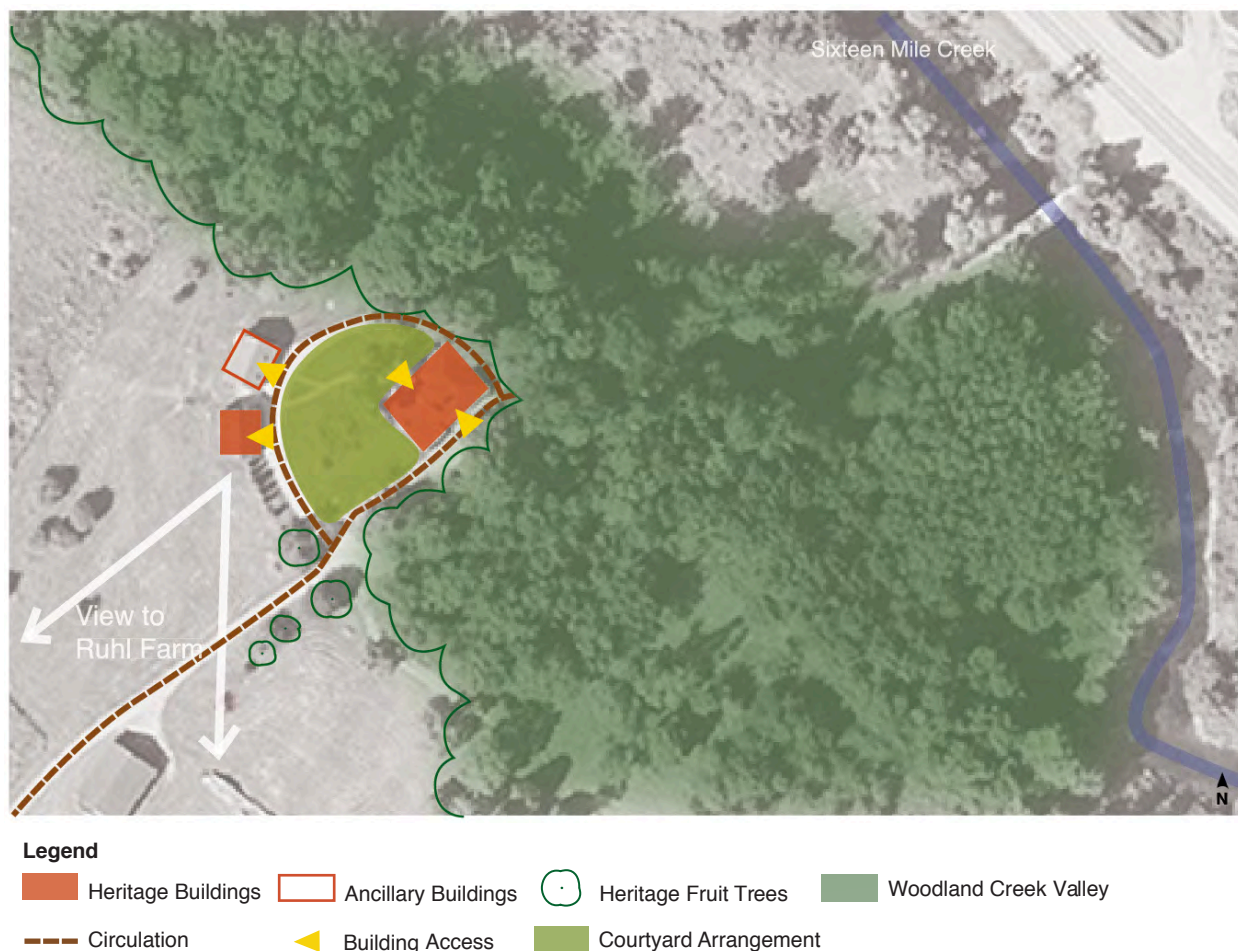


d) Century-old pine trees also found on the Ruhl Farmstead property.



### 3.1.1 CULTURAL HERITAGE LANDSCAPE ANALYSIS

Part of the original Willmott farm lot has been enveloped into the current Milton Sports Centre expansion plan and community park plan. However, the relationship between the farmhouse and Sixteen Mile Creek retains important heritage value. The farmhouse backs into the creek valley woodland, which buffers the site from the adjacent major road. The arrangement of the ancillary buildings and a few remaining heritage fruit trees also segregates the property from the Milton Sports Centre and expansion site. The buildings are oriented inwardly, creating a courtyard arrangement. The development of a business strategy for this site should respect this compound-like character.





## 3.2 RUHL FARMSTEAD

The Ruhl Farmstead includes a number of buildings, the most important of which are the farmhouse and barn. These two buildings and their setting are designated under Part IV of the Ontario Heritage Act. The key attributes of the site are divided into an analysis of the architectural significance of the farmhouse and barn, and the property's significance as a cultural landscape.

Key attributes that reflect the architectural significance of the buildings include:

### *Farmhouse:*

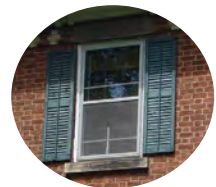
1850's front section with Georgian, Greek Revival and Italianate influences and 1840's wing that formed the original pioneer farmhouse:



a) Classical architectural composition & proportions.



c) Wooden sash 6 over 6 windows with stone lintels and sills, wooden shutters & "blind" windows.



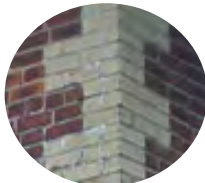
b) Hipped roof to front of house with broad eaves & paired brackets.



e) Finely detailed front entranceway. Interior wood paneling, architraves & detailing and staircase.



c) Hand-made bricks laid in Common and Flemish bond patterns, beaded mortar and contrasting buff brick detailing.



f) Integration of original 1840 one-and-a-half storey pioneer homestead with shallow pitched roof.



*Barn:*

Well-preserved example of an early 20th century dairy barn with integrated granary and chicken coop:



a) Gambrel roof and board & batten walls.



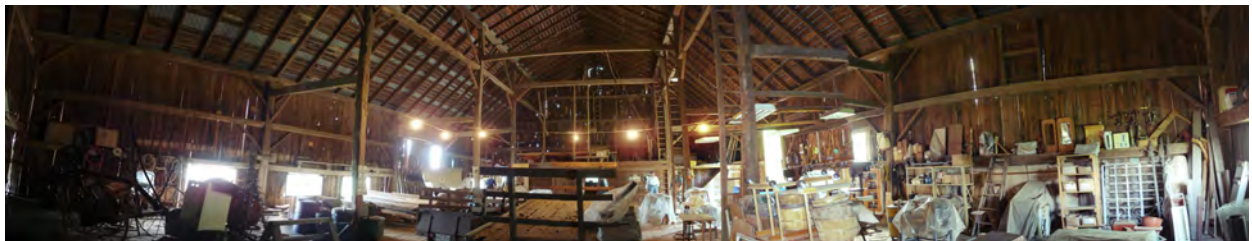
d) Pairs of 2 by 2 sash windows built into foundation with brick relieving arches above windows and door.



a) Hollow clay tile foundation.



c) High ceiling formed by well-preserved wooden beams.





### 3.2.1 CULTURAL HERITAGE LANDSCAPE ANALYSIS

The Ruhl property is a fine example of a 19th century farmstead. The heritage designation of the property states that the two buildings (the farmhouse and barn) and their setting are designated under Part IV Section 29 of the Ontario Heritage Act. The purpose of this section is to identify the heritage attributes of the "setting" as a cultural heritage landscape in order to maintain their integrity in the midst of change and development.

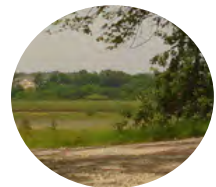


Key attributes that reflect the property's significance as a historic cultural landscape include extensive landscaping such as:

a) Century old pine trees.



c) Knoll top location.



b) Rich arable land.



e) Small pond.



d) The compound formed by the relationship between the farmhouse and barn.



### Site Analysis

The Ruhl property follows typical arrangements of traditional 19th century farmsteads. In the image below, **Zone 1** refers to the agricultural fields found around the perimeter of the original lot. Traces of tree rows are seen and served to delineate parcels of land for the traditional practice of crop rotation, which was common practice at the time. **Zone 2** refers to the heritage farmstead precinct. The boundaries were dictated by a hedge formed by century old tree rows that create a sense of enclosure and separation from the surrounding expansive, open area. The community park boundary contains both of these zones, which have different cultural landscape attributes but pertain to the traditional arrangement of late 19th century farmsteads. The proposed community park boundary should maintain this relationship between the agricultural field zone and farmstead precinct zone at the new scale. The following analysis is related to these two zones and examines details of this cultural heritage landscape including: vegetative structure; outdoor rooms; views and landform; circulation; and built features.



#### Legend

 Zone 1 (agricultural fields)  Zone 2 (farmstead precinct)  Community Park Boundary





### Zones

The arrangement of the Ruhl Farmstead landscape is typical of 19th century farmsteads.

Traces of the farmstead's original orchards can be seen. Orchards and vegetable gardens were traditionally located close to the farmstead for convenience and cooking purposes.

Although the pond is not necessarily an original component, it contributes to the intimate setting of the heritage farmstead precinct.

#### Legend

- Agricultural Fields
- Heritage Farmstead Precinct
  - A) orchard
  - B) vegetable garden
  - C) pond
- Heritage Precinct Boundary
- Designated Heritage Buildings
- Community Park Boundary
- Union Gas Corridor



### Vegetative Structure

Farmstead tree rows defined the original hedge of the farmstead, formed primarily by century old pine trees. These should be protected and maintained.

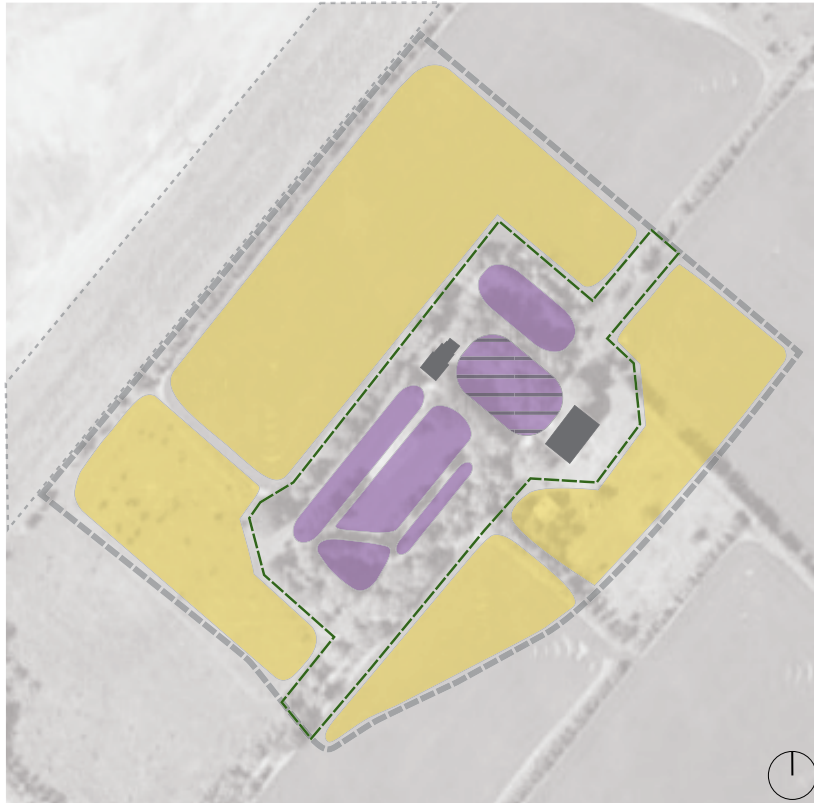
Field tree rows were most likely used to delineate plots of land for crop rotation. They probably served as informal circulation purposes and provided shade during farm work.

Secondary tree rows are also part of the vegetative structure, however, they could be altered if need be.

#### Legend

- Farmstead Tree Row
- Field Tree Row
- Secondary Vegetative Structure
- Heritage Precinct Boundary
- Community Park Boundary
- Union Gas Corridor





### Outdoor Rooms

Formed by the vegetative structure, the outdoor rooms on the site could provide different programming opportunities, according to their characteristics.

For example, the flat agricultural areas are conducive to active uses, while the enclosed areas would be more appropriate for passive uses.

#### Legend

- Open, Flat, Exposed Rooms
- Enclosed, Rolling, Intimate Rooms
- Formal Enclosure
- Heritage Precinct Boundary
- Community Park Boundary
- Union Gas Corridor



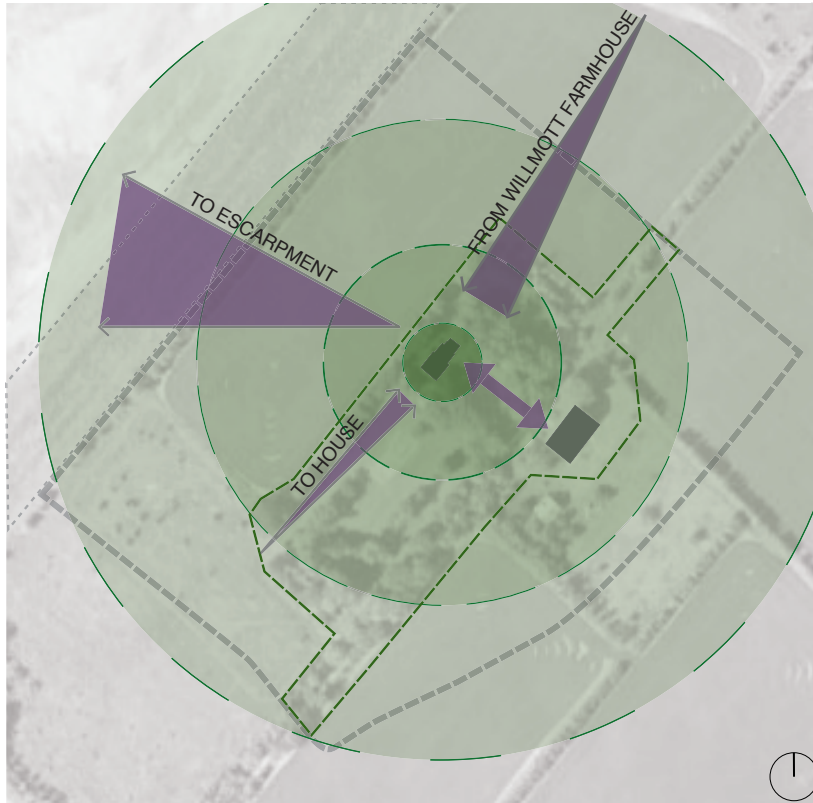
### Circulation

The primary pedestrian spine of the site is enhanced by a procession-like row of trees. This formal circulation route should be protected and maintained.

The field tree rows, although not primarily intended for circulation, would have probably been used as an informal route for farm workers to move between plots.

#### Legend

- Primary Pedestrian Spine/ Shared Vehicular Access
- Informal Pedestrian Circulation
- Vehicular Access
- Heritage Precinct Boundary
- Community Park Boundary
- Union Gas Corridor



### Views and Landforms

The farmstead was built on a knoll, as was traditional to build homes on the highest point on the property. The elevated location of the farmstead allows privileged views to the escarpment and views of the home itself at lower topographic grades. These views should be maintained and enhanced.

There is also opportunity to maintain visual connection with the Willmott Farmhouse to highlight the historical connection between the two properties.

NB: Representation of topography is diagrammatic and not to scale

#### Legend

- Important Views/Visual Connections
- Increasing Topographic Grade
- Heritage Precinct Boundary
- Community Park Boundary
- Union Gas Corridor



### Built Features

The built features within the heritage precinct are consistent with the historic farmstead character. Fencing throughout the precinct is wooden rail fencing. Other built features, such as benches and lookout points by the pond, are also made of wood. An outdoor oven is made of large stones and vehicular circulation is not paved, but gravel.

#### Legend

- Gravel Pathway
- Wooden Fence
- Other Wooden Built Features
- Stone Built Features
- Heritage Buildings
- Ancillary Buildings
- Heritage Precinct Boundary
- Community Park Boundary
- Union Gas Corridor





## 4. DEVELOPING A STRATEGY

## 4. DEVELOPING A STRATEGY

### 4.1 MILTON PARK PROGRAM IN CONTEXT

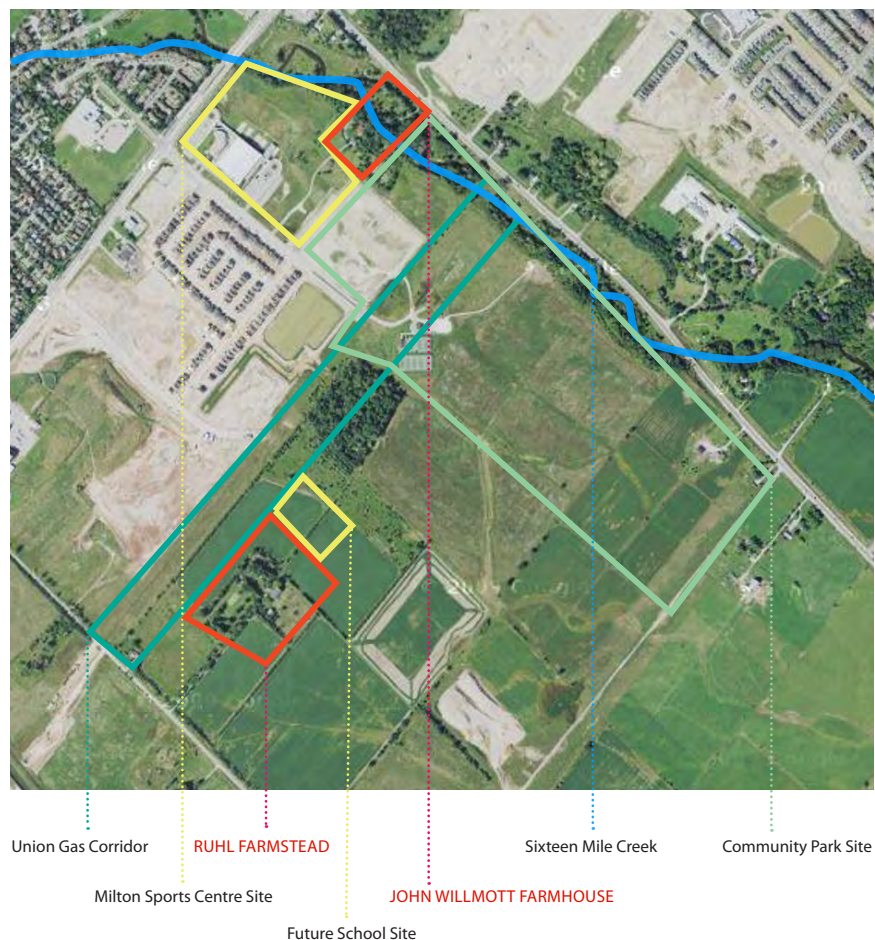
Designated as park lands, the site provides several opportunities to create a dynamic program providing connections locally and regionally.

The south-western quadrant of this area is the site of new residential development with a future school site. This context is thus more conducive to a community park for which the Ruhl Farmstead would be an idyllic setting.

Adjacent to the Milton Sports Centre that is currently undergoing expansion and nearby a major intersection, the John Willmott Farmhouse context is more likely to serve as a regional park, drawing users from the greater Milton community and beyond.

A Union Gas corridor located above the Ruhl Farmstead property provides a green link between the two properties and a large community park space.

Sixteen Mile Creek should also be considered a useful natural resource that crosses through the John Willmott property. The Creek provides a natural link to the Escarpment Natural Area to the north-west and provides the potential to establish a green park system and connecting to the food and tourism industry of the Niagara Escarpment.



## THINKING REGIONALLY: NIAGARA ESCARPMENT



Southern portion of Ontario's Niagara Escarpment.



Existing attractions and venues related to the Escarpment in Milton

### Niagara Escarpment Plan

Although the Ruhl and Willmott properties lie outside of the boundaries of the Niagara Escarpment Plan and Parks and Open Space System, part of the distinctive character of the two heritage properties is a visual connection to the Escarpment and a physical connection through Sixteen Mile Creek. A business strategy for the re-use of the Ruhl and Willmott properties could greater engage this natural resource in the culture and tourism industry, as exemplified by the thriving food and winery sector in the southern portion of the Escarpment in the regional municipality of Niagara.

### A Cultural Industry in Milton

The re-use of the Ruhl and Willmott properties presents an important opportunity to support and enhance the burgeoning culture, food and tourism industry in the Town of Milton. The programming of these two properties should be geared towards catalysing a cultural industry in the Town of Milton based on the natural assets and character of the area, including the Niagara Escarpment and its agricultural heritage.



## 4.2 RE-THINKING THE PARK - THE MULTI-PURPOSE PARK

Milton finds itself amongst a greater trend where cities are re-thinking the way community parks are programmed. In many instances, the adaptive re-use of heritage buildings are used as a catalyst.

Throughout the early 20th century parks often contained dynamic programming, functioning as multi-purpose community centres. In South Chicago, a series of 10 parks developed around 1900 formed the prototype of neighbourhood parks in North America.

In response to the need to provide 'breathing spaces' in Chicago's crowded tenement districts, a system of 10 parks and recreational areas developed in the city's most densely populated neighbourhoods.

Each park was anchored by a 'field house', which would provide athletic, educational and recreational programs throughout the year.

These parks established the notion of having a programmed structure as part of a neighbourhood park design.

This prototype remained popular in the post-war period in North America, although the field house would take the form of schools and community centres usually located next to a park at the centre of a subdivision. The level of programming and its integral role waned over time. In many instances, park scope was limited to passive and active recreation.

In the 21st century, there is a resurgence of the concept of the multi-use park anchored around a programmed field house, after a result of grass roots community development promoting a re-think of the role of a park. The following subsections illustrate this trend in local contexts.

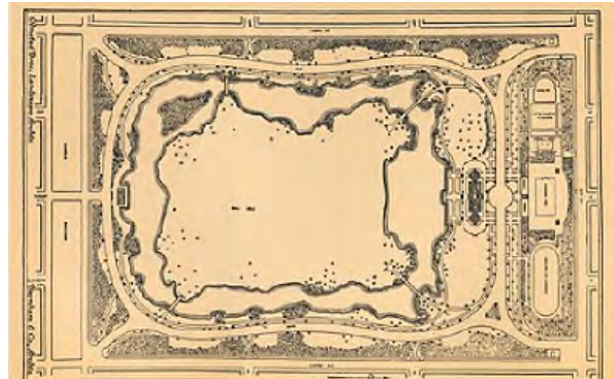


Figure 13. Plan of Sherman Park, one of ten neighbourhood parks that opened in 1905 designed by D.H. Burnham & Co. and the Olmsted Brothers (top). Sherman Park Fieldhouse (middle). Children's play grounds in Sherman Park, Chicago (bottom).

(Source: Encyclopedia of Chicago)

## LOCAL EXAMPLES:

### *Artscape Wychwood Barns*

The Artscape Wychwood Barns is a 60,000 sq. ft. multifaceted community centre located at St.Clair Avenue West and Christie Street. The Wychwood Barns were created by the re-use of an abandoned TTC streetcar repair barns site. It is comprised of five attached brick buildings built between 1913 and 1921 and is surrounded by 127,000 sq.ft (2.9 ac) of City park space. The entire site is 4.3 acres.

The Wychwood Barns came into being through a working partnership between non-profit organizations, Artscape and the Stop Community Food Centre, and the City of Toronto.

It serves as a social incubation space, providing artist live/work space that houses 26 artists and their families, 17 individual artists and 11 non-profit arts and environmental organizations including The Association for Native Development in the Performing and Visual arts, Helene Comay Nursery School, Latino Canadian Cultural Association, and The Stop Community Food Centre.

The Studio Barn provides 26 live/work studios, 15 work-only studios, and a Community Gallery.

The Covered Street Barn provides affordable community use space, including year-round access for community events, exhibitions, festivals, etc.

The Community Barn provides affordable programming, rehearsal, office and meeting space to not-for-profit community arts and environmental organizations.

The Stop Community Food Centre's Green Barn houses a year-round temperate greenhouse, sustainable food education centre, sheltered garden, outdoor bake oven and compost demonstration site. The Green Barn's year-round farmers' market is a successful weekly event that draws visitors from the whole city.

Other park features include a children's play area, open sports field with a natural ice rink, a fenced-in off-leash dog area, a beach volleyball court and picnic tables.

The buildings are owned by the City of Toronto. Artscape was the developer and operates the buildings. Artscape's vision for the reuse of the barns was developed through an extensive process of community consultations and a feasibility study. The Artscape Wychwood Barns is an example of a successful collaborative process.



Figure 14. Toronto Transit Commission streetcar repair barns were adapted into a vibrant community hub.



## Sorauren Park

Sorauren Park is a park in the City of Toronto's Roncesvalles/Parkdale neighbourhood. It is a local example of the return to the Chicago prototype for a multi-purpose park design anchored by a fieldhouse. The park was created in 1995 by the brownfield redevelopment of an old Toronto Transit Commission (TTC) transit garage site which was decommissioned in the 1980's. The site also included an industrial building built in 1915 as a plant for the Canada Linseed Oil Company.

The park and all its related facilities are owned by the City of Toronto and is maintained by the Wabash Building Society, a non-profit volunteer-run, community-based organization. Many volunteers and community groups are also involved in programming, maintaining and enhancing the park.

The old Canada Linseed Oil Company factory has been re-adapted to become the hub for community life around the park. Aptly named, the Sorauren Park Fieldhouse recalls the historical prototype that developed out of South Chicago at the turn of the 20th century. Opened in 2008, the Fieldhouse provides 2,000 sq. ft of meeting space, a small kitchen, and washrooms and houses fitness programs, nutrition workshops, nature classes, farmer's markets, etc.

The restoration of the site involved the City of Toronto conducting a \$1-million environmental clean up of the site, removing contaminated soil and asbestos in the old buildings.

The Wabash Building Society took a 'baby-step' approach by focusing on the quick provision of washrooms, storage space and meeting space for the park. Over time, a children's sports league in the park has grown from 100 to 750 children registered each season. The park now also hosts seasonal festivals, an off-leash dog park, a natural ice rink in the winter, and other community events.

The construction of the Fieldhouse was aided by efforts by the community involving a fundraising campaign, grants from the Evergreen Foundation, in-kind donations, "Section 37" development fees from nearby condo and loft developments, and City support.



Figure 15. Sorauren Park's fieldhouse was adapted from an industrial building built in 1915.

## 4.3 DEVELOPMENT OPTIONS SHORT LIST

Our initial exploration of options resulted in a long list of possible programming options, including professional offices, the introduction of a community shared agriculture program at the Ruhl Farmstead property, or heritage recreation uses such as equestrian facility at the Willmott property. However, many of these options were eliminated due to a lack of current market viability. The following short list of options was determined through consultation with the Town of Milton's Heritage Properties Business Strategy Steering Committee. Section 5 will analyze these options in greater detail.

### *Willmott Farmhouse*

### *Ruhl Farmstead*

1. Daycare/Early childhood education centre	1. Events facility and restaurant
2. Pub/Restaurant	2. Day spa
3. Office Space for Community Agency	3. Not-for-profit/Community Fieldhouse

### 4.3.1 PRECEDENTS

The following case studies were considered for the feasibility of the shortlist options:

#### *The John Noble Raymer House - York Montessori Academy - Markham, Ontario*

Other municipalities such as the Town of Markham have had success in adapting heritage buildings to re-use for educational purposes. The primary tenant for these spaces are typically small alternative schools and day care facilities that cater to the local population. The John Noble Raymer House is an example of a designated property in the Town of Markham that has been successfully adapted to a new use through the introduction of a Montessori School. Until recently, the property was occupied as a residential property, but was purchased by a private developer. The Town of Markham worked with the developer to relocate the property and secure a suitable tenant for the property. The school maintains the heritage character of the property while at the same time meeting the needs of the Montessori school's clients.



Figure 16. The John Noble Raymer House before and after conservation.

### *Aberfoyle Mill Restaurant - Guelph, Ontario*

The Aberfoyle Mill Restaurant in Guelph, Ontario is located within a historic grist mill, constructed in 1859. It has been a successful restaurant since the 1960's. It operates daily as a restaurant, but can be booked for private functions, weddings and also hosts regular murder mystery dinner theatres. The historic and country atmosphere of the restaurant contributes to the appeal to the restaurant. The picturesque grounds of the Aberfoyle Mill is a popular venue for outdoor weddings as well. The Aberfoyle Mill is situated within a subdivision development, as will be the future condition of the Ruhl Farmstead. The scale of the Aberfoyle Mill property and the Ruhl Farmstead property is also comparable.



Figure 17. Aberfoyle restaurant and grounds.

### *Church Community Centre by arc Architects - Schwindkirchen, Germany*

A fit up of an historic barn for an old presbytery in Schwindkirchen, Germany involved the construction of a two storey timber-and-concrete structure which was inserted within the existing enclosure of the barn. This was an extraordinary intervention that retained the open timber roof structure of the barn as well as the original ensemble of the grounds, including the priest's and curate's houses and the barn. It simplified the re-use of the barn, without having to apply elaborate insulation, install double glazing, or completely dry out old walls.

The new building is a two storey community centre containing club and youth rooms, and a main hall. In the summer, the barn gates open and the intermediate zone becomes part of a covered area available to the community.



Figure 18. Two-storey church community centre inside a historic barn in Schwindkirchen, Germany.





## 5. RECOMMENDED OPTIONS

## 5. RECOMMENDED OPTIONS

Our approach to the selection of programming options for the site has been framed by the guiding principles and criteria matrix developed in section 2.4 and 2.5. Another key element to our site approach is awareness that the operator of these properties will likely either be a private or not-for-profit enterprise with ownership remaining with the municipality. Our reasoning is based on previous experiences of other municipalities who have tried unsuccessfully to undertake both the ownership and operation of complex heritage properties. In order to ensure that risk to the municipality is kept low, each business model assumes that the private partner would be responsible for capital investments and daily operations in all cases. However, as municipal development of the adjacent parks will be underway concurrent to, or prior to the development of the Ruhl and Willmott properties, there is an opportunity for site infrastructure investment to aid in the revitalization of the heritage properties. See Appendix I Development Investment Scenarios for details on a collaborative public and private investment strategy.

In Section 5.1.1 and 5.1.2, urbanMetrics provides a real estate options analysis of the potential revenue scenarios for the range of short-listed uses identified in Section 4.3 which include:

### For the **Willmott Property**

- a daycare facility,
- a restaurant/pub, or
- community-based offices

### For the **Ruhl Property**

- events facility and restaurant,
- a day spa, or
- community-based organization

The real estate options analysis also considers some of the more qualitative community benefits accruing from each the above development options, and highlight some of the potential risks and constraints which may ultimately limit the scope, scale and/or timing of some of the options.

ERA further provides an analysis of the implementation considerations and potential heritage and urban design impacts of each of the recommended development options.

This section illustrates the feasibility of a successful adaptive re-use of the Ruhl Farmstead and Willmott Farmhouse. We thus recommend that approval be sought from Milton Town Council to either develop an Expression of Interest (EOI) to begin the process of finding a suitable development partner or retain a retail consultant to actively attract and recruit future tenants. Once a development partner is selected, the Town could then establish a development and lease agreement. This agreement would define expectations and responsibilities in accordance with strategic goals. This agreement may also establish a framework and timeline for a collaboration of private and public investment for the coordinated development of the Ruhl Farmstead and Willmott Farmhouse properties and adjacent parks.

## 5.1 WILLMOTT FARMHOUSE RECOMMENDED OPTIONS

### 5.1.1 REAL ESTATE OPTIONS ANALYSIS

#### OPTION 1: DAYCARE/EARLY CHILDHOOD EDUCATION CENTRE

A daycare facility located at the Willmott farmhouse would complement the surrounding land uses, including the future residential development, and community recreation facilities, while also increasing the Town of Milton's capacity to deal with the growing demand for child care spaces.

Based on population projections provided by the Ontario Ministry of Finance, the Town of Milton is expected to experience consistent population growth, particularly amongst infants and toddlers between the ages of zero and four. The existing market for daycare facilities in Milton is under supplied, with more than 50% of the existing daycare facilities reporting waiting lists for prospective clients. The average daily rate for one child in a daycare facility in Milton is approximately \$34 based on an inventory of more than 40 existing facilities. Based on the inventory of daycare facilities in Milton, daily rates range between \$20 and \$45 per child enrolled.

The extension of kindergarten classes to the entire day for students throughout the province will limit the demand for daycare services for children over the age of five, except for before/after school programs. Although the program has not been fully implemented throughout the province, it is expected that every elementary school in Ontario will have full day kindergarten classes by 2014. As a result, the analysis of a day care facility on the Willmott property was based on a facility which provided care for infants, toddlers and preschoolers who are less than five years of age.

The heritage house located on the Willmott property is approximately 2,500 square feet. Assuming a building efficiency ratio of 80%, the gross leasable area would be 2,000 square feet. After allocating 1,300 square feet of the gross leasable area towards administrative space, storage, and a kitchen/dining area, there would be 700 square feet of unobstructed space remaining for daycare programming. Under the Ontario Child Care Licensing guidelines, it is recommended that each child have 30 square feet of unobstructed floor space. As a result, the maximum capacity of the heritage house would be 23 children.

The northeast ancillary structure is 900 square feet. Assuming an efficiency ratio of 80%, the gross leasable area of the north ancillary structure is 720 square feet. It was assumed that the other ancillary structure will be used for storage purposes, allowing the entire 'northeast ancillary structure' to be dedicated to provide additional child care space. Given that there is 720 square feet of the unobstructed floor area in the 'northeast ancillary structure' no more than 24 students could be accommodated in this building. As a result, the subject site would have a maximum capacity of 47 students, if the Willmott farmhouse and the adjacent ancillary structures were converted into a daycare facility.

Available grants and subsidies for childcare services in Ontario are typically provided to parents to be used to finance program fees, which make a significant contribution to the revenue earned by daycare services. Based on our analysis of other daycare facilities in the Greater Toronto Area, approximately 35% of day care revenues are derived from subsidies, with the remaining 65% paid for by parents. In our analysis we have assumed that 35% of daycare revenues would be attributed to grants/subsidies, with remaining 65% derived from parents.

In the **high revenue scenario** we have assumed that the daycare facility will be operating at 100% capacity. Assuming children are enrolled in a daycare program 5 days per week, 50 weeks per year, at a daycare facility charging \$40 daily for each child, the **total annual revenue generated by the daycare would be approximately \$475,000.**

In the low revenue scenario we have assumed that the daycare facility will be operating at 85% capacity. Assuming children are enrolled in a daycare program 5 days per week, 50 weeks per year, at a daycare facility charging \$40 daily for each child, the **total annual revenue generated by the daycare would be approximately \$402,000.**

The operating expenses for a daycare facility were modelled based on the financial statements of other daycare facilities in the Greater Toronto Area. A



daycare operator typically incurs an annual insurance charge of \$40 per student. Annual food expenses are typically \$1000, program supplies are \$160, school trips are \$80, office supplies are \$110, and miscellaneous expenses are typically \$50 per student. These expenses have been modelled based on the number of students because they are sensitive to increases or decreases in enrolment. Professional fees have been forecast at 1.5% of the total revenues earned, assuming that professional fees are related to the revenues earned.

The number of staff required to care for the children in each building at the daycare facility is based on the guidelines provided Ontario Child Care Licensing Orientation Package. For children who are 30 months of age or younger, one staff member is required for every 2-3 students. For children who are between 30 and 60 months of age, there must be at least one staff member for every eight students. As a result, the daycare facility would employ nine staff members in the high revenue scenario, and eight staff members in the low revenue scenario. Staff salaries are based on 37.5 hours worked each week, 50 weeks annually. The wage rate used to model staff salaries is based on the average wage for early childhood educators in the Toronto region (\$15.70).

The estimated cost to renovate the Willmott farmhouse and repurpose the property to accommodate a daycare facility is \$554,000\*. To limit the costs borne by the Town of Milton we have assumed that the future daycare operator will be responsible for the required building and associated grounds upgrades\*\*. To model the borrowing costs associated with the building upgrades, we assumed that a standard loan to value of ratio of 75%. As a result the original loan balance would be \$393,000. With an interest rate of 7.5%, amortized over a twenty year period, the annual borrowing costs would be approximately \$39,000; with the borrowing costs declining gradually as the loan reaches maturity.

<sup>1</sup> 'Neighbourhood shopping centre' refers to a retail property, typically with less than 70,000 square feet of total retail space. Neighbourhood shopping centres are smaller scale retail hubs that are intended to serve the residents in the surrounding residential area, rather than a more regional service area.

The average annual rental rate for services businesses located in neighbourhood shopping centres (\$14.25 per square foot) was used as the benchmark figure to determine the annual rental stream from the subject site<sup>1</sup>. As a result, the expected **annual rental revenue for the Town of Milton would be in the order of \$40,000 under both the low and high scenarios.**

From our perspective, the provision of below market rent by the Town of Milton, may aid in ensuring the success of the daycare scenario.

Based on financial projections for a daycare facility on the Willmott property (with rent and the borrowing costs associated with the required heritage building upgrades included in the annual expenses) net earnings are expected to be **\$70,000 in the high scenario** and **\$35,000 in the low scenario.**

#### *Willmott Property Option 1 Summary* Daycare / Early Childhood Education Centre

Projected Revenue:	\$402,000 - \$475,000
Projected Earning (for Operator):	\$35,000 - \$70,000
Projected Rental Income (for Town):	\$40,000 - None

Facility Investment Costs:	\$554,000*
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*Cost estimations have been rounded. Detailed financial projections for this scenario are provided in Appendix II.*

\* Investment costs include building upgrade and associated grounds improvements. The full set of costing assumptions is outlined in Appendix III.

\*\*Investment scenario assumptions outlined in Appendix I



## OPTION 2: RESTAURANT/PUB

Establishing a restaurant in the Willmott farmhouse provides another development option that complements the surrounding land uses, providing a local venue for residents and visitors to enjoy restaurant services before or after making use of the nearby recreational facilities. While there are risks in establishing a restaurant given the volatility of the market (and a high business failure rate), a restaurant/pub located within the former Willmott farmhouse and incorporating the ancillary buildings would provide the greatest opportunity to generate revenue, if a reputable operator is secured. The restaurant alternative was explored under two development scenarios – a restaurant with an addition; and a restaurant constructed in the existing buildings.

### OPTION 2A: RESTAURANT/PUB (without addition)

The heritage house located on the Willmott property is approximately 2,500 square feet. Assuming a building efficiency ratio of 80%, the gross leasable area would be 2,000 square feet. Restaurants will often have in the order of 40% of the gross leasable area occupied by the kitchen and storage areas. As a result, the gross floor area of the restaurant dining space would be 1,200 square feet. The 'northeast ancillary structure' is 900 square feet. Assuming an efficiency ratio of 80%, the gross leasable area of the north ancillary structure is 720 square feet. In total the pub/restaurant could accommodate approximately 80 customers, without investing in an addition to the existing buildings.

The Ontario Building Code requires that all alcoholic beverage or dining spaces must provide guests will at least 11.8 square feet per person. Typically restaurants provide between 15 and 20 square feet of space per customer. To promote more of a fine dining experience, it was assumed that the maximum capacity would be determined using a floor area ratio of 24 square feet per person. As a result the maximum capacity of the heritage house (with no building additions) would be 50 customers, and the 'northeast ancillary structure' could accommodate up to 30 people.

In the **high revenue scenario** (with no building additions) it was assumed that a restaurant/pub would operate at 75% of the maximum capacity. Assuming

the restaurant operates 360 days each year, and there are three servings each day (one lunch serving and two dinner servings), the restaurant would have almost 65,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, **the restaurant would generate approximately \$1.9 million in total revenues.**

In the **low revenue scenario** (with no building additions) it was assumed that a restaurant/pub would operate at 50% of the maximum capacity. Assuming the restaurant operates 360 days each year, and there are three servings each day (one lunch serving and two dinner servings), the restaurant would have almost 43,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, **the restaurant would generate approximately \$1.3 million in total revenues.**

The operating expenses for a restaurant/pub were modelled based on the financial statements of other restaurants in the Greater Toronto Area. For restaurants, a number of operating expenses are sensitive to changes in the volume of business (reflected in revenues earned). As a result, some operating expenses were modelled as a percentage of total revenues. Marketing was assumed to be equivalent to 2% of total revenues, and professional fees were 0.5% of total revenues. Supplies, utilities, insurance, salaries, rent, and borrowing costs were modelled differently than the other operating expenses.

In general, restaurants typically employ a 300% markup on food and alcohol sales. As a result, the supplies expense is equal to 1/3 of the total food and beverage revenues. Because utilities are not very sensitive to changes in the volume of business, this expense category was calculated as a percentage of the rent. It was assumed that utilities are equal to 10% of the annual rent for the building. Insurance was assumed to be equivalent to 3% of total rent. The wage rate used to model staff salaries is based on the average wage for chefs (\$15.55) and food and beverages servers (\$11.75) in the Toronto region. The average rental rate (\$17 per square foot) for an independent licensed restaurant in a neighbourhood commercial context was used as a benchmark for the

rental income that could be generated by the Town of Milton if the Willmott property is leased to a private, third-party restaurant operator.

The estimated cost to renovate the Willmott farmhouse and repurpose the property to accommodate a restaurant/pub (with no building addition) is \$752,000\*. To limit the costs borne by the Town of Milton we have assumed that the future restaurant operator will be responsible for the required building and associated grounds upgrades\*\*. To model the borrowing costs associated with the building upgrades, we assumed that a standard loan to value ratio of 75% would be used. As a result the original loan balance would be \$564,000. With an interest rate of 7.5%, amortized over a twenty year period, the annual borrowing costs would be approximately \$55,000; with the borrowing costs declining gradually as the loan reaches maturity.

Based on the average for independent restaurants serving liquor, **the Town of Milton could expect to earn in the order of \$47,000 in annual rental income if the Willmott farmhouse was rented to a restaurant operator.** Financial projections for a restaurant/pub (with no building addition) on the Willmott farmhouse property indicate that **net earnings** are expected to be **\$451,000 in the high scenario** and **\$180,000 in the low scenario.**

### OPTION 2B: RESTAURANT/PUB (with addition)

The Ontario Building Code requires that all places that serve alcoholic beverages or dining spaces must provide guests with at least 11.8 square feet per person. Typically restaurants provide between 15 and 20 square feet of space per customer. To promote more of a fine dining experience, it was assumed that the maximum capacity would be determined using a floor area ratio of 24 square feet per person. A 750 square foot addition to the northeast coach house would increase the maximum capacity of a restaurant on the Willmott property from 80 to 105 customers.

The operating expenses for a restaurant/pub were modelled based on the financial statements of other restaurants in the Greater Toronto Area. For restaurants, a number of operating expenses are sensitive to changes in the volume of business

(reflected in revenues earned). As a result, some operating expenses were modelled as a percentage of total revenues. Marketing was assumed to be equivalent to 2% of total revenues, and professional fees were 0.5% of total revenues. Supplies, utilities, insurance, salaries, rent, and borrowing costs were modelled differently than the other operating expenses.

In general, restaurants typically employ a 300% markup on food and alcohol sales. As a result, the supplies expense is equal to 1/3 of the total food and beverage revenues. Because utilities are not very sensitive to changes in the volume of business, this expense category was calculated as a percentage of the rent. It was assumed that utilities are equal to 10% of the annual rent for the building. Insurance was assumed to be equivalent to 3% of total rent. The wage rate used to model staff salaries is based on the average wage for chefs (\$15.55) and food and beverage servers (\$11.75) in the Toronto region. The average rental rate (\$17 per square foot) for an independent licensed restaurant in a neighbourhood commercial context was used as a benchmark for the rental income that could be generated by the Town of Milton if the Willmott property is leased to a private, third-party restaurant operator.

In the **high revenue scenario** (with building additions) it was assumed that a restaurant/pub would operate at 75% of the maximum capacity. Assuming the restaurant operates 360 days each year, and there is an average of three servings each day (one lunch serving and two dinner servings), the restaurant would have approximately 85,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, **the restaurant would generate approximately \$2.5 million in total revenues.**

In the **low revenue scenario** (with building additions) it was assumed that a restaurant/pub would operate at 50% of the maximum capacity. Assuming the restaurant operates 360 days each year, and there are three servings each day (one lunch serving and two dinner servings), the restaurant would have almost 57,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, **the restaurant would generate approximately \$1.7 million in total revenues.**

The estimated cost to renovate the Willmott farmhouse and repurpose the property to accommodate a restaurant/pub (with building addition) is \$956,000\*. To limit the costs borne by the Town of Milton we have assumed that the future restaurant operator will be responsible for the required building and associated grounds upgrades\*\*. To model the borrowing costs associated with the building upgrades, we assumed that a standard loan to value of ratio of 75%. As a result the original loan balance would be \$716,000. With an interest rate of 7.5%, amortized over a twenty year period, the annual borrowing costs would be approximately \$70,000; with the borrowing costs declining gradually as the loan reaches maturity.

Based on the average for independent restaurants serving liquor (\$16.98 per square foot), **the Town of Milton could expect to earn approximately \$56,000 in annual rental income if the Willmott farmhouse was rented to a restaurant operator.**

When projected revenues and expenses are calculated, including borrowing costs required to finance building upgrades, a restaurant would be able to generate increased profits by investing in an addition in order to increase the maximum capacity. Given the increased capacity created by a building addition, the financial projections for a restaurant/pub (with building addition) indicate that net earnings are projected to equal **\$639,000 in high revenue scenario**, and **\$282,000 in the low revenue scenario**.

Despite the positive economic indicators of the feasibility of a restaurant on the Willmott property, the site is set-back from the road, and as a consequence, not visible when driving along Regional Road 25. This will limit customer traffic, and will require a specific type of operator capable of marketing the facility as a destination.

*Willmott Property Option 2a Summary*

Restaurant/Pub (without addition)

Projected Revenue: \$1,296,000 - \$1,944,000  
Projected Earning (for operator) \$180,000 - \$451,000  
Projected Rental Income (for town): \$47,000

Facility Investment Costs: \$752,000\*

*Willmott Property Option 2b Summary*

Restaurant/Pub (with addition)

Projected Revenue: \$1,701,000 - \$2,551,000  
Projected Earning (for operator) \$282,000 - \$639,000  
Projected Rental Income (for Town): \$56,000

Facility Investment Costs: \$956,000\*

*Cost estimations have been rounded. Detailed financial projections for this scenario are provided in Appendix II.*

\* Investment costs include building upgrade and associated grounds improvements. The full set of costing assumptions is outlined in Appendix III.

\*\*Investment scenario assumptions outlined in Appendix I

### OPTION 3: OFFICE SPACE FOR COMMUNITY-BASED AGENCY

Like most communities throughout Ontario, Milton is projected to experience considerable population growth amongst residents who are 65 years of age or older, exhibiting close to 4% annual population growth over the next 25 years. According to the Ministry of Finance population projections, residents over the age of 65 are expected to experience the greatest population growth in the Town of Milton over the next 25 years. Given the rapid increase in this segment of the population there will be increased demand for seniors housing, which is already in limited supply; or as an alternative, there is expected to be increased demand for services that allow seniors to maintain their independence as they age.

The Willmott farmhouse could be converted into office space that is designated for private companies that are working in partnership with the municipal or provincial government to provide services that allow senior residents to age at home. These types of services are provided by both profit, and non-profit companies. As part of the Ontario provincial government's "Aging at Home Strategy" there is funding available for in-home support services that help seniors maintain a more independent lifestyle as they age. This type of facility would complement the surrounding land uses, such as the Milton Community Sports Centre by assisting seniors in living more active lives, and helping to encourage all age segments to be more engaged in the local community.

The Willmott farmhouse could be used as office space by a single organization offering these support services, or shared by multiple organizations offering "a basket of services" under one roof. To convert the Willmott farmhouse into an office space it would require a \$554,000\* investment to upgrade the heritage house. To limit the costs borne by the Town of Milton we have assumed that the future operator will be responsible for the required building and associated grounds upgrades\*\*.

The Willmott farmhouse is approximately 2,500 square feet. Assuming an 80% building efficiency ratio, the heritage house could provide 2,000 square feet of space, while the ancillary structures could provide an additional 720 square feet for prospective tenants.

In the **high revenue scenario**, it was assumed that the organization(s) would capture 2% of the senior population in Milton (approximately 378 senior

residents in 2011). At a rate of \$20/hour for support services, **the business could generate approximately \$765,000 in total revenue** if each client received two hours of assistance weekly, 50 weeks each year.

In the **low revenue scenario**, it was assumed that the organization(s) would capture only 1% of the senior population in Milton (approximately 189 senior residents in 2011). At a rate of \$20/hour for support services, **the business could generate approximately \$378,000 in total revenue** if each client received two hours of assistance weekly, 50 weeks each year.

The annual operating expenses for an office facility are based on several assumptions. Staff salaries are based on the average wage rate for employees working in social services (\$15.70) in the Toronto area. It was assumed that each staff member works 37.5 hours each week, and works 50 weeks each year. Professional fees have been forecast at 1.5% of the total revenues earned, assuming that professional fees are related to the volume of business. It was assumed that utilities are equal to 10% of the annual rent for the building. To model the borrowing costs to finance the building upgrades, we have assumed a standard loan to value ratio of 75%. As a result the original loan balance would be \$415,000. The annual borrowing costs would be approximately \$41,000 if the loan was amortized over a twenty year period, at a 7.5% interest rate. The annual borrowing costs gradually decline as the loan reaches maturity.

Based on the benchmark established by the average rent charged for office space in a neighbourhood scale shopping centre (\$14.25 per square foot), **the Town of Milton could expect to earn approximately \$40,000 annually by renting out the office space.**

Based on financial projections for an office facility on the Willmott property (with rent and the borrowing costs associated with the required heritage building upgrades included in the annual expenses) **net earnings are expected to be \$272,000 in the high revenue scenario. In the low revenue scenario** it was assumed that 1% of the seniors in the local market could be captured. If only 1% of the local seniors market (or 189 people) are captured, net earnings would be negative according to the business model.

### Willmott Property Option 3 Summary

Office space for community-based agency

Projected Revenue:	\$378,000 - \$765,000
Projected Earnings (for Operator)	-\$114,000 - \$272,000
Projected Rental Income: (for Town of Milton)	\$40,000
Facility Investment Costs:	\$554,000*

*Cost estimations have been rounded. Detailed financial projections for this scenario are provided in Appendix II.*

\* Investment costs include building upgrade and associated grounds improvements. The full set of costing assumptions is outlined in Appendix III.

\*\*Investment scenario assumptions outlined in Appendix I

## 5.1.2 WILLMOTT IMPLEMENTATION CONSIDERATIONS

### *Parking*

In the real estate options outlined in Section 5.2.1, additional parking adjacent to the Willmott farmhouse will be required, as well as accommodations for pick up/drop off and loading requirements. See Section 5.2.3 for locations where parking may be appropriate and Appendix IV for parking requirement details.

In many of the schemes, parking can be accommodated for each option with minimal impact on the heritage attributes of the site. However, the parking requirements for the restaurant/pub option could potentially have negative impacts on the heritage resource if not strategically considered. A parking strategy for the restaurant/pub option should minimize the impact on the heritage attributes of the site by maintaining a landscape buffer between the Willmott property and the adjacent community centre. Although there is flexibility to potential parking areas, section 5.1.4 illustrates potential parking areas that would have the least impact on the identified heritage attributes of the site.

### *Building Addition:*

The high impact restaurant scenario for the Willmott farmhouse would require a 750 square foot or larger addition. Any addition should be located in the area that would have the least visual impact on the existing structure and the courtyard arrangement of the property. Although there is flexibility for potential additions, section 5.1.4 identifies locations where additions would have least impact on the identified heritage attributes of the site. Heritage professionals should be consulted in the design of any such structure.

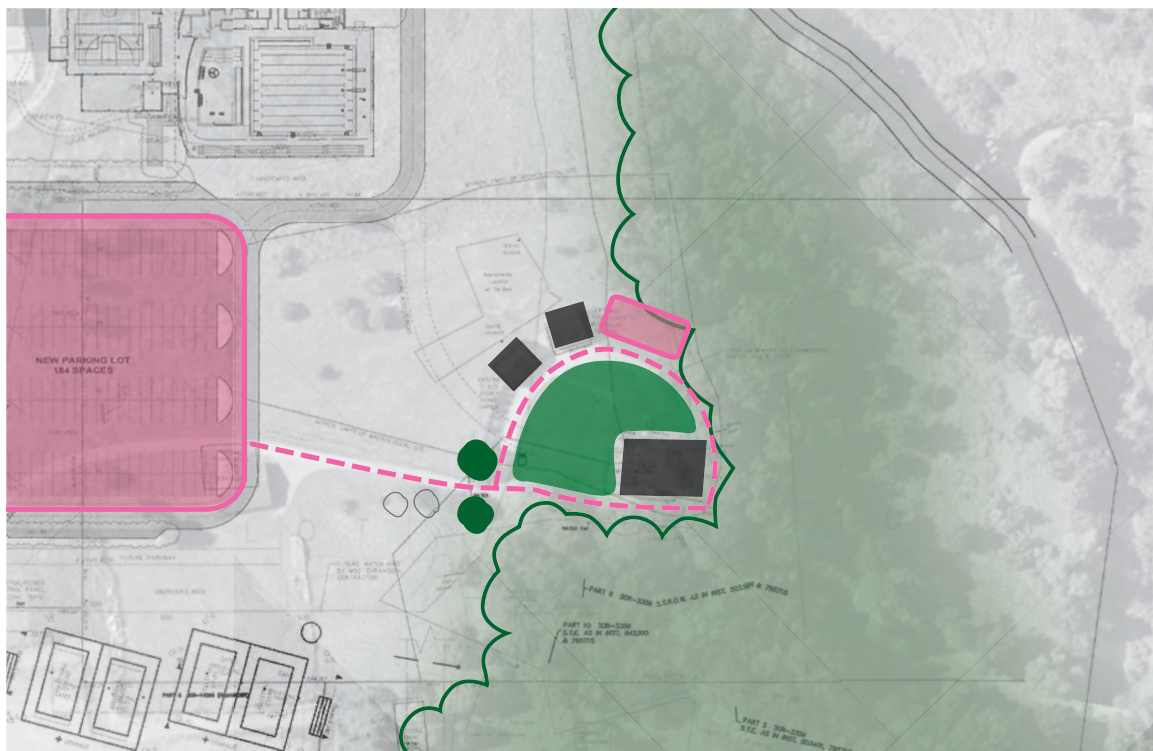
*The above recommendations are based on a high level analysis. Specific strategies will be at the discretion of the Town of Milton and individual site operators.*



### 5.1.3 WILLMOTT PROGRAM FRAMEWORK

The diagram below presents a programming framework that would conserve the heritage character of the property, and within which any of the three building program scenario's could occur. The impact of each of the building program scenario's on the heritage character of the property is discussed in section 5.8.

New development should respect the compound-like, enclosed arrangement of the heritage resources on the site. Parking within the compound should be limited to reserved parking for staff or accessible parking and vehicular circulation within the compound should be limited for servicing and pick-up/drop-off routes. Other considerations include a possible pedestrian connection to Sixteen Mile Creek.



#### Legend

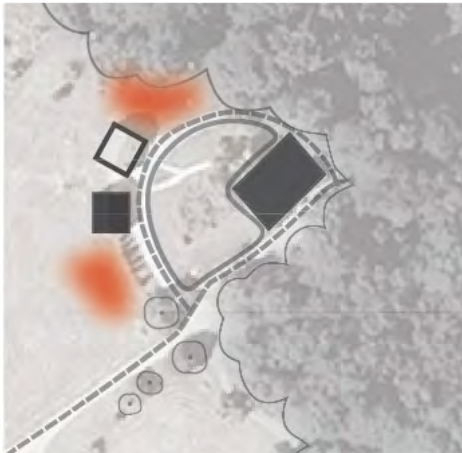
- Courtyard
- Parking
- Controlled vehicular access (servicing, pick up/drop off)



## 5.1.4 WILLMOTT OPTIONS IMPACT ANALYSIS

The following section illustrates the impact the options introduced in Section 5.2.1 would have on the heritage character:

### OPTION 1



#### *Day care/Early childhood education centre*

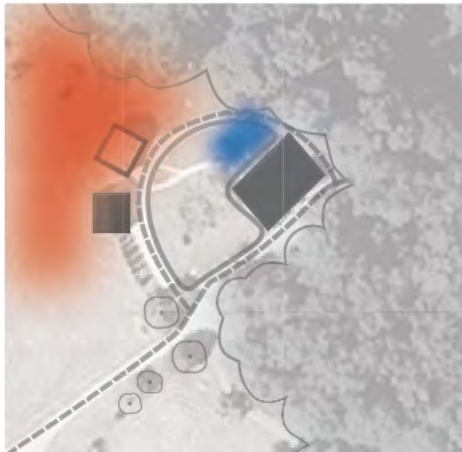
##### IMPACT:

- Private use segregates site from the park`

##### ANALYSIS:

- Revenue neutral or loss
- Preserves heritage features of building and minimal impact on site
- Property becomes private
- Although the property is isolated from the park, its separation will not significantly reduce the quality of either program
- Could provide ideal learning environment in natural setting
- Moderate parking requirement: 23 spaces

### OPTION 2



#### *Restaurant/Bar (with and without addition)*

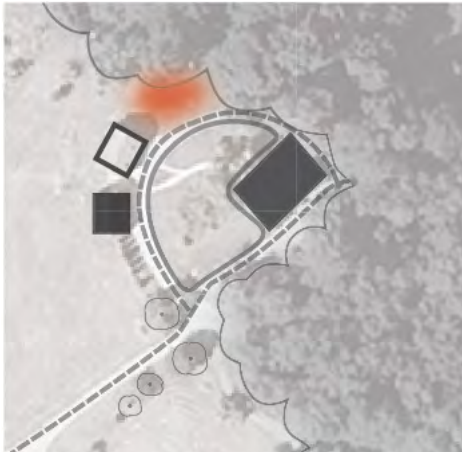
##### IMPACT:

- Parking, access and advertising requirements
- Potential building addition

##### ANALYSIS:

- Revenue positive
- Likely to attract investment from third party
- Signage and parking requirement may impact heritage features of building and site
- Property remains semi-public and integrated into the park
- Pub could become community "hub"
- Significant parking requirement: 44-58 spaces

### OPTION 3



#### *Offices for community-based agency*

##### IMPACT:

- Minimal impact

##### ANALYSIS:

- Revenue neutral or loss
- Preserves heritage features of buildings and site
- Property remains semi-public
- Minimal parking requirement: 11 spaces

##### Legend

Potential parking area with the least impact on built and natural heritage resources.

Potential building addition resources.

## 5.2 RUHL FARMSTEAD RECOMMENDED OPTIONS

### 5.2.1 REAL ESTATE OPTIONS ANALYSIS

The following is an analysis of the proposed development options including an events facility, a day spa, and a community based organization for the Ruhl site. This analysis identifies the options which have the greatest potential to generate a revenue stream for the Town of Milton. Alternatives for the Ruhl site include a day spa and an event facility, which could also be combined and packaged together on the property, with a spa operating in the historic farmhouse, and an events facility operating out of the barn. Another alternative could be the combination of an event facility and restaurant.

#### OPTION 1: EVENT FACILITY & RESTAURANT

A seasonal event facility, combined with a restaurant at the Ruhl farmstead would provide the Town of Milton with a unique setting for weddings and other private and community based functions. An alternative plan for an event facility would incorporate the barn as a permanent event space, while the heritage house would be converted into restaurant. The restaurant would serve local residents, while also providing catering services for events hosted in the event facility. The event facility and restaurant alternative was explored under two development scenarios – a restaurant/event facility with a full barn upgrade; and a restaurant constructed in the existing buildings, with a tent used for seasonal event space.

##### OPTION 1A: EVENT FACILITY & RESTAURANT *Seasonal Event Space (no building addition):*

The heritage house on the Ruhl property is approximately 3,500 sq.ft. Assuming a building efficiency ratio of 80%, the gross floor area of the heritage house would be 2,800 sq.ft. Restaurants will often have in the order of 40% of the gross leasable area occupied by the kitchen and storage areas. As a result, the gross floor area of the restaurant located in the heritage house would be 1,680 sq.ft.

Guidelines from the Ontario Building Code require at least 11.8 sq.ft per guest in a dining/event facility. To promote a fine dining experience, we have assumed that there will be double the minimum required space per guest. As a result, the heritage house could accommodate a maximum of approximately 70 guests based on the size and space constraints of the building and building code standards.

We have also explored the option of offering a tent to provide seasonal event space, in addition to the regular restaurant operations. We have assumed that a 2,000 square foot tent will be available for event space from June – September. Following guidelines from the Ontario Building Code, the tent could accommodate up to 170 guests, assuming there is 11.8 sq.ft available per guest.

In the high revenue scenario (with no building additions) it was assumed that a restaurant/event facility would operate at 70% of the maximum capacity. Assuming the restaurant operates 360 days each year, and there are three servings each day (one lunch serving and two dinner servings), the restaurant would have almost 53,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, the restaurant would generate approximately \$1.6 million in revenues. Assuming the event facility hosts two events each week, 16 weeks each year (June – September), it would have almost 4,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, the event facility would generate approximately \$114,000 from food/beverage sales. The event facility would also generate revenue from renting the tent to host various functions. With approximately 32 functions held each year, the event facility would generate an additional \$26,000 in revenue. **The total revenue generated by the event facility and restaurant from food/beverage sales and tent rentals is approximately \$1.7 million in the high revenue scenario.**

In the low revenue scenario (with no building additions) it was assumed that a restaurant/event facility would operate at 50% of the maximum capacity. Assuming the restaurant operates 360 days each year, and there are three servings each day (one lunch serving and two dinner servings), the restaurant would have almost 38,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, the restaurant would generate approximately \$1.1 million in revenue from food and beverage sales. Assuming the event facility hosts two events each week, 16 weeks each year (June – September), it would have almost 3,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, the event facility would generate approximately \$81,000 from food/beverage sales. The event facility would also generate revenue from renting the tent to host various functions. With approximately 32 functions held each year, the event facility would generate an additional \$26,000 in revenue from tent rentals. **The total revenue generated by the event facility and restaurant from food/beverage sales and tent rentals is approximately \$1.2 million in the low revenue scenario.**

The operating expenses for a restaurant/event facility were modelled based on the financial statements of other restaurants in the Greater Toronto Area. For restaurants, a number of operating expenses are sensitive to changes in the volume of business. As a result, some operating expenses were modelled as a percentage of total revenues. Marketing was assumed to be equivalent to 2% of total revenues, and professional fees were 0.5% of total revenues. Supplies, utilities, insurance, salaries, rent, and borrowing costs were modelled differently than the other operating expenses.

In general, restaurants typically employ a 300% markup on food and alcohol sales. As a result, the supplies expense is equal to 1/3 of the total food and beverage revenues. Because utilities are not very sensitive to changes in the volume of business, this expense category was calculated as a percentage of the rent. It was assumed that utilities are equal to 10% of the annual rent for the building. Insurance was assumed to be equivalent to 3% of total rent. The wage rate used to model staff salaries is based on the average wage for chefs (\$15.55) and food and beverages servers (\$11.75) in the Toronto region. The average rental rate (\$16.98 per square foot) for an

independent licensed restaurant in a neighbourhood commercial context was used as a benchmark for the rental income that could be generated by the Town of Milton if the Willmott property is leased to a private, third-party restaurant operator.

The estimated cost to renovate the Ruhl property, including improvements to the heritage house and barn to accommodate a restaurant/event space (with no building addition) is \$1,350,000\*. To limit the costs borne by the Town of Milton we have assumed that the future restaurant operator will be responsible for the required building and associated grounds upgrades\*\*. To model the borrowing costs associated with the building upgrades, we assumed that a standard loan to value of ratio of 75%. As a result the original loan balance would be approximately \$1,002,000. With an interest rate of 7.5%, amortized over a twenty year period, the annual borrowing costs would be approximately \$99,000; with the borrowing costs declining gradually as the loan reaches maturity.

Based on the average for independent restaurants serving liquor, **the Town of Milton could expect to earn in the order of \$50,000 in annual rental income if the heritage house on the Ruhl property was rented to a reputable restaurant operator.** Financial projections for a restaurant/event facility (with seasonal event space) on the Ruhl property indicate that **net earnings** are expected to be **\$788,000 in the high scenario** and **\$365,000 in the low scenario.**

#### **OPTION 1B: EVENT FACILITY & RESTAURANT** *(with addition and full barn upgrade):*

Another alternative for the development of a restaurant/event space on the Ruhl property, involves the expansion of the restaurant area, with a 1,000 square foot addition to the heritage house, and a full barn upgrade to accommodate event space. The existing heritage house on the Ruhl property is approximately 3,500 sq.ft and the barn is 4,600 sq.ft. Assuming a building efficiency ratio of 80%, the gross floor area of the heritage house after the addition would be 3,600 sq.ft, while the gross floor area of the barn would be approximately 3,700 sq.ft. Because restaurants often have in the order of 40% of the gross leasable area occupied by the kitchen and storage areas, the gross floor area of the restaurant located in the heritage house would be 2,160 sq.ft.

The maximum capacity of the barn would be approximately 300 guests based on guidelines from the Ontario Building Code, which require at least 11.8 sq.ft per guest in a dining/event facility. The heritage house could accommodate a maximum of approximately 90 restaurant customers based on the size of the building and building code standards.

In the high revenue scenario it was assumed that a restaurant/event facility would operate at 70% of the maximum capacity. Assuming the restaurant operates 360 days each year, and there are three servings each day (one lunch serving and two dinner servings), the restaurant would have almost 68,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, the restaurant would generate approximately \$2.0 million in revenues from food and beverage sales. Assuming the event facility hosts two events each week, 50 weeks each year, it would have almost 22,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, the event facility would generate approximately \$655,000 from food/beverage sales. The event facility would also generate revenue from renting the barn to host various functions. With approximately 100 functions held each year, the event facility would generate an additional \$80,000 in revenue. **The total revenue generated by the event facility and restaurant from food/beverage sales and rental space is approximately \$2.8 million in the high revenue scenario.**

In the low revenue scenario it was assumed that a restaurant/event facility would operate at 50% of the maximum capacity. Assuming the restaurant operates 360 days each year, and there are three servings each day (one lunch serving and two dinner servings), the restaurant would have almost 52,000 annual customers. If each customer spends an average of \$20 on food each meal, and \$10 on alcohol/beverages, the restaurant would generate approximately \$1.5 million in revenue from food and beverage sales. The event facility would also generate revenue from renting the barn to host various functions. With approximately 100 functions held each year, the event would generate an additional \$80,000 in total revenue. **The total revenue generated by the event facility and restaurant from food/beverage sales and rental space is approximately \$2.1 million in the low revenue scenario.**

The operating expenses for a restaurant/event facility were modelled based on the financial statements of other restaurants in the Greater Toronto Area. For restaurants, a number of operating expenses are sensitive to changes in the volume of business. As a result, some operating expenses were modelled as a percentage of total revenues. Marketing was assumed to be equivalent to 2% of total revenues, and professional fees were 0.5% of total revenues. Supplies, utilities, insurance, salaries, rent, and borrowing costs were modelled differently than the other operating expenses.

In general, restaurants typically employ a 300% markup on food and alcohol sales. As a result, the supplies expense is equal to 1/3 of the total food and beverage revenues. Because utilities are not very sensitive to changes in the volume of business, this expense category was calculated as a percentage of the rent. It was assumed that utilities are equal to 10% of the annual rent for the building. Insurance was assumed to be equivalent to 3% of total rent. The wage rate used to model staff salaries is based on the average wage for chefs (\$15.55) and food and beverages servers (\$11.75) in the Toronto region. The average rental rate (\$17 per square foot) for an independent licensed restaurant in a neighbourhood commercial context was used as a benchmark for the rental income that could be generated by the Town of Milton if the Willmott property is leased to a private, third-party restaurant operator.

The estimated cost to renovate the Ruhl property, including an addition to the heritage house and a full barn upgrade to accommodate a restaurant/event space is approximately \$2.86 million\*. To limit the costs borne by the Town of Milton we have assumed that the future restaurant operator will be responsible for the required building and associated grounds upgrades\*\*. To model the borrowing costs associated with the building upgrades, we assumed that a standard loan to value of ratio of 75%. As a result the original loan balance would be approximately \$2.1 million. With an interest rate of 7.5%, amortized over a twenty year period, the annual borrowing costs would be approximately \$210,000; with the borrowing costs declining gradually as the loan reaches maturity.

Based on the average for independent restaurants serving liquor, **the Town of Milton could expect to earn upwards of \$120,000 in annual rental income if the Ruhl property was rented to a reputable**

**restaurant operator.** Financial projections for a restaurant/event facility (without full barn upgrade) on the Ruhl property indicate that **net earnings** are expected to be **\$887,000 in the high scenario**, and **\$120,000 in the low revenue scenario**. Financial projections for a restaurant/event facility with a full barn upgrade are provided in Appendix II.

Although events would not be held daily, future residents of the surrounding residential development may raise concerns about the noise and traffic created by large functions hosting close to 300 guests. With a restaurant operating on a daily basis there will likely be further concerns from local residents, particularly regarding increased traffic flow and party spillover on residential streets surrounding the property.

#### *Ruhl Property Option 1a Summary:*

Event Facility & Restaurant (seasonal event space, no building addition)

Projected Revenue: \$1,241,000 - \$1,727,000

Projected Earning: \$365,000 - \$788,000  
(for Operator)

Projected Rental Income (for Town): \$50,000

Facility Investment Costs: \$1,350,000\*

#### *Ruhl Property Option 1b Summary:*

Event Facility & Restaurant  
(with addition and full barn upgrade)

Projected Revenue: \$2,121,000 - \$2,776,000

Projected Earning: \$120,000 - \$887,000  
(for Operator)

Projected Rental Income (for Town): \$120,000

Facility Investment Costs: \$2,860,000\*

*Cost estimations have been rounded. Detailed financial projections for this scenario are provided in Appendix II.*

\* Investment costs include building upgrade and associated grounds improvements. The full set of costing assumptions is outlined in Appendix III.

\*\*Investment scenario assumptions outlined in Appendix I



## OPTION 2: DAY SPA

A day spa at the Ruhl farmstead would incorporate both the heritage house, and the barn, which would require more extensive renovations to cater to the typical clientele. The median income in Milton is almost \$ 20,000 higher than the provincial average, increasing the likelihood of success for an operator providing “higher-end” services such as spa treatments.

The heritage house on the Ruhl property is 3,500 square feet, and the barn is 4,600 square feet. Assuming a building efficiency ratio of 80%, the gross leasable area of the heritage house would be 2,800 square feet, and the barn would be 3,680 square feet. To determine the maximum number of treatment rooms we assumed that each room would be approximately 330 square feet. As a result the heritage house could accommodate 8 treatment rooms, in addition to 11 treatment rooms in the upgraded barn.

In the **high revenue scenario** it was assumed that a day spa would operate at 75% of the maximum capacity. Assuming the day spa operates 5 days per week, 50 weeks each year, with 4 series of treatments offered each day, there would be approximately 15,000 annual customers. If each customer is charged \$150 per treatment, **the day spa could expect to generate \$2.2 million in annual revenues.**

In the **low revenue scenario** it was assumed that a day spa would operate at 50% of the maximum capacity. Assuming the day spa operates 5 days per week, 50 weeks each year, with 4 series of treatments offered each day, there would be approximately 10,000 annual customers. If each customer is charged \$150 per treatment, **the day spa could expect to generate \$1.5 million in annual revenues.**

The operating expenses for a day spa were modeled based on a review of the financial statements of other spa facilities in the Toronto area. For the day spa, several operating expenses are sensitive to changes in the volume of business. As a result, insurance, supplies, marketing, professional fees, and office supplies expenses were modeled as a percentage of total revenue. Utilities expenses are not as sensitive to changes in the volume of business, and were modeled as a percentage of the annual rent. Staff salaries were based on the average wage rate for personal care service occupations in the Toronto area (\$15.15). We

have assumed that each staff member would work 37.5 hours weekly, 50 weeks each year.

The estimated cost to renovate the Ruhl property to accommodate a day spa in the heritage house and barn is \$2,272,000\*. To limit the costs borne by the Town of Milton we have assumed that the future operator will be responsible for the required building and associated grounds upgrades\*\*. To model the borrowing costs associated with the required building improvements, we assumed a standard loan to value ratio of 75%. As a result, the original loan balance would be \$1,693,000. With an interest rate of 7.5%, amortized over a twenty year period, the annual borrowing costs would be approximately \$166,000 (gradually declining as the loan reaches maturity).

Based on financial projections for a spa facility at the Ruhl farmstead, **the Town of Milton could expect to earn upwards of \$130,000 in annual rent from a spa facility located on the Ruhl property according to the business model. The future spa operator could expect to earn approximately \$950,000 annually in the high revenue scenario, and \$365,000 in the low scenario.**

### *Ruhl Property Option 2 Summary:*

#### *Day Spa*

Projected Revenue:	\$1,473,000 - \$2,209,000
Projected Earning: (for Operator)	\$365,000 - \$950,000
Projected Rental Income (for Town):	\$130,000
Facility Investment Costs:	\$2,272,000*

*Cost estimations have been rounded. Detailed financial projections for this scenario are provided in Appendix II.*

\* Investment costs include building upgrade and associated grounds improvements. The full set of costing assumptions is outlined in Appendix III.

\*\*Investment scenario assumptions outlined in Appendix I

### OPTION 3: COMMUNITY ORGANIZATION FIELDHOUSE

A non-profit or community based organization such as a sports camp and/or sports league convener would provide the community with a needed public service, while also complimenting the surrounding land uses of the Ruhl farmstead. This type of facility would provide residents with the opportunity to make use of the services provided by the community organization(s) in addition to the surrounding recreational facilities.

There are examples of existing sports camps operating in the GTA that operate year-round and provide children with an opportunity to exercise and learn how to play various sports. Dash Sports Inc., for example, operates a series of recreational sporting programs for children in the Toronto area provides an example of the type of community organization that would fit well on the Ruhl property, given its proximity to the surrounding sporting facilities. Dash Sports Inc. already operates a youth soccer league in Milton, in addition a variety of other sports and general recreation programs for children throughout the Toronto area.

The heritage house on the Ruhl property is 3,500 square feet, and the barn is 4,600 square feet. Assuming a building efficiency ratio of 80%, the gross leasable area of the heritage house would be 2,800 square feet, and the barn would be 3,680 square feet. To determine the maximum number of program participants it was assumed that 45 square feet of gross floor area, would be provided for each student (recognizing that daycare facilities require at least 30 square feet of space for children 60 months or younger, and the children in the sports programs would require more space given that they are older/larger). As a result a maximum of 144 children could participate in the recreational programs offered on the Ruhl property. Assuming the program is 90% subscribed, 130 children could participate in the recreational programs offered.

In the **high revenue scenario** it was assumed that the recreational programs and sports leagues offered on the Ruhl property would be 90% subscribed. Assuming the recreational programs are offered 35 weeks each year, and the price of each program is \$120, a community organization could expect to earn \$544,000 annually from programs/camps that are offered. Assuming there is a \$195 charge per child

to join a sports league, and 130 kids participate annually, a community organization could expect to earn \$25,000 from the leagues that are offered. In total, a community organization could expect to generate **\$570,000 in annual revenues.**

In the **low revenue scenario** it was assumed that the recreational programs and sports leagues offered on the Ruhl property would be 60% subscribed. Assuming the recreational programs are offered 35 weeks each year, and the price of each program is \$120, a community organization could expect to earn \$363,000 annually from programs/camps that are offered. Assuming there is a \$195 charge per child to join a sports league, and 86 kids participate annually, a community organization could expect to earn \$17,000 from the leagues that are offered. In total, a community organization could expect to generate **\$380,000 in annual revenues.**

Operating expenses for a community organization were based on several assumptions. For daycare facilities, there is a \$40 allocation per program space for insurance, a \$200 allocation per program space for supplies, a \$100 allocation per program space for office supplies. Professional fees are assumed to be sensitive to the volume of business. As a result, professional fees were modelled as a percentage of total revenues. Utilities expenses are not as sensitive to changes in the volume of business, and were modelled as a percentage of the annual rent.

The number of staff required to operate the sports leagues and other recreational programs offered by the community organization was modelled based on the recommended ratio of employees to children outlined in the Ontario Child Care Licensing Orientation Package. For children between 5 and 12 years of age there must be at least one adult staff member present for every 15 children. Staff salaries were modelled based on the average wage rate for early childhood educators in the Toronto region (\$15.70). While the programs would be offered 35 weeks each year, it was assumed that staff would work an additional 5 weeks each year to account for required administrative activities (registration, other administrative activities). Each staff member works 37.5 hours weekly, 50 weeks each year.



The estimated cost to renovate the Ruhl property to accommodate a community based organization in the heritage house and barn is \$554,000\*. To limit the costs borne by the Town of Milton we have assumed that the future operator will be responsible for the required building and associated grounds upgrades\*\*. To model the borrowing costs associated with the required building improvements, we assumed a standard loan to value ratio of 75%. As a result, the original loan balance would be \$415,000. With an interest rate of 7.5%, amortized over a twenty year period, the annual borrowing costs would be approximately \$41,000 (gradually declining as the loan reaches maturity).

Based on financial projections for a community facility at the Ruhl farmstead, we estimate the Town of Milton could expect to earn upwards of \$50,000 in annual rent from a community-based, not for profit organization. The rental income assumes a \$14.25/ square foot base rent on the farm house, plus a \$10,000 flat-fee rent for barn structure.

**Based on the foregoing, a prospective operator could expect to earn approximately \$233,000 annually in the high revenue scenario, and \$130,000 in the low scenario.**

### **Ruhl Property Option 3 Summary:**

Not-for-profit/Community Organization Fieldhouse

Projected Revenue:	\$380,000 - \$570,000
Projected Earning: (for Operator)	\$130,000 - \$233,000
Projected Rental Income:	\$50,000
Facility Investment Costs:	\$563,000*

*Cost estimations have been rounded. Detailed financial projections for this scenario are provided in Appendix II.*

\* Investment costs include building upgrade and associated grounds improvements. The full set of costing assumptions is outlined in Appendix III.

\*\*Investment scenario assumptions outlined in Appendix I

## 5.2.2 RUHL IMPLEMENTATION CONSIDERATIONS

### *Parking*

In the schemes outlined, additional parking to service the park and program for the Ruhl farmstead will be required, as well as accommodations for pick up / drop off and loading requirements. See Section 5.3.3 for locations where parking may be appropriate, as well as Section 5.3.4 for the specific impact of the individual schemes.

### *Building Addition:*

The high impact restaurant scenario for the Ruhl farmhouse would require a 1,000 square foot or larger addition. Any addition should be located in the area that would have the least visual impact on the existing structure. See Section 5.3.4 for locations where additions may be appropriate. Heritage professionals should be consulted in the design of any such structure.

### *New Structures:*

An initial space-planning analysis for the catering and restaurant programs indicate that accommodating the requirements of the commercial kitchen, storage and washrooms for three hundred or more guests may require the construction of a new structure adjacent to the Ruhl farmhouse or Barn. Section 5.3.4 indicates where these structures may be located with minimal impact of the heritage landscape.

### *Phasing:*

The largest capital expenditure in the event space scenario is the barn renovation. The Ruhl farmstead site offers the potential for the barn renovation to be phased while offering seasonal catering and event services in the open air or large tent structure. During the initial phase, the barn could serve as a limited use pavilion structure for cocktail reception purposes, with renovations for all season sit down catering taking place in a future phase. In this scenario, the barn would undergo stabilization in order to be opened to the public. Note, the financial projections presented here are based on year round catering.

### *Barn Renovation Strategy for Event Space:*

The renovation to the barn for full catering purposes presents technical complications in achieving the fire rating requirements of the Ontario Building Code, while maintaining the heritage characteristics of the Ruhl Barn. While a traditional approach would be to upgrade the envelope of the existing structure, this would result in the significant alteration of the appearance of the barn, and may present unforeseen technical complications during the process of retrofit.

An alternative solution worth exploration is the construction of a glass structure, similar to a greenhouse, in the interior of the barn. This approach would provide a modern events facility, while minimizing visual alterations to the historic property. In this scenario, the envelope and exterior of the barn would undergo stabilization and otherwise remain in its original state, with servicing and climate controlled environments achieved within the new interior structure. A variation of this approach, though at a smaller scale, can be seen in section 5.1.

*The above recommendations based on a high level analysis. Specific strategies will be at the discretion of the Town of Milton and individual site operators.*

### 5.2.3 RUHL PROGRAM FRAMEWORK

The diagram below presents a park framework that would conserve the heritage character of the property, and within which any of the three building program scenario's could occur. The impact of each of the building program scenario's on the heritage character of the property is discussed in section 5.5.

**Ruhl Park Site Concept**



### *Park Perimeter*

The north west portion of the park, situated on former agricultural fields and between two heritage tree rows, would be suitable for conversion to sports fields. A NW to SE orientation on the long dimension of a soccer field provides ideal solar exposure in the northern hemisphere for the fall playing season, however the spacing of the tree rows would preclude full sized fields. The existing topography could easily be adjusted to terrace up the gentle slope and then down the other side, with a field located at each plateau. New paths connecting between the fields to a new trail in the utility corridor could be installed at the top of each bank between the field terraces. The steeper banks could be seeded with meadow grasses to stabilize the slope and to reference the former agricultural plantings while conserving dramatic views toward the escarpment.

The south west and south east edges of the park are also located on former agricultural fields, and adjacent to a new residential subdivision. Here, typical park programming such as off leash dog areas, senior play grounds, and smaller active recreation facilities like tennis and volleyball courts would be appropriate and easily accessible to the new community.

### *Heritage Farmstead Precinct*

The park framework plan envisions that the character of the farmstead precinct would be best conserved if designed for passive park uses such as informal unprogrammed play, sitting, people watching or temporary events. The vegetative structure for this area that defines a series of clearings or 'outdoor rooms' should be conserved, and reinforced with seating elements and new paths. The existing pond could be modified to become a feature of this passive landscape, through selective tree thinning, the restoration of the pond banks, and the addition of new seating amenities. Parking, vehicular infrastructure or programmed park facilities would be incompatible with the character of this area, however, a junior play area or tot-lot would be compatible near to the farm house if the farm house is converted into a restaurant and cafe facility offering take out coffee and snacks and an outdoor patio overlooking the play area.

### *Special Program Precinct*

The existing Ruhl 'front yard' is defined on the north by the Ruhl farmhouse, on the south by the Barn, and on the east and west by mature tree rows. This is the most formal and most significant of the 'outdoor rooms' on the property. The barn sits on a hill above the new residential subdivision to the south, a prominent situation that could make it a landmark in the new community. Depending on the selected building program scenario, a garden terrace on the south side of the barn could make for a sunny and warm setting for events to spill out onto, and additionally, would be a wise location to formalize with more intensive landscape plantings. The character and vitality of the 'front yard' and the 'barn terrace' will both be affected by the different program scenario options for the two buildings.

From a community park vitality perspective, the most appropriate building program scenario would be the option which allows these spaces to *feel* publicly accessible during most times of the day, and for these space to function as park space without negatively impacting on the performance of the businesses and programs housed in the buildings. Additionally, the best scenario from this perspective would be the building program that acts as an amenity and destination for park users, and that contributes to the vibrancy of surrounding park spaces.

The three building program scenario options meet these park vitality goals to different degrees. These park vitality impacts should be weighed carefully with the different business and revenue models associated with each scenario, in making final decisions about the overall park vision.

### *Vehicles and parking*

Vehicle access and parking should be kept outside of the heritage farmstead precinct and away from the park perimeter to minimize its negative impact on the heritage character of the property and to discourage the need to drive to the edge of the park for daily park uses. A parking lot servicing roughly 100 cars could be located on the eastern side of the park to serve the sports facilities and the special program precinct, connected to a smaller lot tucked between and preserving the existing vegetative structure and providing accessible and staff parking near to the building facilities. If additional parking capacity were required, an additional lot could be located south of the main lot, tucked in between the existing tree rows.

Visitors to the park should be prevented from driving in these areas, however controlled access for fire services, building and park maintenance vehicles, and vehicles needed to operate the buildings (i.e. stocking inventory, etc.) could be provided along the existing gravel driveway and turn-around loop. These areas should look and function as pedestrian areas that can also accommodate vehicles at certain times.

### *Pedestrian circulation*

A network of primary and secondary paths that provide access into and through the park could be located along historic circulation routes (i.e. along the main entrance drive), along existing tree rows to provide strong delineation and a comfortable micro- climate, and in locations that make important connections with the park's new context.

### *Materials*

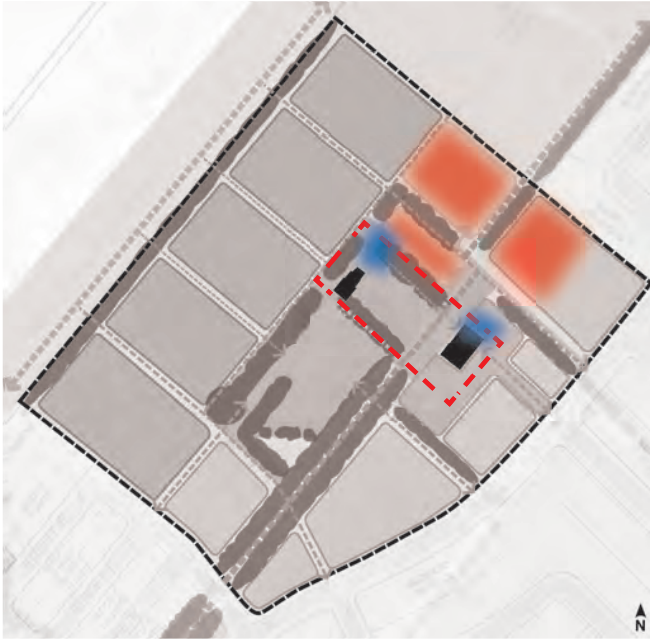
In order to best conserve the character of the Ruhl Farmstead property, appropriate materials and design detailing should be utilized. Limestone screenings or similar crushed aggregate pavements should be used for new paths to conserve the sound and look of walking and cycling on farm lane ways. Where spaces need to be enclosed and defined, cedar rail fencing, field stone walls, or careful landscape grading could be used. Except in specific more formalized areas, the planting palette in the park should consist of native trees and understory shrubs that define turf clearings. These understory of these planted edges could be left un-mowed, and allowed to grow wild like the farm field rows that they reference.



## 5.2.4 RUHL OPTIONS IMPACT ANALYSIS

The following section illustrates the impact the options introduced in Section 5.3.1 would have on the heritage character. See Appendix IV for parking requirement details.

### OPTION 1A



#### *Seasonal Event Facility & Restaurant*

##### IMPACT:

- Potential building additions (kitchen, washrooms, storage)
- Frequent privatization of inner lawn

##### ANALYSIS:

- Revenue positive
- Likely to attract investment from third party
- Preserves heritage features, though with new pavilion building and interior barn renovations
- Retains degree of public accessibility to inner lawn and barn (potential for part time community use)
- Noise from late night receptions may result in community opposition
- Significant parking requirement: 96 spaces

### OPTION 1B



#### *Event Facility and Restaurant*

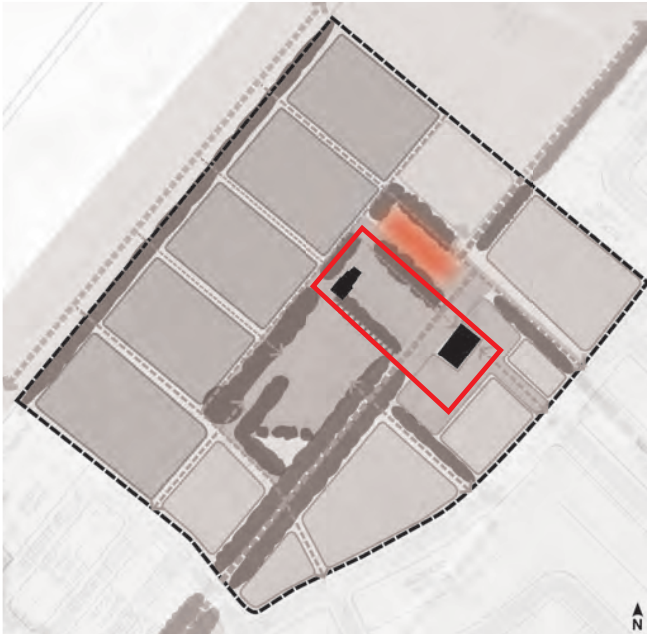
##### IMPACT:

- Potential building additions (kitchen, washrooms, storage)
- Addition to heritage building
- Frequent privatization of inner lawn

##### ANALYSIS:

- Revenue positive
- Likely to attract investment from third party
- Preserves heritage features, though with new pavilion building and interior barn renovations
- Retains degree of public accessibility to inner lawn and barn (potential for part time community use)
- Noise from late night receptions may result in community opposition
- Restaurant could become community landmark
- Cafe (if included) could become a positive amenity for a wide demographic
- Significant parking requirement: 160 spaces

## OPTION 2



### *Day Spa*

#### IMPACT:

- Complete privatization of inner lawn, house and barn

#### ANALYSIS:

- Revenue positive
- Likely to attract investment from third party
- Preserves heritage features, though with interior barn renovations
- May be viewed as a private use in conflict with community park use
- Minimal parking requirement: 11 spaces

## OPTION 3



### *Not-For-Profit/ Community Organization Fieldhouse*

#### IMPACT:

- Minimal impact

#### ANALYSIS:

- Revenue neutral or loss
- Preserves heritage features of building and site
- Inner lawn and house remain public
- House could potentially be semi-public
- Moderate parking requirement: 30 spaces

#### Legend

-  Potential parking area
  Potential building addition
  Periodic private use
  Exclusive private use



## 5.3 EVALUATION OF OPTIONS

In consideration of financial projections, heritage impact analysis and site planning framework presented in this report, the best programming options for Willmott Farmhouse and Ruhl Farmstead would be a daycare/early childhood education centre, and an event facility with restaurant/café respectively.

### Willmott Farmhouse

At the Willmott farmhouse, the best financial opportunity would be to convert the property to a pub or restaurant. As a business model, it is the most lucrative of the three options for this site. However, this scenario presents two key challenges: the viability of marketing the restaurant in this location removed from street frontage, and the impact of access and parking on the heritage resource and surrounding landscape.

In our analysis the optimal use of the Willmott property balancing heritage, planning and economic perspectives is Option 1: a daycare/early childhood education centre. A daycare or early childhood education centre would preserve and have minimal impact on the heritage features of the site. It also addresses the demographic and planning challenges faced by the Town and thus provides greater added value to the community. The success of this scheme may be aided by the provision of below-market rent by the Town (As noted in Section 5).

### Ruhl Farmstead

For the Ruhl Farmstead, the financial projection for a day spa was the greatest, with the highest amount of annual rental income potential for the Town of Milton. Due to the picturesque landscape of the Ruhl property there is opportunity to create a unique spa experience and attract development for showcase architecture and design. However, this would require the complete privatization of the special precinct bounded by the farmstead and barn. This would be the most incompatible option within the proposed park program and does not allow for the broad scale use and enjoyment of this important heritage resource.

From the perspective of park programming and impact to heritage resources, the community organization/sports camp model is the best option. However, with revenue earning potential much less than the other options, it is anticipated that there would be less interest from a potential operator in relation to the other higher revenue generating options, and greater risk of a failed venture.

The restaurant / café with events facilities is the favoured option, presents a favourable business model; a balanced approach to public and private use of the park; and significant rental potential for the Tower of Milton. Although there would be periodic privatization of the special precinct area for weddings and other private functions, daily operation of the restaurant and café could help make the farmstead a community landmark, contributing to the vibrancy of the park. Both Ruhl Option 1a and Option 1b; restaurant with seasonal and year round events facilities respectively, showed positive returns for a potential operator. Therefore, we recommend Option 1a, restaurant with seasonal events, as it presents less capital investment, and therefore less associated risk to the potential operator. This option also provides the potential for future expansion for year round events.

Our ranking of the recommended options is represented in the following criteria matrix, with the daycare/early childhood education centre scoring above the restaurant and community offices for the Willmott property, and the restaurant and events facility scoring above the day spa and community organization.

# Town of Milton Re-Use Analysis - Criteria Matrix

				Willmott Options			Ruhl Options		
Principle	Criteria		Potential Uses	A	B	C	A	B	C
1. Protect and engage the heritage of the site	Sympathetic to Heritage	1	Not in Keeping with Site Character	5	5	5	5	5	5
		5	Highly Compatible with Site Heritage						
	Protection of Heritage	1	Requires Demolition of Heritage Resources	5	3	5	5	5	5
		5	Retains Heritage Resources						
	Impacts on Heritage	1	Potential for significant wear and tear	4	3	4	3	4	4
		5	Low impacts on structure and grounds						
2. Identify opportunities that result in no net revenue loss for the municipality	Capital Cost	1	High	3	3	4	2	2	4
		5	Low						
	Financial Risks to the City	1	Very Risky -	5	5	4	5	5	4
		5	Low Risk -						
	Cost to the Municipality	1	Requires Significant Investment from the Municipality	5	5	4	5	5	4
		5	Requires Minimal Investment from the Municipality						
	Market Potential	1	Likely Limited Attendance	5	3	3	5	5	3
		5	Widespread Market Support						
	Phasing Potential	1	Revenue Potential Delayed Until Completion	1	1	1	2	1	3
		5	Opportunity for Recoveries Prior to Completion						
3. Promote community building and 'place making' opportunities that contribute to Milton's unique sense of place and identity	Access to the Community	1	Limited Opportunity for Community Use	3	4	2	4	2	4
		5	Community Focal Point						
	Public Access	1	Private Use Requiring the Enclosure of Property	3	4	3	3	1	4
		5	Highly Accessible to Public						
	Responds to Community Needs	1	Irrelevant to Community Needs/Insufficient Demand	5	4	3	5	2	4
		5	Community is in Need of Proposed Amenity						
	Compatibility to Park Setting	1	High Potential for Negative Impacts	3	3	3	5	3	5
		5	Compatible with Park Setting						
4. Develop potential business models that could be reproducible elsewhere in the municipality	Involvement of Town	1	Requires municipal management	4	4	3	5	4	3
		5	High public use with low municipal involvement						
	Potential to Reproduce	1	Is specific to the proposed sites	4	4	4	4	3	4
		5	Can be used as a model for similar heritage sites						
	Synergies With Adjacent Uses	1	Stand Alone Facility	3	3	3	4	3	3
		5	Complementary With Adjacent Uses						
	Revenue Generation Potential	1	Highly Dependent on Grants	3	4	3	5	5	2
		5	Strong Revenue Earning Potential						
	Scale	1	Is Not Compatible to a Smaller Site	3	1	2	3	4	4
		5	Fits the Small-scale of the Site						
Multi-use Potential	1	Dominant or Sole Use	2	2	2	4	2	4	
	5	Can be Integrated with Other Uses							
Total				66	61	58	74	61	69

Willmott Options:

A = Daycare/Early Childhood Education Centre

B = Restaurant/Pub

C = Office Space for Community-Based Agency

Ruhl Options:

A = Event Facility & Restaurant

B = Day Spa

C = Not-for-profit/Community Organization Fieldhouse

## 5.4 RECOMMENDATIONS

The options analysis in this report have provided a range of viable business strategies for the adaptive re-use of a heritage resource while responding to community needs. ERA recommends that approval be sought from Milton Town Council to either develop an Expression of Interest (EOI) to begin the process of finding a suitable development partner or retain a retail consultant to actively attract and recruit a future tenant for the Ruhl Farmstead and the Willmott Farmhouse.

The findings of this report identify the preferred options as the **day care/early childhood education centre** for the Willmott property and a **seasonal events facility and restaurant** for the Ruhl property. We recommend that the development procurement process should be geared towards these types of operators.

Once a development partner is selected, the Town could then establish a development and lease agreement. This agreement would further refine expectations and responsibilities of the Town and the development partner.

### Recommended Next Steps:

1. Present findings of the Heritage Properties Business Strategy to Milton Town Council.
2. Recommend Town Council to move forward with recruitment of development through an Expression of Interest followed by a Request for Proposal process.
3. Recruitment strategy should focus on operators of ERA's preferred options: day care/early childhood education centre for the Willmott property and an event and restaurant facility for the Ruhl property).
4. Once a development partner is selected, the Town can establish a development and lease agreement including expectations, responsibilities, and timelines for coordinated private and public site investment. The Town would also be able to use favourable lease agreements to attract potential operators (i.e. low rents for a defined period of time).



Figure 19. The Ruhl Farmstead, built by Austin Willmott, was eventually sold to the Emerson family, who is shown in this photograph (1878-1881).



Figure 20. John Willmott Farmhouse. Date unknown.

## 5.5 CONCLUSION

The John Willmott Farmhouse and Ruhl Farmstead properties are significant cultural resources and present a unique opportunity in the Town of Milton. In consideration of financial projections, heritage impact analysis and site planning presented in this report, the best programming options for Willmott Farmhouse and Ruhl Farmstead would be a day care/early childhood education centre, and an event facility with restaurant/café respectively.

The adaptive re-use of the John Willmott Farmhouse and Ruhl Farmstead presents an opportunity to expand the heritage and cultural resources in the Town of Milton, while providing services and amenities vital to the success of a growing and dynamic region. The successful implementation of a business strategy at the John Willmott Farmhouse and Ruhl Farmstead is anticipated to provide a model for similar adaptive re-use projects in the Town of Milton and beyond. The integration of the heritage properties and their landscapes into the larger park plans present a unique opportunity within Canada to highlight its agricultural heritage. The consultant team commends the Town of Milton for their innovative approach to heritage planning.



# **APPENDIX I: INVESTMENT SCENARIOS FOR FUTURE-USE OPTIONS**

**prepared by ERA Architects**

## INVESTMENT SCENARIOS FOR FUTURE-USE SCHEMES

### Development Agreement Between Municipality and Private Sector Partner:

In the development of the Ruhl and Willmott properties, the refurbishment of the heritage buildings and surrounding site will be the responsibility of the private development partner. However, as municipal development of the adjacent parks will be underway concurrent to, or prior to the development of the Ruhl and Willmott properties, there is an opportunity for site infrastructure investment to aide in the revitalization of the heritage properties. These may include but are not limited to road access and the introduction of site servicing. The specific nature of the agreed upon investment of the municipality and private proponent will be outlined in future development agreements following the selection of a development partner.

### Investment Assumptions for Study:

For the purposes of this report, the following assumptions were made as to the source of investment of various aspects of the redevelopment of the Ruhl and Willmott properties.

### Willmott Property:

The Willmott property is located in the eastern most portion of the Milton Sports Centre and Community Park, currently under development. As the park plan is completed, a new road will connect the Willmott house to the Sports Centre parking lot. The plan will also bring water and sanitary service into the site to accommodate maintenance and irrigation.

These investments into municipal infrastructure will aid future development partners in the revitalization of the Willmott property.

For the purposes of this study it is to be assumed that the **Town of Milton** will provide:

- Road access into the site;
- Public parking lot (Used by development partner subject to lease agreement);
- Water service;
- Sanitary service;
- Ongoing maintenance of publicly accessible area of grounds.

Therefore, the following is to be assumed that the **development partner** in the revitalization of the Willmott property will be responsible for:

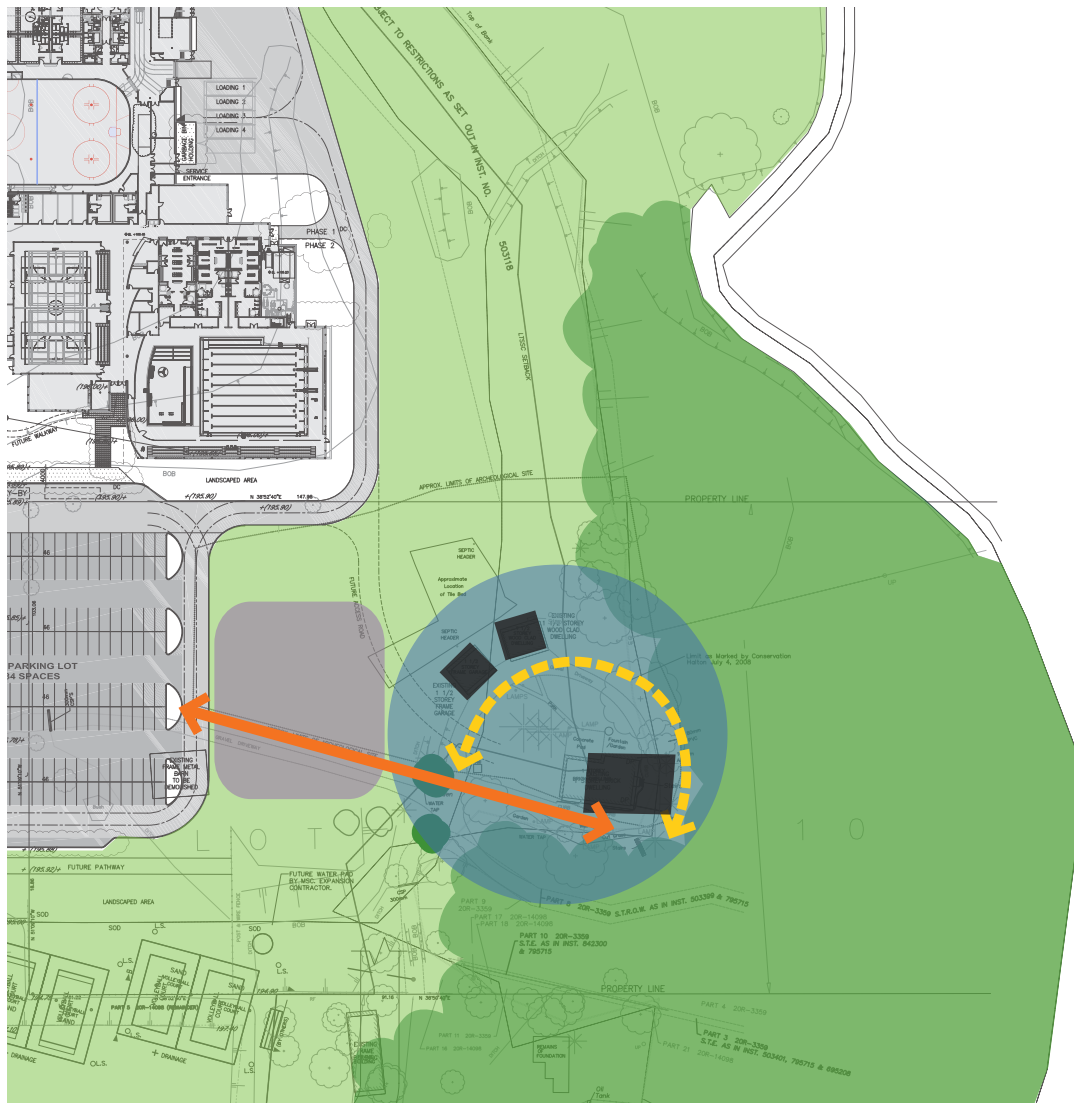
- Upgrades to the Willmott house, outbuildings as required to accommodate the occupancy scenario;
- Landscaping and grounds upgrade as required;

For future-use scenario break down, see Section 5 of the report.








For costing details see Appendix III.



## WILLMOTT PROPERTY - INVESTMENT SCENARIO DIAGRAM



### Legend

- |   |   |   |  |
|---|---|---|--|
|  | Public Green Space<br>(Town owned and managed)  |  | Existing municipal parking   |
|  | Wooded Ravine   |  | Parking lot expansion as required<br>(Financed by development partner) |
|  | Zone A - Area subject to lease agreement<br>(Heritage site leased from Town by private development partner. Specific boundary and details of lease agreement TBD) |  | Proposed municipal vehicular access routes                             |
|   |   |  | Proposed vehicular access routes<br>(Financed by development partner)  |

### Ruhl Property:

The Town of Milton will be converting the Ruhl property into a municipal park in conjunction with the development of the surrounding area into a residential subdivision.

The current park plan calls for the creation of a new paved road into the site and a new public parking lot. The plan also calls for the retention and upgrading of an existing gravel road bisecting the site into a limited access service road. The plan will also bring water and sanitary service into the site to accommodate maintenance and irrigation. These investments into municipal infrastructure will aid future development partners in the revitalization of the Farmhouse and Barn on the Ruhl property.

For the purposes of this study it is to be assumed that the **Town of Milton** will provide:

- Road access into the site;
- Upgrade of service road;
- Public parking lot (Used by development partner subject to lease agreement);
- Water service within park boundary;
- Sanitary service;
- Ongoing maintenance of publicly accessible area of grounds.

Therefore, the following is assumed to be the responsibility of the **development partner** in the revitalization of the Ruhl farmhouse and Barn structures and grounds:

- Upgrades to the Ruhl farmhouse and barn as required to accommodate planned future-use scenario;
- Landscaping and grounds upgrade as required;

For future-use scenario break down, see Section 5 of the report.

For costing details see Appendix III.

## RUHL PARK - INVESTMENT SCENARIO DIAGRAM



### Legend

- Public Park  
(Town owned and managed)
- Zone A - Area subject to lease agreement  
(Heritage site leased from Town by private development partner. Specific boundary and details of lease agreement TBD)
- Municipal parking and new access road
- Parking lot expansion as required (Financed by development partner)
- Proposed municipal vehicular access routes
- Proposed vehicular access routes (Financed by development partner)
- Pedestrian pathways



# **APPENDIX II:**

# **FINANCIAL PROJECTIONS**

prepared by urbanMetrics

## Willmott Scenarios

### OPTION 1: DAYCARE/EARLY CHILDHOOD EDUCATION CENTRE

Building	Heritage House	Northeast Ancillary	Total
Building Size (SQFT)	2,500	900	3,400
Gross Floor Area (SQFT)	2,000	720	2,720
Required Floor Area Per Student (SQFT)	30	30	30
Unobstructed Floor Area (SQFT)	700	720	1,420
Maximum Capacity (students)	23	24	47

#### HIGH REVENUE SCENARIO

<b>Revenue</b>			
Parent Fees	\$149,732	\$154,010	\$303,742
Grants/Funding	\$83,588	\$85,977	\$169,565
<b>TOTAL Revenue</b>	<b>\$233,320</b>	<b>\$239,986</b>	<b>\$473,307</b>
<b>Expenses (1)</b>			
Insurance	\$933	\$960	\$1,893
Rent	\$28,500	\$10,260	\$38,760
Staff Salaries	\$171,719	\$88,313	\$260,031
Food	\$23,333	\$24,000	\$47,333
Programs Supplies	\$3,733	\$3,840	\$7,573
Professional Fees	\$3,500	\$3,600	\$7,100
School Trips	\$1,867	\$1,920	\$3,787
Office Supplies	\$2,567	\$2,640	\$5,207
Miscellaneous Expenses	\$1,167	\$1,200	\$2,367
Mortgage Interest Payment			\$29,633
Borrowing Costs			\$38,757
Mortgage Principal Retirement			\$9,124
Outstanding Mortgage Balance			\$385,981
Heritage Maintenance Reserve Fund (2)			-\$10,000
<b>TOTAL Expenses</b>	<b>\$237,319</b>	<b>\$136,732</b>	<b>\$402,808</b>
<b>NET EARNINGS</b>	<b>-\$3,998</b>	<b>\$103,254</b>	<b>\$70,499</b>

SOURCE: urbanMetrics inc.

1) Program occupancy is assumed to be 100% in the high revenue scenario. As a result, there would be 47 students in total and 9 staff members (allocated to each building according to the unobstructed floor area).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.



## Willmott Scenarios

### OPTION 1: DAYCARE/EARLY CHILDHOOD EDUCATION CENTRE

Building	Heritage House	Northeast Ancillary	Total
Building Size (SQFT)	2,500	900	3,400
Gross Floor Area (SQFT)	2,000	720	2,720
Required Floor Area Per Student (SQFT)	30	30	30
Unobstructed Floor Area (SQFT)	700	720	1,420
Maximum Capacity (students)	23	24	47

#### LOW REVENUE SCENARIO

<b>Revenue</b>			
Parent Fees	\$127,272	\$89,556	\$216,828
Grants/Funding	\$71,050	\$114,444	\$185,494
<b>TOTAL</b>	<b>\$198,322</b>	<b>\$204,000</b>	<b>\$402,322</b>
<b>Expenses (1)</b>			
Insurance	\$793	\$816	\$1,609
Rent	\$28,500	\$10,260	\$38,760
Staff Salaries	\$147,188	\$88,313	\$235,500
Food	\$19,833	\$20,400	\$40,233
Programs Supplies	\$3,173	\$3,264	\$6,437
Professional Fees	\$2,975	\$3,060	\$6,035
School Trips	\$1,587	\$1,632	\$3,219
Office Supplies	\$2,182	\$2,244	\$4,426
Miscellaneous Expenses	\$992	\$1,020	\$2,012
Mortgage Interest Payment			\$39,633
Borrowing Costs			\$38,757
Mortgage Principal Retirement			\$9,124
Outstanding Mortgage Balance			\$385,981
Heritage Maintenance Reserve Fund (2)			-\$10,000
<b>TOTAL</b>	<b>\$207,222</b>	<b>\$131,009</b>	<b>\$366,987</b>
<b>NET EARNINGS</b>	<b>-\$8,900</b>	<b>\$72,992</b>	<b>\$35,335</b>

SOURCE: urbanMetrics inc.

1) Program occupancy is assumed to be 85% in the high revenue scenario. As a result, there would be 40 students in total and 8 staff members (allocated to each building according to the unobstructed floor area).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.



## Willmott Scenarios

### OPTION 2A: RESTAURANT/PUB (WITHOUT ADDITION)

Building	Heritage House	Northeast Ancillary	Total
Building Size (SQFT)	2,500	900	3,400
Gross Floor Area (SQFT)	1,200	720	1,920
Maximum Capacity (customers)	50	30	80
<b>HIGH REVENUE SCENARIO</b>			
<b>Revenue</b>			
Food	\$810,000	\$486,000	\$1,296,000
Beverages	\$405,000	\$243,000	\$648,000
<b>TOTAL</b>	<b>\$1,215,000</b>	<b>\$729,000</b>	<b>\$1,944,000</b>
<b>Expenses (1)</b>			
Rent	\$33,960	\$12,226	\$46,186
Insurance	\$1,019	\$367	\$1,386
Staff Salaries			
Chefs	\$116,625	\$58,313	\$174,938
Servers/Dishwashers	\$330,469	\$198,281	\$528,750
Supplies	\$405,000	\$243,000	\$648,000
Marketing	\$24,300	\$14,580	\$38,880
Professional Fees	\$6,075	\$3,645	\$9,720
Utilities	\$3,396	\$1,223	\$4,619
Mortgage Interest Payment <sup>2</sup>			\$42,294
Borrowing Costs			\$55,317
Mortgage Principal Retirement			\$13,022
Outstanding Mortgage Balance			\$550,304
Heritage Maintenance Reserve Fund (2)			-\$10,000
<b>TOTAL</b>	<b>\$917,448</b>	<b>\$530,411</b>	<b>\$1,493,175</b>
<b>NET EARNINGS</b>	<b>\$297,552</b>	<b>\$198,589</b>	<b>\$450,825</b>

SOURCE: urbanMetrics inc.

1) Restaurant occupancy is assumed to be 75% in the high revenue scenario. As a result, there would be 64,800 annual customers, served by 6 chefs and 24 additional staff members (allocated to each building according to the maximum capacity).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Willmott Scenarios

### OPTION 2A: RESTAURANT/PUB (WITHOUT ADDITION)

Building	Heritage House	Northeast Ancillary	Total
Building Size (SQFT)	2,500	900	3,400
Gross Floor Area (SQFT)	1,200	720	1,920
Maximum Capacity (customers)	50	30	80
<b>LOW REVENUE SCENARIO</b>			
<b>Revenue</b>			
Food	\$540,000	\$324,000	\$864,000
Beverages	\$270,000	\$162,000	\$432,000
<b>TOTAL</b>	<b>\$810,000</b>	<b>\$486,000</b>	<b>\$1,296,000</b>
<b>Expenses (1)</b>			
Rent	\$33,960	\$12,226	\$46,186
Insurance	\$1,019	\$367	\$1,386
Staff Salaries			
Chefs	\$116,625	\$58,313	\$174,938
Servers/Dishwasher	\$330,469	\$198,281	\$528,750
Supplies	\$180,000	\$108,000	\$288,000
Marketing	\$16,200	\$9,720	\$25,920
Professional Fees	\$4,050	\$2,430	\$6,480
Utilities	\$3,396	\$1,223	\$4,619
Mortgage Interest Payment			\$42,294
Borrowing Costs			\$55,317
Mortgage Principal Retirement			\$13,022
Outstanding Mortgage Balance			\$550,804
Heritage Maintenance Reserve Fund (2)			-\$10,000
<b>TOTAL</b>	<b>\$682,323</b>	<b>\$389,336</b>	<b>\$1,116,975</b>
<b>NET EARNINGS</b>	<b>\$127,677</b>	<b>\$96,664</b>	<b>\$179,025</b>

SOURCE: urbanMetrics inc.

1) Restaurant occupancy is assumed to be 50% in the high revenue scenario. As a result, there would be 64,800 annual customers, served by 6 chefs and 24 additional staff members (allocated to each building according to the maximum capacity).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Willmott Scenarios

### OPTION 2B: RESTAURANT/PUB (WITH ADDITION)

Building	Heritage House	Northeast Ancillary	Total
Building Size (SQFT)	2,500	1,650	4,150
Gross Floor Area (SQFT)	1,200	1,320	2,520
Maximum Capacity (customers)	50	55	105
<b>HIGH REVENUE SCENARIO</b>			
<b>Revenue</b>			
Food	\$810,000	\$891,000	\$1,701,000
Beverages	\$405,000	\$445,500	\$850,500
<b>TOTAL</b>	<b>\$1,215,000</b>	<b>\$1,336,500</b>	<b>\$2,551,500</b>
<b>Expenses (1)</b>			
Rent	\$33,960	\$22,414	\$56,374
Insurance	\$1,019	\$672	\$1,691
Staff Salaries			
Chefs	\$116,625	\$58,313	\$174,938
Servers/Dishwashers	\$330,469	\$374,531	\$705,000
Supplies	\$405,000	\$445,500	\$850,500
Marketing	\$24,300	\$26,730	\$51,030
Professional Fees	\$6,075	\$6,683	\$12,758
Utilities	\$3,396	\$2,241	\$5,637
Mortgage Interest Payment			\$53,736
Borrowing Costs			\$70,281
Mortgage Principal Retirement			\$16,545
Outstanding Mortgage Balance			\$899,831
Heritage Maintenance Reserve Fund (2)			-\$10,000
<b>TOTAL</b>	<b>\$917,448</b>	<b>\$934,842</b>	<b>\$1,912,571</b>
<b>NET EARNINGS</b>	<b>\$297,552</b>	<b>\$401,658</b>	<b>\$638,929</b>

SOURCE: urbanMetrics inc.

1) Restaurant occupancy is assumed to be 75% in the high revenue scenario. As a result, there would be 85,050 annual customers, served by 6 chefs and 32 additional staff members (allocated to each building according to the maximum capacity).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Willmott Scenarios

### OPTION 2B: RESTAURANT/PUB (WITH ADDITION)

Building	Heritage House	Northeast Ancillary	Total
Building Size (SQFT)	2,500	1,650	4,150
Gross Floor Area (SQFT)	1,200	1,320	2,520
Maximum Capacity (customers)	50	55	105
<b>LOW REVENUE SCENARIO</b>			
<b>Revenue</b>			
Food	\$540,000	\$594,000	\$1,134,000
Beverages	\$270,000	\$297,000	\$567,000
<b>TOTAL</b>	<b>\$810,000</b>	<b>\$891,000</b>	<b>\$1,701,000</b>
<b>Expenses (1)</b>			
Rent	\$33,960	\$22,414	\$56,374
Insurance	\$1,019	\$672	\$1,691
Staff Salaries			
Chefs	\$116,625	\$58,313	\$174,938
Servers/Dishwasher	\$330,469	\$374,531	\$705,000
Supplies	\$180,000	\$198,000	\$378,000
Marketing	\$16,200	\$17,820	\$34,020
Professional Fees	\$4,050	\$4,455	\$8,505
Utilities	\$3,396	\$2,241	\$5,637
Mortgage Interest Payment			\$53,736
Borrowing Costs			\$70,281
Mortgage Principal Retirement			\$16,545
Outstanding Mortgage Balance			\$699,931
Heritage Maintenance Reserve Fund (2)			-\$10,000
<b>TOTAL</b>	<b>\$682,323</b>	<b>\$676,205</b>	<b>\$1,418,808</b>
<b>NET EARNINGS</b>	<b>\$127,677</b>	<b>\$214,795</b>	<b>\$282,192</b>

SOURCE: urbanMetrics inc.

1) Restaurant occupancy is assumed to be 50% in the high revenue scenario. As a result, there would be 56,700 annual customers, served by 6 chefs and 32 additional staff members (allocated to each building according to the maximum capacity).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.



## Willmott Scenarios

### OPTION 3: OFFICE SPACE FOR COMMUNITY AGENCY

Building	Heritage House	Northeast Ancillary	Total
Building Size (SQFT)	2,500	900	3,400
Gross Floor Area (SQFT)	2,000	720	2,720
<b>HIGH REVENUE SCENARIO</b>			
<b>Revenue</b>			
Support Services	\$529,498	\$236,005	\$765,502
<b>TOTAL</b>	<b>\$529,498</b>	<b>\$236,005</b>	<b>\$765,502</b>
<b>Expenses (1)</b>			
Rent	\$28,500	\$10,260	\$38,760
Staff Salaries	\$294,375	\$117,750	\$412,125
Professional Fees	\$7,942	\$3,404	\$11,346
Utilities	\$2,850	\$1,026	\$3,876
Mortgage Interest Payment			\$31,158
Borrowing Costs			\$40,752
Mortgage Principal Retirement			\$9,594
Outstanding Mortgage Balance			\$405,851
Heritage Maintenance Reserve Fund (2)			-\$10,000
<b>TOTAL</b>	<b>\$330,817</b>	<b>\$131,414</b>	<b>\$492,983</b>
<b>NET EARNINGS</b>	<b>\$198,680</b>	<b>\$104,591</b>	<b>\$272,519</b>

SOURCE: urbanMetrics inc.

1) In the high revenue scenario, we have assumed a 2% market share. As a result, there would be 378 annual customers, served by 14 staff members.

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Willmott Scenarios

### OPTION 3: OFFICE SPACE FOR COMMUNITY AGENCY

Building	Heritage House	Northeast Ancillary	Total
Building Size (SQFT)	2,500	900	3,400
Gross Floor Area (SQFT)	2,000	720	2,720
<b>LOW REVENUE SCENARIO</b>			
<b>Revenue</b>			
Support Services	\$264,749	\$113,464	\$378,213
<b>TOTAL</b>	<b>\$264,749</b>	<b>\$113,464</b>	<b>\$378,213</b>
<b>Expenses (1)</b>			
Rent	\$28,500	\$10,260	\$38,760
Staff Salaries	\$294,375	\$117,750	\$412,125
Professional Fees	\$7,942	\$3,404	\$11,346
Utilities	\$2,850	\$1,026	\$3,876
Mortgage Interest Payment			\$31,158
Borrowing Costs			\$40,752
Mortgage Principal Retirement			\$9,594
Outstanding Mortgage Balance			\$405,851
Heritage Maintenance Reserve Fund (2)			-\$10,000
<b>TOTAL</b>	<b>\$330,817</b>	<b>\$131,414</b>	<b>\$492,983</b>
<b>NET EARNINGS</b>	<b>-\$330,817</b>	<b>-\$131,414</b>	<b>-\$114,771</b>

SOURCE: urbanMetrics inc.

1) In the high revenue scenario, we have assumed a 1% market share. As a result, there would be 189 annual customers, served by 14 staff members.

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Ruhl Scenarios

### OPTION 1A: EVENT FACILITY & RESTAURANT (SEASONAL EVENT SPACE, NO ADDITION)

Building	Heritage House (Restaurant)	Tent (Event Facility)	Total
Building Size (SQFT)	3,500	2,000	5,500
Gross Floor Area (SQFT)	1,680	2,000	3,680
Maximum Capacity (customers)	70	169	239
<b>HIGH REVENUE SCENARIO</b>			
<b>Revenue</b>			
Food	\$1,058,400	\$75,932	\$1,134,332
Beverages	\$529,200	\$37,966	\$567,166
Rental Fees	\$0	\$25,600	\$25,600
<b>TOTAL</b>	<b>\$1,587,600</b>	<b>\$139,498</b>	<b>\$1,727,098</b>
<b>Expenses (1</b>			
Rent	\$47,544	\$0	\$47,544
Insurance	\$1,426	\$815	\$2,241
Staff Salaries			
Chefs	\$46,650		\$46,650
Servers/Dishwasher	\$112,800	\$30,080	\$142,880
Supplies	\$529,200	\$37,966	\$567,166
Marketing	\$31,752	\$2,790	\$34,542
Professional Fees	\$7,938	\$697	\$8,635
Utilities	\$4,754	\$2,717	\$7,471
Mortgage Interest Payment			\$75,894
Borrowing Costs			\$99,261
Mortgage Principal Retirement			\$23,367
Outstanding Mortgage Balance			\$988,548
Heritage Maintenance Reserve Fund (2	-\$10,000	-\$5,000	-\$15,000
<b>TOTAL</b>	<b>\$782,065</b>	<b>\$72,349</b>	<b>\$938,674</b>
<b>NET EARNINGS</b>	<b>\$805,535</b>	<b>\$67,150</b>	<b>\$788,424</b>

SOURCE: urbanMetrics inc.

1) Restaurant/seasonal event space occupancy is assumed to be 70% in the high revenue scenario. As a result, there would be 56,717 annual customers, served by 5 chefs and 36 additional staff members (allocated to each building according to the maximum capacity).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.



## Ruhl Scenarios

### OPTION 1A: EVENT FACILITY & RESTAURANT (SEASONAL EVENT SPACE, NO ADDITION)

Building	Heritage House (Restaurant)	Tent (Event Facility)	Total
Building Size (SQFT)	3,500	2,000	5,500
Gross Floor Area (SQFT)	1,680	2,000	3,680
Maximum Capacity (customers)	70	169	239
<b>LOW REVENUE SCENARIO</b>			
<b>Revenue</b>			
Food	\$756,000	\$54,237	\$810,237
Beverages	\$378,000	\$27,119	\$405,119
Rental Fees		\$25,600	\$25,600
<b>TOTAL</b>	<b>\$1,134,000</b>	<b>\$106,956</b>	<b>\$1,240,956</b>
<b>Expenses (1)</b>			
Rent	\$47,544	\$0	\$47,544
Insurance	\$1,426	\$815	\$2,241
Staff Salaries			
Chefs	\$46,650		\$46,650
Servers/Dishwasher	\$112,800	\$141,000	\$253,800
Supplies	\$378,000	\$27,119	\$405,119
Marketing	\$22,680	\$2,139	\$24,819
Professional Fees	\$5,670	\$535	\$6,205
Utilities	\$4,754	\$2,717	\$4,754
Mortgage Interest Payment			\$75,394
Borrowing Costs			\$99,261
Mortgage Principal Retirement			\$23,367
Outstanding Mortgage Balance			\$988,548
Heritage Maintenance Reserve Fund (2)	-\$10,000	-\$5,000	-\$15,000
<b>TOTAL</b>	<b>\$619,525</b>	<b>\$171,608</b>	<b>\$875,393</b>
<b>NET EARNINGS</b>	<b>\$514,475</b>	<b>-\$64,652</b>	<b>\$365,563</b>

SOURCE: urbanMetrics inc.

1) Restaurant/seasonal event space occupancy is assumed to be 50% in the low revenue scenario. As a result; there would be 40,512 annual customers, served by 5 chefs and 36 additional staff (allocated to each building according to the maximum capacity).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Ruhl Scenarios

### OPTION 1B: EVENT FACILITY & RESTAURANT (WITH ADDITION AND FULL BARN UPGRADE)

Building	Heritage House (Restaurant)	Barn (Event Facility)	Total
Building Size (SQFT)	4,500	4,600	9,100
Gross Floor Area (SQFT)	2,160	3,680	5,840
Maximum Capacity (customers)	90	312	402

<b>HIGH REVENUE SCENARIO</b>			
<b>Revenue</b>			
Food	\$1,360,800	\$436,610	\$1,797,410
Beverages	\$680,400	\$218,305	\$898,705
Rental Fees	\$0	\$80,000	\$80,000
<b>TOTAL</b>	<b>\$2,041,200</b>	<b>\$734,915</b>	<b>\$2,776,115</b>
<b>Expenses (1)</b>			
Rent	\$61,128	\$62,486	\$123,614
Insurance	\$1,834	\$1,875	\$3,708
Staff Salaries			
Chefs	\$145,781		\$145,781
Servers/Dishwasher	\$352,500	\$94,000	\$446,500
Supplies	\$680,400	\$218,305	\$898,705
Marketing	\$40,824	\$14,698	\$55,522
Professional Fees	\$10,206	\$3,675	\$13,881
Utilities	\$6,113	\$6,249	\$12,361
Mortgage Interest Payment			\$160,559
Borrowing Costs			\$209,994
Mortgage Principal Retirement			\$49,435
Outstanding Mortgage Balance			\$2,091,350
Heritage Maintenance Reserve Fund (2)	-\$10,000	-\$5,000	-\$15,000
<b>TOTAL</b>	<b>\$1,298,786</b>	<b>\$395,039</b>	<b>\$1,888,819</b>
<b>NET EARNINGS</b>	<b>\$742,414</b>	<b>\$339,876</b>	<b>\$887,296</b>

SOURCE: urbanMetrics inc.

1) Restaurant/event space occupancy is assumed to be 70% in the high revenue scenario. As a result, there would be 89,871 annual customers, served by 5 chefs and 36 additional staff members (allocated to each building according to the maximum capacity).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Ruhl Scenarios

### OPTION 1B: EVENT FACILITY & RESTAURANT (WITH ADDITION AND FULL BARN UPGRADE)

Building	Heritage House (Restaurant)	Barn (Event Facility)	Total
Building Size (SQFT)	4,500	4,600	9,100
Gross Floor Area (SQFT)	2,160	3,680	5,840
Maximum Capacity (customers)	90	312	402
<b>LOW REVENUE SCENARIO</b>			
<b>Revenue</b>			
Food	\$1,030,320	\$330,576	\$1,360,896
Beverages	\$515,160	\$165,288	\$680,448
Rental Fees		\$80,000	\$80,000
<b>TOTAL</b>	<b>\$1,545,480</b>	<b>\$575,864</b>	<b>\$2,121,344</b>
<b>Expenses (1)</b>			
Rent	\$61,128	\$62,486	\$123,614
Insurance	\$1,834	\$1,875	\$3,708
Staff Salaries			
Chefs	\$145,781		\$145,781
Servers/Dishwasher	\$352,500	\$440,625	\$793,125
Supplies	\$515,160	\$165,288	\$680,448
Marketing	\$30,910	\$11,517	\$42,427
Professional Fees	\$7,727	\$2,879	\$10,607
Utilities	\$6,113	\$6,249	\$12,361
Mortgage Interest Payment			\$160,599
Borrowing Costs			\$209,994
Mortgage Principal Retirement			\$49,435
Outstanding Mortgage Balance			\$2,091,350
Heritage Maintenance Reserve Fund (2)	-\$10,000	-\$5,000	-\$15,000
<b>TOTAL</b>	<b>\$1,121,153</b>	<b>\$684,671</b>	<b>\$2,000,818</b>
<b>NET EARNINGS</b>	<b>\$424,327</b>	<b>-\$108,806</b>	<b>\$120,526</b>

SOURCE: urbanMetrics inc.

1) Restaurant/event space occupancy is assumed to be 50% in the low revenue scenario. As a result, there would be 68,045 annual customers, served by 5 chefs and 36 additional staff members (allocated to each building according to the maximum capacity).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Ruhl Scenarios

### OPTION 2: DAY SPA

Building	Heritage House	Barn	Total
Building Size (SQFT)	3,500	4,600	8,100
Gross Floor Area (SQFT)	2,800	3,680	6,480
Maximum Number of Rooms	8	11	20
<b>HIGH REVENUE SCENARIO</b>			
<b>Revenue</b>			
Sales	\$954,545	\$1,254,545	\$2,209,091
<b>Expenses (1)</b>			
Insurance	\$9,545	\$12,545	\$22,091
Rent	\$56,000	\$73,600	\$129,600
Staff Salaries	\$306,858	\$403,299	\$710,156
Supplies	\$76,364	\$100,364	\$176,727
Marketing	\$9,545	\$9,545	\$19,091
Professional Fees	\$9,545	\$9,545	\$19,091
Office Supplies	\$9,545	\$9,545	\$19,091
Utilities	\$5,600	\$7,360	\$12,960
Mortgage Interest Payment			\$126,998
Borrowing Costs			\$166,100
Mortgage Principal Repayment			\$39,102
Outstanding Mortgage Balance			\$1,654,203
Heritage Maintenance Reserve Fund (2)	-\$10,000	-\$5,000	-\$15,000
<b>TOTAL</b>	<b>\$483,003</b>	<b>\$625,804</b>	<b>\$1,259,907</b>
<b>NET EARNINGS</b>	<b>\$471,542</b>	<b>\$628,741</b>	<b>\$949,184</b>

SOURCE: urbanMetrics inc.

1) Dayspa occupancy is assumed to be 75% in the high revenue scenario. As a result, there would be 14,727 annual customers, served by 25 staff members (allocated to each building according to the gross floor area/maximum number of rooms).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.



## Ruhl Scenarios

### OPTION 2: DAY SPA

Building	Heritage House	Barn	Total
Building Size (SQFT)	3,500	4,600	8,100
Gross Floor Area (SQFT)	2,800	3,680	6,480
Maximum Number of Rooms	8	11	20

#### LOW REVENUE SCENARIO

<b>Revenue</b>			
Sales	\$636,364	\$836,364	\$1,472,727
<b>Expenses (1)</b>			
Insurance	\$6,364	\$8,364	\$14,727
Rent	\$56,000	\$73,600	\$129,600
Staff Salaries	\$272,248	\$352,739	\$624,988
Supplies	\$50,909	\$66,909	\$117,818
Marketing	\$9,545	\$9,545	\$19,091
Professional Fees	\$9,545	\$9,545	\$19,091
Office Supplies	\$9,545	\$9,545	\$19,091
Utilities	\$5,600	\$7,360	\$12,960
Mortgage Interest (Payment)			\$126,998
Borrowing Costs			\$166,100
Mortgage Principal Retirement			\$39,102
Outstanding Mortgage Balance			\$1,654,203
Heritage Maintenance Reserve Fund (2)	-\$10,000	-\$5,000	-\$15,000
<b>TOTAL</b>	<b>\$419,757</b>	<b>\$537,608</b>	<b>\$1,108,466</b>
<b>NET EARNINGS</b>	<b>\$216,606</b>	<b>\$298,755</b>	<b>\$364,262</b>

SOURCE: urbanMetrics inc.

1) Dayspa occupancy is assumed to be 50% in the high revenue scenario. As a result, there would be 9,818 annual customers, served by 22 staff members (allocated to each building according to the gross floor area/maximum number of rooms).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Ruhl Scenarios

### OPTION 3: NOT-FOR-PROFIT/COMMUNITY ORGANIZATION FIELDHOUSE

Building	Heritage House	Barn	Total
Building Size (SQFT)	3,500	4,600	8,100
Gross Floor Area (SQFT)	2,800	3,680	6,480
<b>HIGH REVENUE SCENARIO</b>			
<b>Revenue</b>			
Programs/Camps	\$235,200	\$309,120	<b>\$544,320</b>
Sports Leagues	\$10,920	\$14,352	<b>\$25,272</b>
<b>TOTAL</b>	<b>\$246,120</b>	<b>\$323,472</b>	<b>\$569,592</b>
<b>Expenses (1)</b>			
Insurance	\$2,240	\$2,944	<b>\$5,184</b>
Rent	\$40,000	\$10,000	<b>\$50,000</b>
Staff Salaries	\$87,920	\$115,552	<b>\$203,472</b>
Program Supplies	\$5,600	\$7,360	<b>\$12,960</b>
Office Supplies	\$11,200	\$14,720	<b>\$25,920</b>
Professional Fees	\$3,667	\$4,820	<b>\$8,487</b>
Utilities	\$4,000	\$1,000	<b>\$5,000</b>
Mortgage Interest Payment			<b>\$31,158</b>
Borrowing Costs			<b>\$40,752</b>
Mortgage Principal Retirement			<b>\$9,594</b>
Outstanding Mortgage Balance			<b>\$405,851</b>
Heritage Maintenance Reserve Fund (2)	-\$10,000	-\$5,000	<b>-\$15,000</b>
<b>TOTAL</b>	<b>\$154,627</b>	<b>\$156,396</b>	<b>\$336,775</b>
<b>NET EARNINGS</b>	<b>\$91,493</b>	<b>\$167,076</b>	<b>\$232,817</b>

SOURCE: urbanMetrics inc.

1) Program occupancy is assumed to be 90% in the high revenue scenario. As a result, there would be 130 annual participants served by 9 staff members (allocated to each building according to the gross floor area/maximum number of rooms).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.

## Ruhl Scenarios

### OPTION 3: NOT-FOR-PROFIT/COMMUNITY ORGANIZATION FIELDHOUSE

Building	Heritage House	Barn	Total
Building Size (SQFT)	3,500	4,600	8,100
Gross Floor Area (SQFT)	2,800	3,680	6,480
<b>LOW REVENUE SCENARIO</b>			
<b>Revenue</b>			
Programs/Camps	\$156,800	\$206,080	<b>\$362,880</b>
Sports Leagues	\$7,280	\$9,568	<b>\$16,848</b>
<b>TOTAL</b>	<b>\$164,080</b>	<b>\$215,648</b>	<b>\$379,728</b>
<b>Expenses (1)</b>			
Insurance	\$1,493	\$1,963	<b>\$3,456</b>
Rent	\$40,000	\$10,000	<b>\$50,000</b>
Staff Salaries	\$58,613	\$77,035	<b>\$135,648</b>
Program Supplies	\$3,733	\$4,907	<b>\$8,640</b>
Office Supplies	\$7,467	\$9,813	<b>\$17,280</b>
Professional Fees	\$2,445	\$3,213	<b>\$5,658</b>
Utilities	\$4,000	\$1,000	<b>\$5,000</b>
Mortgage Interest Payment			<b>\$31,158</b>
Borrowing Costs			<b>\$40,752</b>
Mortgage Principal Retirement			<b>\$9,594</b>
Outstanding Mortgage Balance			<b>\$405,851</b>
Heritage Maintenance Reserve Fund (2)	-\$10,000	-\$5,000	<b>-\$15,000</b>
<b>TOTAL</b>	<b>\$117,751</b>	<b>\$107,930</b>	<b>\$251,434</b>
<b>NET EARNINGS</b>	<b>\$46,329</b>	<b>\$107,718</b>	<b>\$128,294</b>

SOURCE: urbanMetrics inc.

1) Program occupancy is assumed to be 60% in the low revenue scenario. As a result, there would be 86 annual participants served by 6 staff members (allocated to each building according to the gross floor area/maximum number of rooms).

2) The annual Heritage Maintenance Reserve Fund appears as a 'negative expense'.

A Heritage Maintenance Reserve Fund is assumed to be required by the owners of the building to set aside annual funds dedicated to the ongoing maintenance and preservation of heritage resources.



## Summary Tables

	Wilmott Property			
	Daycare	Restaurant/Bar (Without Addition)	Restaurant/Bar (With Addition)	Seniors Care - Offices
Projected Revenue	\$400,000 - \$500,000	\$1,00,000 - \$2,000,000	\$1,500,000 - \$2,500,000	\$400,000 - \$800,000
Projected Earnings (for Operator)	\$35,000 - \$70,000	\$200,000 - \$500,000	\$300,000 - \$600,000	\$0 - \$300,000
Projected Rental Income (for Town of Milton)	\$40,000	\$50,000	\$60,000	\$40,000
Total Capital Investment Costs	\$554,000	\$752,000	\$956,000	\$554,000
Capital Investment	Private Partner	Private Partner	Private Partner	Private Partner
Daily Operations	Private Partner	Private Partner	Private Partner	Private Partner

	Ruhl Property			
	Restaurant/Bar (Seasonal Tent)	Restaurant/Bar (With Addition)	Day Spa	Community Organization
Projected Revenue	\$1,200,000 - \$1,800,000	\$2,000,000 - \$3,000,000	\$1,400,000 - \$2,200,000	\$350,000-\$600,000
Projected Earnings (for Operator)	\$400,000 - \$800,000	\$100,000 - \$900,000	\$400,000 - \$1,000,000	\$150,000-\$260,000
Projected Rental Income (for Town of Milton)	\$50,000	\$120,000	\$130,000	\$50,000
Total Capital Investment Costs	\$1,350,000	\$2,860,000	\$2,272,000	\$563,000
Capital Investment	Private Partner	Private Partner	Private Partner	Private Partner
Daily Operations	Private Partner	Private Partner	Private Partner	Not For Profit

# **APPENDIX III:**

# **COSTING**

**prepared by ERA Architects**

## Willmott Scenarios (Rounded Figures)

### Option 1 - Day Care

<b>Building Upgrade</b>	
House Upgrade	\$200,000.00
Out Building Upgrade	\$130,000.00
Furniture and Equipment (Allowance)	\$50,000.00
Heritage Reserve Fund	\$10,000.00
<b>Building Upgrade Sub-Total</b>	<b>\$390,000.00</b>
<b>Grounds Upgrade</b>	
Pathways and Lighting (Allowance)	\$14,000.00
Plantings (Allowance)	\$4,500.00
<b>Grounds Upgrade Sub-Total</b>	<b>\$18,500.00</b>
<b>Sub-Total</b>	<b>\$408,500.00</b>
Contingency (20%)	\$81,700.00
<b>Sub-Total</b>	<b>\$490,200.00</b>
HST (13%)	\$63,726.00
<b>Total</b>	<b>\$553,926.00</b>

### Option 2a - Food and Beverage (Without Addition)

<b>Building Upgrade</b>	
House Upgrade	\$200,000.00
Out Building Upgrade	\$130,000.00
Kitchen Fit Out	\$130,000.00
Furniture and Equipment (Allowance)	\$50,000.00
Heritage Reserve Fund	\$10,000.00
<b>Building Upgrade Sub-Total</b>	<b>\$520,000.00</b>
<b>Grounds Upgrade</b>	
Pathways and Lighting (Allowance)	\$30,000.00
Plantings (Allowance)	\$4,500.00
<b>Grounds Upgrade Sub-Total</b>	<b>\$34,500.00</b>
<b>Sub-Total</b>	<b>\$554,500.00</b>
Contingency (20%)	\$110,900.00
<b>Sub-Total</b>	<b>\$665,400.00</b>
HST (13%)	\$86,502.00
<b>Total</b>	<b>\$751,902.00</b>

### Option 2b - Food and Beverage (With Addition)

<b>Building Upgrade</b>	
House Upgrade	\$200,000.00
Out Building Upgrade	\$130,000.00
Building Addition	\$150,000.00
Kitchen Fit Out	\$130,000.00
Furniture and Equipment (Allowance)	\$50,000.00
Heritage Reserve Fund	\$10,000.00
<b>Building Upgrade Sub-Total</b>	<b>\$670,000.00</b>
<b>Grounds Upgrade</b>	
Pathways and Lighting (Allowance)	\$30,000.00
Plantings (Allowance)	\$4,500.00
<b>Grounds Upgrade Sub-Total</b>	<b>\$34,500.00</b>
<b>Sub-Total</b>	<b>\$704,500.00</b>
Contingency (20%)	\$140,900.00
<b>Sub-Total</b>	<b>\$845,400.00</b>
HST (13%)	\$109,902.00
<b>Total</b>	<b>\$955,302.00</b>

### Option 3 - Office Space for Community Services Agency

<b>Building Upgrade</b>	
House Upgrade	\$200,000.00
Out Building Upgrade	\$130,000.00
Furniture and Equipment (Allowance)	\$50,000.00
Heritage Reserve Fund	\$10,000.00
<b>Building Upgrade Sub-Total</b>	<b>\$390,000.00</b>
<b>Grounds Upgrade</b>	
Pathways and Lighting (Allowance)	\$14,000.00
Plantings (Allowance)	\$4,500.00
<b>Grounds Upgrade Sub-Total</b>	<b>\$18,500.00</b>
<b>Sub-Total</b>	<b>\$408,500.00</b>
Contingency (20%)	\$81,700.00
<b>Sub-Total</b>	<b>\$490,200.00</b>
HST (13%)	\$63,726.00
<b>Total</b>	<b>\$553,926.00</b>

## Ruhl Scenarios (Rounded Figures)

### Option 1a - Restaurant and Seasonal Event Space

<b>Building Upgrade</b>	
House Upgrade	\$270,000.00
Kitchen / Service Building (Allowance)	\$500,000.00
Furniture and Equipment (Allowance)	\$50,000.00
Tent	\$30,000.00
Barn Stabilization	\$50,000.00
Heritage Reserve Fund	\$15,000.00
<b>Building Upgrade Sub-Total</b>	<b>\$915,000.00</b>
<b>Grounds Upgrade</b>	
Pathways and Lighting (Allowance)	\$70,000.00
Plantings (Allowance)	\$10,000.00
<b>Grounds Upgrade Sub-Total</b>	<b>\$80,000.00</b>
<b>Sub-Total</b>	<b>\$995,000.00</b>
Contingency (20%)	\$199,000.00
<b>Sub-Total</b>	<b>\$1,194,000.00</b>
HST (13%)	\$155,220.00
<b>Total</b>	<b>\$1,349,220.00</b>

### Option 1b - Restaurant and Year Round Event Space (Full Barn Upgrade and Restaurant Addition)

<b>Building Upgrade</b>	
House Upgrade	\$270,000.00
Kitchen / Service Building (Allowance)	\$500,000.00
Barn Stabilization	\$50,000.00
Heritage Reserve Fund	\$15,000.00
Restaurant Addition	\$200,000.00
Barn Upgrade	\$800,000.00
Furniture and Equipment (Allowance)	\$180,000.00
<b>Building Upgrade Sub-Total</b>	<b>\$2,015,000.00</b>
<b>Grounds Upgrade</b>	
Pathways and Lighting (Allowance)	\$80,000.00
Plantings (Allowance)	\$10,000.00
<b>Grounds Upgrade Sub-Total</b>	<b>\$90,000.00</b>
<b>Sub-Total</b>	<b>\$2,105,000.00</b>
Contingency (20%)	\$421,000.00
<b>Sub-Total</b>	<b>\$2,526,000.00</b>
HST (13%)	\$328,380.00
<b>Total</b>	<b>\$2,854,380.00</b>

### Option 2 - Day Spa

<b>Building Upgrade</b>	
House Upgrade	\$270,000.00
Barn Upgrade	\$1,100,000.00
Furniture and Equipment (Allowance)	\$200,000.00
Heritage Reserve Fund	\$15,000.00
<b>Building Upgrade Sub-Total</b>	<b>\$1,585,000.00</b>
<b>Grounds Upgrade</b>	
Pathways and Lighting (Allowance)	\$80,000.00
Plantings (Allowance)	\$10,000.00
<b>Grounds Upgrade Sub-Total</b>	<b>\$90,000.00</b>
<b>Sub-Total</b>	<b>\$1,675,000.00</b>
Contingency (20%)	\$335,000.00
<b>Sub-Total</b>	<b>\$2,010,000.00</b>
HST (13%)	\$261,300.00
<b>Total</b>	<b>\$2,271,300.00</b>

### Option 3 - Community Youth Organization

<b>Building Upgrade</b>	
House Upgrade	\$270,000.00
Barn Stabilization	\$50,000.00
Furniture and Equipment (Allowance)	\$40,000.00
Heritage Reserve Fund	\$15,000.00
<b>Building Upgrade Sub-Total</b>	<b>\$375,000.00</b>
<b>Grounds Upgrade</b>	
Pathways and Lighting (Allowance)	\$40,000.00
Plantings (Allowance)	None
<b>Grounds Upgrade Sub-Total</b>	<b>\$40,000.00</b>
<b>Sub-Total</b>	<b>\$415,000.00</b>
Contingency (20%)	\$83,000.00
<b>Sub-Total</b>	<b>\$498,000.00</b>
HST (13%)	\$64,740.00
<b>Total</b>	<b>\$562,740.00</b>

## Building Upgrade Unit Costs

### Ruhl Property Capital Upgrades

<b>House</b>	
Cost of General Upgrade ( \$75/sqf)	<b>\$270,000.00</b>
<b>House Annual Heritage Reserve Fund</b>	<b>\$10,000.00</b>
<b>Servicing for Restaurant / Catering</b>	
900 sqf Commercial Kitchen Addition ( \$150/sqf)	\$135,000.00
Kitchen Fit Out (Allowance)	\$100,000.00
W/Cs (full capacity Provision)	\$90,000.00
2000sqf Storage Structure ( \$45/sqf)	\$90,000.00
<b>Subtotal</b>	<b>\$415,000.00</b>
Contingency (20%)	\$83,000.00
<b>Total</b>	<b>\$498,000.00</b>
<b>1000 sqf Restaurant Addition for 65 guests (\$200/sqf)</b>	<b>\$200,000.00</b>
<b>Barn</b>	
Barn Stabalization	<b>\$50,000.00</b>
<b>Barn Annual Heritage Reserve Fund</b>	<b>\$5,000.00</b>
<b>Barn Full Occupancy via Construction of New Building</b>	
Glass Enclosure :	
Walls (3,000 sqf @ \$65/sqf)	\$196,000.00
Roof (4,400 sqf @ \$50/sqf)	\$220,000.00
Floor (4,400 sqf @ \$15/sqf)	\$66,000.00
GWB Fireproofing on overside of Floor (4,400 sqf @ \$5/sqf)	\$26,400.00
Sprinklers	\$16,000.00
HVAC and Electrical	\$96,800.00
<b>Subtotal</b>	<b>\$621,200.00</b>
Contingency (20%)	\$124,240.00
<b>Total for Event Space</b>	<b>\$745,440.00</b>
Servicing for Spa	\$360,000.00
<b>Total for Spa</b>	<b>\$1,105,440.00</b>
<b>Servicing</b>	
4" Pipes for Water Service and Sanitary (Approximate)	<b>\$35,000.00</b>

### Willmott Capital Upgrades

<b>House</b>	
Cost of General Upgrade ( \$80/sqf)	<b>\$200,000.00</b>
<b>Annual Heritage Reserve Fund</b>	<b>\$10,000.00</b>
Commercial Kitchen	\$60,600.00
Kitchen Fit Out (Allowance)	\$70,000.00
W/C (full capacity Provision)	\$45,000.00
<b>Subtotal</b>	<b>\$105,600.00</b>
Contingency (20%)	\$21,120.00
<b>Total</b>	<b>\$126,720.00</b>
<b>750 sqf Restaurant Addition (\$200/sqf)</b>	<b>\$150,000.00</b>
<b>Out Building Upgrade (\$75/sqf)</b>	<b>\$130,000.00</b>

## COSTING NOTES

### General

Costs provided in this report are for budgeting purposes and are based on current trades rates, adjusted for a small building and landscape scope. Costs of similarly scaled projects conducted by ERA Architects Inc. were used as a baseline.

Listed estimates include material, labour, equipment, contractor mobilization, a 10% contingency, and HST.

Soft costs, such as consultant fees for construction drawings and site plan approval are not included in these estimates. These costs are estimated to be in the range of 13%-17% of the cost of construction. Estimated costs are for Spring 2011 and do not account for inflation.

This order of magnitude costing was established using mid-range unit prices for building and site upgrade. Materials selection, fit out and landscaping scope among other factors could result in a - /+ 20% deviation in the estimated costs.

### General House Upgrade

General House upgrade refers to interior renovation work required to make the properties suitable for occupation in accordance with current standards and to accommodate each future use option, inclusive of architectural, mechanical, electrical and structural.

### Landscape, Access and Parking

Landscape projections are inclusive of needed grading, plantings and paving required by each scenario. Landscaping cost projections do not include the proposed public park. Landscape strategies are based on minimal intervention and the retention of existing trees.

# APPENDIX IV: PARKING REQUIREMENTS

prepared by ERA Architects



## PARKING REQUIREMENTS:

Parking requirements were calculated using the greater value of either Section 5 of Milton's Comprehensive Zoning By-Law Section 5, or the provision of 1 parking spot per 2.5 user of the site.

Parking requirements of Section 5 of Milton's Comprehensive Zoning By-Law are as follow:

- Restaurant Use: 1 spot per 9 m<sup>2</sup>
- Restaurant Patio Use: 1 spot per 18 m<sup>2</sup>
- Office Use: 1 spot per 30 m<sup>2</sup>

Capacity of building users has been derived from the combination of patrons and staff anticipated in the various schemes. In schemes where restaurant use applies, the balance of the building GFA was considered office-use.

The derived parking counts are as follows:

### Ruhl Property:

#### Option 1a:

*Seasonal Event Space (no addition)*

Capacity: 239

Parking Provision: 96 spaces

#### Option 1b:

*Event and Restaurant (addition, full barn upgrade)*

Capacity: 402

Parking Provision: 160 spaces

#### Option 2:

*Day Spa*

Capacity: 20

Parking Provision: 11 spaces

#### Option 3:

*Community Organization*

Capacity: 140

Parking Provision: 56

### Willmott Property:

#### Option 1:

*Day Care/Early Childhood Education Centre*

Capacity: 56

Parking Provision: 23 spaces

#### Option 2a:

*Restaurant/Pub (without addition)*

Capacity: 110

Parking Provision: 44 spaces

#### Option 2b:

*Restaurant/Pub (with addition):*

Capacity: 143

Parking Provision: 58 spaces

#### Option 3:

*Community Offices - Senior Care*

Capacity: 14

Parking Provision: 11

**APPENDIX E:** Willmott Farmhouse Memo to Council (2020)



## Town of Milton

### Memo

**To:** Mayor and members of Council  
**From:** Mike Launslager, Manager, Economic Development  
**Date:** Monday, December 21, 2020  
**Subject:** Willmott House status update

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Located within the grounds of the Milton Sports Centre, the Willmott House is a historically significant residential building (ca. 1835) that was purchased by the Town of Milton in 2008 as part of a property transaction to acquire the land needed to facilitate the development of Community Park. Although not designated under the provisions of the Ontario Heritage Act, the building is included in Milton's Heritage Register as a listed property. Due to the poor condition of the building and limited water and wastewater services on site, the Willmott House has been identified as surplus to the Town of Milton's needs.

Over the past several months, Executive Services staff has been exploring various options to repurpose the Willmott House in order to mitigate the risk of further deterioration of the building's structure, while maintaining its significant heritage value. In order to present the opportunity to acquire the building to private stakeholders, staff prepared a Request for Information (RFI) in March 2020 that outlined criteria for potential bidders. Specifically, the RFI sought interest from parties that had the capabilities to acquire the building, move it to another location within Milton, and restore the structure for private use. Due to the initial impact of the COVID-19 pandemic on the real estate market in spring 2020, staff put the RFI on hold. In October 2020, the RFI was formally released to the public through the Purchasing Department for a period of 30 business days.

In addition to posting the RFI on Milton's Bids and Tenders website, staff implemented a robust marketing campaign to raise awareness of the opportunity, which included print and digital advertisements and inclusion in the Economic Development Division's e-newsletters. Further, staff followed up directly with key

stakeholders in the development community to present the opportunity to respond to the RFI. Staff also organized a tour of the building for stakeholders that registered for the RFI through the Bids and Tenders website. While staff received verbal indication of interest in the opportunity to acquire the building from two stakeholders, ultimately there were no formal submissions received through the RFI process.

Despite the unsuccessful RFI process, Executive Services staff have since engaged in meaningful discussions with one of the stakeholders that expressed an interest in further exploring options to acquire the building, Mattamy Homes. Staff will pursue the opportunity to arrive at an agreement to move the Willmott House to one of Mattamy's current residential communities in Milton for re-use, and update Council on any progress.

Cc:

Andrew Siltala, Chief Administrative Officer

Strategic Management Team



# The Corporation of the Town of Milton

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Report To:	Council
From:	Glen Cowan, Chief Financial Officer / Treasurer
Date:	September 12, 2022
Report No:	CORS-062-22
Subject:	Capital Variance Report - June 2022

## Recommendation:

**THAT the new budget adjustments that amount to a net decrease of \$2,494,256 to approved capital projects, including the transfers to/from reserves and reserve funds as summarized in the Financial Impact section of report CORS-062-22, be approved;**

**THAT the capital projects identified as pending closure in Appendix B, with an approved budget totaling \$18,163,861 be closed;**

**THAT the Town's existing Parking Development Charge (DC) Reserve funds (residential and non-residential) along with the Parking DC Exemptions be closed and the balances transferred to the Property Transactions Reserve Fund with an effective date to align with the Development Charges Act legislation.**

## EXECUTIVE SUMMARY

- This report summarizes the position of the Town's \$472 million capital program as of June 30, 2022. It also outlines the capital budget adjustments that have been required since January 1, 2022 including those previously approved by Council or the Treasurer/CAO, as well as new adjustments that have been identified through the June 2022 capital budget variance meetings.
- During the first half of 2022, net budget adjustments amounted to a \$7 million increase, representing 1.5% of the approved capital program. This report is being presented in accordance with Corporate Policy No. 113 Budget Management.

## REPORT

### Background

Corporate Policy No. 113: Financial Management - Budget Management identifies that detailed variance reports relating to the Capital Budget will be submitted to Council twice annually for the periods ending June 30<sup>th</sup> and December 31<sup>st</sup>. This report satisfies the requirement as set out in that policy.

### Discussion

The financial statements attached as Appendix D to this report reflect all currently approved and active capital projects as of the end of June 2022. Expenditures are presented on a cash basis (as opposed to an accrual basis). The following table summarizes the changes reflected in the approved budget between the January 1, 2022 financial statements and the June 30, 2022 statements. Through this report approval is being requested for the net budget decreases of \$2,494,256.

**Table 1 - Capital Program Approved Budget Continuity Schedule**

	Approved Capital Budget as at January 1, 2022*	Previously Approved (Appendix A)	New Budget Amendments (Appendix B)	Approved Capital Budget as at June 30, 2022**
Executive Services	\$ 7,190,436	-	\$(18,084)	\$7,172,352
Corporate Services	33,089,527	127,304	(605,484)	32,611,347
Community Services	143,482,151	1,428,712	(357,274)	144,553,590
Development Services	276,971,158	7,917,170	(1,513,413)	283,374,914
Library Services	4,488,620	32,810	-	4,521,430
<b>Total</b>	<b>\$ 465,221,893</b>	<b>\$9,505,996</b>	<b>\$(2,494,256)</b>	<b>\$472,233,633</b>

\*Total includes the \$341,486,315 presented in CORS-022-22 plus the 2022 Approved Capital budget of \$123,735,576.

\*\*Approved budget before recommended project closures

### Previously Approved Budget Amendments (Appendix A) - \$9,505,996 increase

Various tenders, single source awards and/or department reports approved by Council in the first half of the year resulted in a net capital budget increase of \$8,332,947.

Budget amendments previously approved by the Treasurer, CAO, or Other Board, amounted to \$1,173,049, largely related to new grant funding opportunities. The Town has received \$1

## Discussion

million in provincial grant funding from the Streamline Development Approval Fund which will be used to implement an online citizen portal for development applications. Grant funding in the amount of \$120,297 was received from the Zero Emission Transit Fund - a federal fund that will support a feasibility study for the Milton Transit Battery Electric Buses Transition Plan.

### **New Budget Amendments (Appendix B) - \$2,494,256 decrease**

Through the June 2022 review, several capital projects were identified as being ready for closure. These projects are summarized in Appendix B and result in a net budget decrease of \$2,102,452 with funds either being drawn from or returned to the Project Variance Account and/or external funding sources as outlined on the appendix. Through this report staff are requesting Council approval to close these projects.

Staff have also identified budget amendments required on active capital projects and are requesting Council approval of these amendments through this report. These projects result in a net decrease of \$391,804.

The budget amendments as well as the recommended funding sources, also outlined in Appendix B, amount to a net budget decrease of \$2,494,256.

### **Recommended Changes in Funding Source (Appendix C) - \$0 net change**

Although the total approved budget will remain unchanged, certain projects require adjustments to the funding sources as further outlined on Appendix C.

### **Development Charges Act Legislation Changes:**

As previously reported through CORS-028-21 Final DC By-law, the legislative changes enacted through *Bill 108: More Homes, More Choice Act, 2019* and *Bill 197: COVID-19 Economic Recovery Act, 2020*, no longer include parking as an eligible service under the *Development Charges Act, 1997* (DCA). The DCA changes further stipulate that any development charge reserve funds for ineligible services be deemed to be general capital reserve funds to be used for the same purposes. As such, effective September 18, 2022, the Town will discontinue the collection of parking development charges and staff recommend the balances in the parking development charges reserve funds (residential and non-residential) as well as the development charge exemption balances for parking development charges be transferred to the Property Transactions Reserve Fund. These funds will be monitored and directed towards future investment in parking infrastructure as required by the legislation.





# The Corporation of the Town of Milton

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## Capital Program at June 2022

Following the recommended project closures, projects with an approved budget of \$454,069,772 will carry forward to the balance of 2022 as shown in the table below.

**Table 2 - Capital Program Summary as at June 30, 2022**

	Approved Budget as of June 2022			Expenditure Status of Projects Carried Forward (at June 30, 2022)	
	Total	Projects Pending Closure	Projects Carried Forward	Spent	Remaining (Note 1)
Executive Services	\$7,172,352	\$ (2,339,425)	\$ 4,832,927	\$ 1,828,743	\$ 3,004,184
Corporate Services	32,611,347	(3,877,220)	28,734,127	11,779,811	16,954,317
Community Services	144,553,590	(3,077,934)	141,475,655	65,412,528	76,063,127
Development Services	283,374,914	(8,869,282)	274,505,632	138,365,922	136,139,710
Library Services	4,521,430	-	4,521,430	1,675,444	2,845,986
<b>Total</b>	<b>\$ 472,233,633</b>	<b>\$ 18,163,861</b>	<b>\$ 454,069,772</b>	<b>\$ 219,062,448</b>	<b>\$ 235,007,324</b>

Note 1: Remaining includes funds that have been committed through a procurement process. At June 2022, the committed amount is in excess of \$59 million.

As noted in the table above, \$219.1 million (46%) of that approved budget has already been spent, with the remainder either committed (via previously approved contract awards) or remaining to be spent. The following table identifies the ten largest active projects at June 30, 2022 (based on size of remaining budget). These projects account for 70% of the \$235 million balance remaining.

## Discussion

**Table 5 - Largest Capital Projects at June 2022**

Project	Remaining Budget at June 30, 2022	% Spent	Status
Transit Operations Centre	\$48,112,979	3%	This project will provide for the detailed design and land purchase for a Transit Operations Centre as well as construction. Work to investigate potential sites is continuing.
5th Line (Hwy 401 to Derry Road)	\$31,708,289	19%	This project is for environmental assessment, design and land acquisition associated with 5th Line from Highway 401 to Derry. Additional design requirements were outlined in DS-013-20. Design completion is anticipated to be summer/fall of 2022. Land purchases are ongoing (ENG-002-20). A construction project was added in 2022. Prequalification for a construction contractor (Main Street to Derry) is anticipated in late 2022, to facilitate a construction tender in Q1 of 2023.
5th Line (Derry Road to Britannia Road)	\$20,032,261	3%	This project will urbanize Fifth Line to a four (4) lane urban configuration in support of the Derry Green development. Design will be completed in accordance with the 2016 environmental assessment with construction currently anticipated in 2024/25. Design was awarded through CORS-040-22. The project budget includes anticipated land requirements, utility relocations, and detailed design.

## Discussion

Bronte Street (Main St to Steeles Ave)	\$18,066,577	48%	Property acquisition for Phase 2 (Victoria to Steeles) continues (ENG-001-20). The construction tender for Phase 2 was awarded in July 2021 (CORS-037-21). Construction is underway with completion anticipated in fall 2023.
Main St (JSP to 5th Line)/5th Line (Hwy 401 to Main St)	\$12,374,023	54%	Property acquisition is nearing completion, and utility relocations have commenced. The construction tender was awarded in July 2021 (CORS-037-21), and construction is underway with anticipated completion in June 2023.
Asphalt Overlay Program	\$11,181,370	48%	The construction award for this project was approved in April 2022 through CORS-026-22 Schedule B. Work is ongoing with completion anticipated in fall 2022.
Louis St Laurent (James Snow Parkway to Fifth Line)	\$8,918,165	3%	Through DS-025-21, Council approval was received to enter into an agreement with OPG Derry Green Lands to accelerate the construction of Louis St. Laurent Avenue and associated funding and reimbursement. The signed construction agreement is in place. The construction tender was issued by OPG and as per the agreement, construction will be undertaken by them. Construction work commenced in early 2022 and is completed to base asphalt.
Boyne Pedestrian Railway Crossing	\$5,893,452	8%	The need for the Boyne Active Transportation Link was identified during the Boyne Secondary and Tertiary Plan work and this project is currently in the detailed design phase. Council endorsed the preferred preliminary design for the structure

## Discussion

			and approach (see staff report DS -044-21), and construction of the bridge, which will accommodate both pedestrians and cyclists. While originally anticipated to commence construction in 2022, detailed design is currently at 60% stage, and it is anticipated that prequalification for the construction contractor will be issued in late 2022, with construction tender currently anticipated for Q1 2023. Ultimately, construction timing will be dependent on adjacent development timing.
Sherwood Community Centre	\$4,132,552	90%	Substantial completion has been reached and the facility opened on September 21, 2019. Outstanding office furniture purchases and solar panels were completed in 2021, with final completion of all outstanding works in fall 2022.
Nipissing Road Redevelopment	\$3,954,296	6%	Through DS-085-22, the Mayor and Clerk were authorized to execute an agreement between the Town and Metrolinx for infrastructure improvements needed on Nipissing Road and Childs Drive as a result of the proposed Milton GO Station improvements. Delegated authority was granted to the Commissioner of Development Services to negotiate and make changes to this agreement in consultation with Legal Counsel and the CFO/Treasurer, prior to execution.
<b>Total</b>	<b>\$164,373,964</b>		



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## Financial Impact

Net budget increases of \$9,505,996 have been previously approved since January 2022. Through this report, staff are recommending new budget changes resulting in a decrease of \$2,494,256 in required funding as illustrated in the shaded cells in the following table. The net capital budget changes since January 1, 2022 result in a net increase of \$7,011,740 (or 1.5% of the approved capital program) as illustrated in the following chart.

## Financial Impact

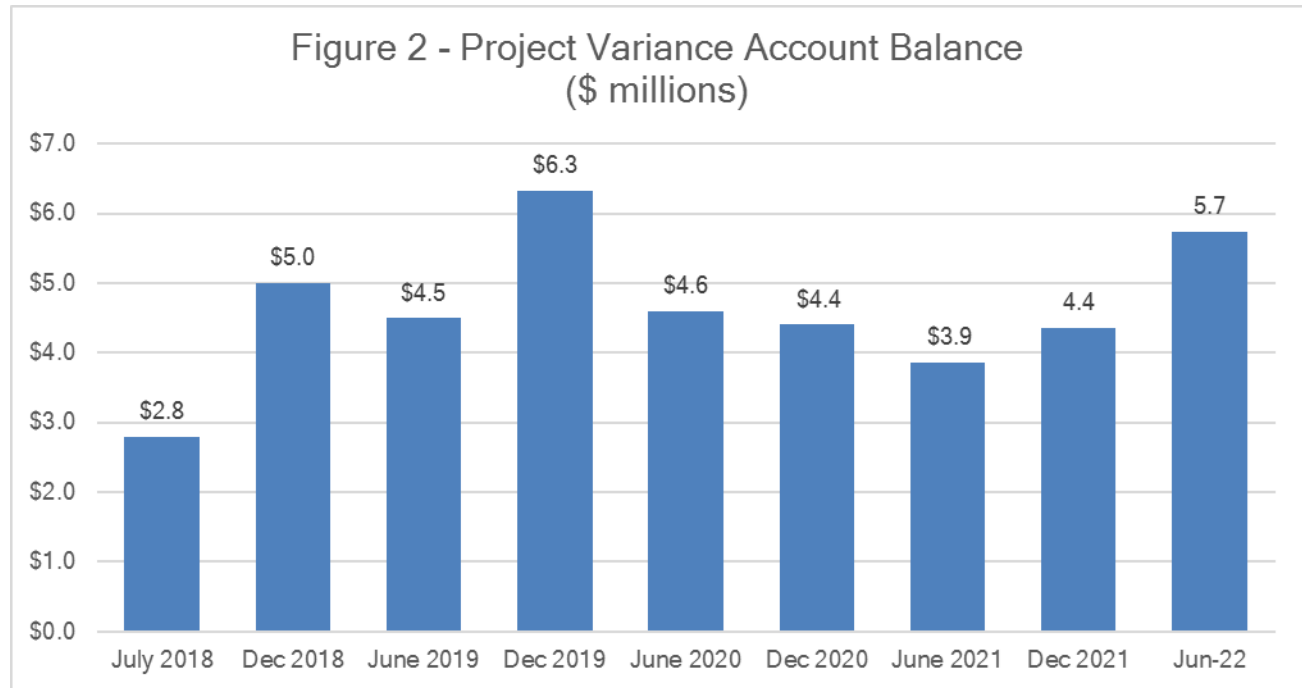
**Table 6 - Summary of In-Year Funding Changes to the Capital Program in 2022**

Funding Source	June 2022 YTD Budget Increases/(Decreases)			
	Previously Approved	New Budget Amendments	New Funding Source Change	Total June YTD 2022 In-Year Funding Changes
<b>Total Project Variance Account:</b>	<b>1,183,790</b>	<b>(1,435,512)</b>	<b>(1,138,538)</b>	<b>(1,390,260)</b>
<b>Reserves and Reserve Funds:</b>				-
Library Capital Works Reserve	32,810	-	-	32,810
Equipment Replacement Reserve - Operations	795,000	-	-	795,000
Federal Gas Tax	951,786	(100,000)	-	851,786
Provincial Gas Tax	-	(15,951)	-	(15,951)
Streamline Development Funding	1,000,000	-	-	1,000,000
Building Stabilization Reserve	486	(74,210)	-	(73,724)
<b>Total Reserves and Reserve Funds</b>	<b>2,780,082</b>	<b>(190,161)</b>	-	<b>2,589,921</b>
<b>Debentures:</b>				-
Tax Supported Debt	-	(100,000)	-	(100,000)
<b>Total Debentures</b>	-	<b>(100,000)</b>	-	<b>(100,000)</b>
<b>Development Charges:</b>				-
Roads DC	4,999,709	(619,835)	-	4,379,875
Public Works DC	82,633	(0)	-	82,633
Parks & Rec DC Fund	(80,046)	1,138	(134,521)	(213,430)
Transit DC	39,621	(101,261)	-	(61,640)
Administration DC	144,107	85,861	-	229,968
Stormwater Management DC	-	(115,824)	-	(115,824)
Fire DC	-	(10,938)	-	(10,938)
<b>Total Development Charges</b>	<b>5,186,023</b>	<b>(760,859)</b>	<b>(134,521)</b>	<b>4,290,643</b>
<b>External Funding Sources:</b>				-
Provincial Grants/ Subsidies	122,112	(1)	215,071	337,182
Federal Grants/ Subsidies	195,900	-	918,377	1,114,277
Developer Recovery	-	-	134,521	134,521
Recovery from Other Municipality	-	(7,723)	-	(7,723)
Other Recoveries	-	-	5,090	5,090
LT Developer Liability	38,089	-	-	38,089
<b>Total External Funding Sources</b>	<b>356,101</b>	<b>(7,724)</b>	<b>1,273,059</b>	<b>1,621,436</b>
<b>Increase/(Decrease) in Funding</b>	<b>9,505,996</b>	<b>(2,494,256)</b>	<b>(0)</b>	<b>7,011,740</b>

The Project Variance Account (PVA) is currently at a balance of \$5.7 million. The Budget Management Policy No. 113 identifies a target balance of 10% of the average annual non-

## Financial Impact

growth revenue sources which suggests a current target balance of \$5.1 million. The balance in the PVA is adequate. It will be re-assessed at year end with any recommendations on transfers being brought forward at that time.



Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact:      Deanne Peter, B.Comm., MBA      905-878-7252  
X2316

## Attachments

Appendix A - Previously Approved Budget Amendments  
Appendix B - New Budget Amendments  
Appendix C - Recommended Changes in Funding Source  
Appendix D - June 2022 Capital Financial Statements





# The Corporation of the Town of Milton

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Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

**CORS-062-22 APPENDIX A - PREVIOUSLY APPROVED BUDGET AMENDMENTS**

Project Name & Report Number		Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)**	Funding Source
<b>Council Approved</b>						
A1	5th Line (Hwy 401 to Derry Road) (DS-049-22)	Active	\$ 5,046,673	\$ 18,349,494	38%	Project Variance Account / Development Charges
A2	Asphalt Overlay Program (22) (CORS-007-22 Sch B)	Active	\$ 1,210,346	\$ 11,038,493	12%	Federal Gas Tax Reserve / Development Charges
A3	Tandem Axle Trucks (22) (CORS-007-22 Schedule C)	Active	\$ 720,000	\$ 1,832,400	65%	Reserves/Reserve Funds
A4	Stormwater Pond Maintenance - Construction (CORS-052-22 Sch B)	Active	\$ 572,638	\$ 1,243,039	85%	Project Variance Account
A5	5th Line (Hwy 401 to Main St) (CORS-052-22 Sch D)	Active	\$ 374,076	\$ 1,876,923	25%	Project Variance Account / Development Charges
A6	UR SP PH4 - Secondary Plan (CORS-034-22 Sch B)	Active	\$ 124,767	\$ 1,513,625	9%	Federal Gas Tax Reserve / Development Charges
A7	Audit and Accountability Fund - Phase 3 Intake (CORS-008-22)	Active	\$ 122,112	\$ 122,112	-	Provincial Grants/Subsidies
A8	Expanded Asphalt Program - Design (22) (CORS-040-22 Sch E)	Active	\$ 81,286	\$ 385,760	27%	Project Variance Account
A9	Conventional Transit - 8 Metre Bus - Growth (CORS-005-22 Sch B)	Active	\$ 55,190	\$ 517,211	12%	Project Variance Account / Development Charges
A10	MEV Secondary Planning/Site Specific Zoning (CORS-007-22 Sch G)	Active	\$ 35,351	\$ 1,406,797	3%	Project Variance Account / Development Charges
A11	Cobban Neighbourhood Park - Boyne (22) (CORS-034-22 Sch H)	Active	\$ (9,494)	\$ 2,101,470	0%	Development Charges
<b>Subtotal - Approved by Council</b>			<b>\$ 8,332,947</b>			
<b>Treasurer / CAO / Other Board Approved</b>						
A12	Building Public Portal Implementation (22) (BA-009-22)	Active	\$ 1,000,000	\$ 1,000,000	-	Provincial Grants/Subsidies
A13	Tandem Axle Trucks (22) (PDA-022-22)	Active	\$ 228,392	\$ 2,060,792	12%	Project Variance Account
A14	Fleet Strategy (BA-007-22)	Active	\$ 120,297	\$ 300,547	67%	Federal Grants/Subsidies
A15	Transit Bus Non-growth: Refurbishment (Emergency Award)	Active	\$ 80,260	\$ 80,260	-	Project Variance Account
A16	Legacy Project and Orange Crosswalk (BA-008-22)	Active	\$ 75,603	\$ 75,603	-	Federal Grants/Subsidies

## CORS-062-22 APPENDIX A - PREVIOUSLY APPROVED BUDGET AMENDMENTS

Project Name & Report Number		Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)**	Funding Source
A17	1 Ton Crew Dump Truck (22) (BA-002-22)	Active	\$ 75,000	\$ 152,250	97%	Reserves/Reserve Funds
A18	Tandem Axle Trucks (22) (PDA-041-22)	Active	\$ 66,305	\$ 607,189	12%	Development Charges
A19	Ice Resurfacers Replacement (20) (BA-005-22)	Active	\$ 58,093	\$ 171,393	51%	Project Variance Account
A20	Second Line Nassagaweya Bridge (Structure 63) (PDA-035-22)	Active	\$ 45,422	\$ 590,553	8%	Project Variance Account
A21	Britannia E/W - Water&Wastewater Servicing (BA-003-22)	Active	\$ 38,089	\$ 190,088	25%	LT Developer Liability
A22	E-Services Implementation - Library (MPL Motion #22-1818)	Active	\$ 32,810	\$ 132,560	33%	Reserves/Reserve Funds
A23	1 Ton Crew Dump Truck (22) (PDA-025-22)	Active	\$ 30,868	\$ 183,118	20%	Project Variance Account
A24	Sign Truck (21) (PDA-015-22)	Active	\$ 27,987	\$ 357,587	8%	Project Variance Account
A25	High Point Drive (Hwy 25 to Parkhill Dr) (PDA-CRAN 22-051-12)	Active	\$ 20,341	\$ 136,868	17%	Project Variance Account
A26	Zero Turning Radius Mowers (PDA-007-22)	Active	\$ 19,751	\$ 340,081	6%	Project Variance Account
A27	1 Ton Dump Trucks - Growth (PDA-025-22)	Active	\$ 17,921	\$ 251,664	8%	Development Charges
A28	Kelso Road Bridge (Structure 74) (PDA-CRAN-22-051-10)	Active	\$ 17,339	\$ 167,877	12%	Project Variance Account
A29	Court Park Redevelopment (20) (BA-006-22)	Active	\$ 6,469	\$ 452,350	1%	Project Variance Account
A30	Facilities Infrastructure and Networking (22) (PDA-005-22)	Active	\$ 5,192	\$ 1,086,797	0%	Project Variance Account/ Reserves/Reserve Funds
A31	General Mowers and Attachments-Growth (PDA-006-22)	Active	\$ 5,127	\$ 104,485	5%	Development Charges
A32	Enforcement Vehicles (22) (PDA-036-22)	Active	\$ 4,823	\$ 43,500	12%	Project Variance Account
A33	Zero Turning Radius Mowers - Growth (PDA-007-22)	Active	\$ 4,369	\$ 53,953	9%	Development Charges
A34	Chris Hadfield Park Redevelopment (PDA-CRAN-22-051-04)	Active	\$ 3,192	\$ 98,183	3%	Project Variance Account
A35	Zero Turning Radius Mowers (PDA-037-22)	Active	\$ 1,659	\$ 341,740	0%	Project Variance Account

## CORS-062-22 APPENDIX A - PREVIOUSLY APPROVED BUDGET AMENDMENTS

Project Name & Report Number		Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)**	Funding Source
A36	Sunny Mount Park (PDA-040-22)	Active	\$ (125)	\$ 324,483	0%	Project Variance Account
A37	Gator Utility Vehicle (BARR-001-22)	Active	\$ (1,887)	\$ 39,313	-5%	Project Variance Account
A38	Moorelands Park Redevelopment (22) (PDA-CRAN-022-051-02)	Active	\$ (4,733)	\$ 339,615	-1%	Project Variance Account
A39	Trailers/Water Tanks - Growth (Direct Purchase as per Purchasing By-law 2018-061 6.1.1)	Active	\$ (11,089)	\$ 33,456	-25%	Development Charges
A40	Cobban Neighbourhood Park - Boyne (22) (PDA-CRAN 22-051-03)	Active	\$ (19,526)	\$ 2,110,964	-1%	Development Charges
A41	Heritage Property Restoration (BARR-010-22)	Active	\$ (25,069)	\$ 87,302	-22%	Project Variance Account
A42	Bridge/Culvert Rehab Needs - Design (PDA-CRAN-22-051-09)	Active	\$ (42,733)	\$ 160,734	-21%	Project Variance Account
A43	Community Park - Enbridge Gas Easement (PDA-047-22)	Active	\$ (43,974)	\$ 123,359	-26%	Project Variance Account
A44	District Park West - Boyne (PDA-CRAN-22-051-11)	Active	\$ (56,696)	\$ 77,204	-42%	Development Charges
A45	Expanded Asphalt Program - Construction (21) (BA-004-22)	Active	\$ (606,427)	\$ 1,510,171	-29%	Project Variance Account / Federal Gas Tax Reserve
<b>Subtotal - Approved by Treasurer / CAO / Other</b>			<b>\$ 1,173,049</b>			
<b>Total - Previously Approved</b>			<b>\$ 9,505,996</b>			

\* Note: Budget figures on this schedule are presented at the sub-project level (as opposed to parent project level)

\*\* Note: % increase/(Decrease) of Previously Approved Budget

**CORS-062-22 APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET**

	Project Name	Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)*	To / From Funding Source	Explanation (Provided for variances greater than \$25,000)
<b>Projects Pending Closure</b>							
B1	Moorelands Park Redevelopment (21)	Pending Closure	\$ 3,615	\$ 55,226	7%	Project Variance Account	N/A
B2	Enterprise Content Management (14)	Pending Closure	\$ 2,085	\$ 53,855	4%	Project Variance Account	N/A
B3	Cobban Neighbourhood Park - Boyne (21)	Pending Closure	\$ 1,264	\$ 176,121	1%	Development Charges / Project Variance Account	N/A
B4	Thermal Image Camera Replacement	Pending Closure	\$ 454	\$ 18,994	2%	Project Variance Account	N/A
B5	Replace/Refurbish Pumper/Rescue Units	Pending Closure	\$ 444	\$ 840,142	0%	Project Variance Account	N/A
B6	Landscape Trailer	Pending Closure	\$ 423	\$ 14,843	3%	Project Variance Account	N/A
B7	EAB Implementation Strategy (17)	Pending Closure	\$ 1	\$ 1,218,510	0%	Project Variance Account	N/A
B8	Easement Database (21)	Pending Closure	\$ 0	\$ 71,845	0%	Project Variance Account	N/A
B9	Ice Resurfacer - Replacement (18)	Pending Closure	\$ -	\$ 291,834	0%	Federal Grants/Subsidies / Project Variance Account	N/A
B10	Louis St Laurent (Thompson Rd to 4th Line) Design	Pending Closure	\$ -	\$ 7,246	0%	Development Charges	N/A
B11	Louis St Laurent (4th Line to JSP) Design	Pending Closure	\$ -	\$ 4,379	0%	Development Charges	N/A
B12	Easement Database (21)	Pending Closure	\$ -	\$ -	-	Project Variance Account	N/A
B13	Tractors, Loaders & Back Hoes - Growth	Pending Closure	\$ (0)	\$ 140,111	0%	Development Charges	N/A
B14	Legislated DC Exemptions (21)	Pending Closure	\$ (0)	\$ 3,263,369	0%	Project Variance Account	N/A
B15	Thermal Image Camera Growth	Pending Closure	\$ (113)	\$ 27,305	0%	Development Charges	N/A
B16	Generators and Lighting Equipment Replacement	Pending Closure	\$ (188)	\$ 15,337	-1%	Project Variance Account	N/A
B17	Traffic Services Safety Review (18)	Pending Closure	\$ (423)	\$ 54,470	-1%	Project Variance Account	N/A
B18	Battery & Radio Parts Replacement (21)	Pending Closure	\$ (454)	\$ 14,996	-3%	Project Variance Account	N/A
B19	EAB Implementation Strategy (21)	Pending Closure	\$ (730)	\$ 361,161	0%	Project Variance Account	N/A
B20	Portable Pumps Replacement	Pending Closure	\$ (855)	\$ 25,020	-3%	Project Variance Account	N/A
B21	Street Light/Pole/Underground Power Renewal (21)	Pending Closure	\$ (1,236)	\$ 61,060	-2%	Project Variance Account	N/A
B22	Fire Halls Facility Improvements (20)	Pending Closure	\$ (1,380)	\$ 41,761	-3%	Project Variance Account	N/A
B23	Phone System Changes/Upgrade (17)	Pending Closure	\$ (1,776)	\$ 15,774	-10%	Project Variance Account	N/A
B24	Farm Tractors	Pending Closure	\$ (2,996)	\$ 10,653	-10%	Project Variance Account	N/A

**CORS-062-22 APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET**

	Project Name	Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)*	To / From Funding Source	Explanation (Provided for variances greater than \$25,000)
B25	Agenda Management System	Pending Closure	\$ (3,022)	\$ 10,467	-22%	Project Variance Account	N/A
B26	PC Workstation Complement Changes (20)	Pending Closure	\$ (5,278)	\$ 22,841	-19%	Project Variance Account	N/A
B27	Building and Permit Systems (22)	Pending Closure	\$ (6,411)	\$ 192	-97%	Project Variance Account/ Reserves/Reserve Funds	N/A
B28	Rapid Intervention Equipment Replacement	Pending Closure	\$ (6,547)	\$ 22,433	-23%	Project Variance Account	N/A
B29	Louis St Laurent (Tremaine Rd - Bronte St)	Pending Closure	\$ (8,023)	\$ 6,750,823	0%	Development Charges	N/A
B30	Heavy Rescue-Growth	Pending Closure	\$ (10,826)	\$ 1,375,197	-1%	Development Charges	N/A
B31	Legacy Systems (18)	Pending Closure	\$ (13,206)	\$ 114,473	-10%	Project Variance Account	N/A
B32	Workplace Accommodation (21)	Pending Closure	\$ (15,000)	\$ 450	-97%	Project Variance Account	N/A
B33	Phone System Changes/Upgrade (17)	Pending Closure	\$ (15,744)	\$ 31,651	-33%	Project Variance Account	N/A
B34	Transit Scheduling Software	Pending Closure	\$ (15,952)	\$ 130,681	-11%	Provincial Gas Tax / Provincial Grants / Subsidies	N/A
B35	Milton Air Photo Mapping	Pending Closure	\$ (16,635)	\$ 14,809	-53%	Project Variance Account/ Development Charges	N/A
B36	Reid Side Road Culvert Replacement	Pending Closure	\$ (17,190)	\$ 344,099	-5%	Project Variance Account	N/A
B37	Corporate Office Furniture & Equipment (21)	Pending Closure	\$ (18,371)	\$ 43,841	-30%	Project Variance Account	N/A
B38	Pioneer Cemetery (19)	Pending Closure	(20,700)	725	-97%	Project Variance Account	N/A
B39	GIS Service Delivery (19)	Pending Closure	\$ (21,241)	\$ 117,256	-15%	Project Variance Account	N/A
B40	Recreation Management System (22)	Pending Closure	\$ (22,438)	\$ 673	-97%	Project Variance Account	N/A
B41	Recreation Management System (21)	Pending Closure	\$ (24,422)	\$ 733	-97%	Project Variance Account	N/A
B42	John Tonelli Sports Centre Facility Improvements (20)	Pending Closure	\$ (26,110)	\$ 172,381	-13%	Project Variance Account	A majority of the design and contract administration work was completed internally which resulted in savings.
B43	Property Tax System (21)	Pending Closure	\$ (26,966)	\$ 809	-97%	Project Variance Account	The Property Tax System upgrade was performed primarily with internal resources and required less custom programming and enhancements than anticipated. This led to project savings.
B44	Phone System Changes/Upgrade (18)	Pending Closure	\$ (27,747)	\$ 39,606	-41%	Project Variance Account / Reserves/Reserve Funds	There was a reduction in the number of handset replacements due to programming enhancements and the implementation of software-based calling abilities. Additional savings were realized by not relocating the Corporate switchboard from the Town Hall East front lobby.

**CORS-062-22 APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET**

	Project Name	Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)*	To / From Funding Source	Explanation (Provided for variances greater than \$25,000)
B45	E-Services Strategy/ Implementation (16)	Pending Closure	\$ (28,131)	\$ 58,844	-32%	Project Variance Account	Savings are the result of the launch of a Learning Management System for Human Resources/legislated training that led to reduced expenditures on e-learning course content creation. Ad-hoc training material created for Fire using alternate software tools and in-house resources, resulted in additional savings.
B46	Building and Permit Systems (21)	Pending Closure	\$ (30,528)	916	-97%	Project Variance Account/ Reserves/Reserve Funds	The Town has received Streamline Development Approval Funding from the province to implement a citizen portal for development applications. For ease of administration purposes a new capital project was set up for this initiative that is fully funded from the provincial funding. This project is recommended to close with the remaining funds returned to reserves.
B47	Property Tax System (22)	Pending Closure	\$ (30,528)	\$ 916	-97%	Project Variance Account	The existing customer relationship management software is not able to allow the integration of tax services into its' online portal. As such, a request for a stand-alone online tax portal will be requested through the 2023 capital budget, and the remaining funds in this project can be returned.
B48	Enterprise Contact Management (19)	Pending Closure	\$ (32,436)	\$ 7,060	-82%	Project Variance Account	The work to enhance the Town's contact management system, with a focus on expanding current data sets designed around expert lead generation data for Strategic Initiatives and Economic development, was built and expanded using internal resources. There are no additional applications planned at this time. Therefore, the remaining funds are being returned.
B49	Community Halls Facility Improvements (20)	Pending Closure	\$ (43,253)	\$ 208,014	-17%	Project Variance Account	A majority of the design and contract administration work was completed internally which resulted in savings.
B50	Enterprise Contact Management (21)	Pending Closure	\$ (49,599)	\$ 2,807	-95%	Project Variance Account	This program was designed to develop and implement a system to track information and communication with the public. The first stage of the program which involves information gathering to map out the services needed is now underway in 2022. The 2021 and 2022 projects are of similar scope and consolidation of the projects streamlines the tracking of costs through one project. As a result, the 2021 project is being closed with the funds being transferred to the 2022 project.



**CORS-062-22 APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET**

	Project Name	Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)*	To / From Funding Source	Explanation (Provided for variances greater than \$25,000)
B51	Building Public Portal Implementation (21)	Pending Closure	\$ (50,880)	\$ 1,526	-97%	Reserves/Reserve Funds	The Town has received Streamline Development Approval Funding from the province to implement a citizen portal for development applications. For ease of administration purposes a new capital project was set up for this initiative that is fully funded from the provincial funding. This project is recommended to close with the remaining funds returned to reserves.
B52	Enterprise Content Management (21)	Pending Closure	\$ (51,127)	\$ 46,349	-52%	Project Variance Account	Funds are being returned as a result of the implementation of an enterprise digital records management system (DRMS) which supersedes the need for Sharepoint to be the single repository for documents within the organization. As a result, a design review and potential re-architecture of the Town's Sharepoint environment is no longer necessary.
B53	Street Light LED Replacement (16)	Pending Closure	\$ (54,613)	\$ 3,262	-94%	Project Variance Account	Savings are being returned as a result of business case analysis being performed by Milton Energy & Generation Solutions (MEGS) rather than a consultant.
B54	Expanded Asphalt Program - Design (20)	Pending Closure	\$ (89,151)	\$ 147,220	-38%	Project Variance Account / Recovery from Other Municipality	Savings were realized as a result of lower than anticipated external permit fees, which in turn led to lower design costs and contingency.
B55	Leisure Centre Upgrades (19)	Pending Closure	\$ (90,888)	\$ 127,033	-42%	Project Variance Account	The remaining Leisure Centre repair work can be managed using funding in the 2020 and future projects. Therefore funding is being returned.
B56	Stormwater Management - Agerton/Trafalgar	Pending Closure	\$ (118,411)	\$ 3,552	-97%	Development Charges	The Holistic Monitoring for Trafalgar is delayed, commencing in 2024. As a result, the 2021 project will be closed, and the additional year of this project will be added to the capital plan (2024-2033) through 2023 budget.
B57	Transit Facility	Pending Closure	\$ (165,000)	\$ 5,775	-97%	Development Charges/ Project Variance Account	Savings are being returned as the intent of the project was to conduct a review of the transit delivery function to develop an implementation plan for any required facility transition. Components of the scope of work (mainly a review of the transit delivery function) were included in reports ENG-021-19, ENG-022-19, while contract extensions and service delivery adjustments included in CORS-055-19, COMS-005-21 and COMS-003-22, removed the need to assess transitional impacts. Given the forecasted timelines for transit facility development, this service delivery transition plan (that outlines business continuity) can be closed.
B58	Martin Street (Main St to Steeles Ave)	Pending Closure	\$ (175,642)	\$ 750,055	-19%	Project Variance Account	Savings are the result of material quantity reductions and subsequent reduced contingency.

**CORS-062-22 APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET**

	Project Name	Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)*	To / From Funding Source	Explanation (Provided for variances greater than \$25,000)
B59	Louis St Laurent (Yates Drive to James Snow Parkway) Design	Pending Closure	\$ (359,749)	\$ 725,404	-33%	Development Charges	Savings are related to combining phases between Yates Drive to James Snow Parkway, less than anticipated sub-consultant efforts related to electrical and landscaping and reduced scope of work at the intersection of Louis St. Laurent and James Snow Parkway due to less Regional requirement of electrical and signalization design.
B60	Appleby Line (19)	Pending Closure	\$ (408,822)	\$ 17,711	-96%	Development Charges/ Project Variance Account	This 2019 project was approved for the redevelopment of Appleby Line from Rattlesnake Point to North of Derry Road West. Phase 1 was identified for construction of high priority work related to traffic safety, and Phase 2 was intended for the construction of high-to-medium priority work consisting of road geometric improvements. Construction has been deferred to 2023 due to complexities related to the development of a final approved alternative, land acquisition, coordination with residents/public, and permit requirements. Since approval of the budget in 2019, the Town has received an updated roadworks estimate that results in a significant budget increase as a result of increased quantity estimates, storm sewer extensions, and the increase in unit rates for all items. The closure of the 2019 project is recommended. The 2023 proposed capital budget will include the addition of the new cost estimates for Phase 1 and 2 construction.
<b>Subtotal - Projects Pending Closure</b>			<b>\$ (2,102,452)</b>	<b>\$ 18,163,861</b>			

**CORS-062-22 APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET**

	Project Name	Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)*	To / From Funding Source	Explanation (Provided for variances greater than \$25,000)
<b>Other Budget Amendments</b>							
B61	Official Plan Review	Active	\$ 116,069	\$ 814,960	17%	Development Charges / Project Variance Account	Increased funding is being requested for additional work associated with the Technical Advisory Committee, additional time associated with accommodations related to the Region's Official Plan, greater than anticipated resident engagement, additional work associated with Green Development Standards, and compensation for other Official Plan related work including inputs to the Regional Official Plan review and Provincial Policy changes.
B62	Enterprise Contact Management (22)	Active	\$ 49,599	\$ 270,949	22%	Project Variance Account	This program was designed to develop and implement a system to track information and communication with the public. The first stage of the program which involves information gathering to map out the services needed is now underway in 2022. The 2021 and 2022 projects are of similar scope and consolidation of the projects streamlines the tracking of costs through one project. As a result, the 2021 project is being closed with the funds being transferred to the 2022 project.
B63	5th Line (Hwy 401 to Derry) Design	Active	\$ 22,292	\$ 1,899,215	1%	Development Charges/ Project Variance Account	N/A
B64	Jasper St Reconstruction (19)	Active	\$ 20,110	\$ 115,814	21%	Project Variance Account	N/A
B65	Corporate Office Furniture & Equipment (22)	Active	\$ 18,371	\$ 50,129	58%	Project Variance Account	N/A
B66	Development Eng & Parks Standards Manual	Active	\$ 15,000	\$ 78,036	24%	Development Charges	N/A
B67	Facility Audit Update	Active	\$ 11,322	\$ 202,016	6%	Project Variance Account	N/A
B68	Stormwater Management - Boyne	Active	\$ 2,587	\$ 124,550	2%	Development Charges	N/A
B69	Expanded Asphalt Program - Construction (19)	Active	\$ 1,130	\$ 1,692,231	0%	Project Variance Account	N/A
B70	Tandem Axle Trucks (20)	Active	\$ 1,058	\$ 331,124	0%	Project Variance Account	N/A
B71	Fire Halls Facility Improvements (21)	Active	\$ (2,279)	\$ 226,027	-1%	Project Variance Account	N/A
B72	Leisure Centre Upgrades (21)	Active	\$ (5,668)	\$ 161,980	-3%	Project Variance Account	N/A
B73	GIS Service Delivery (20)	Active	\$ (83,759)	\$ 133,936	-38%	Project Variance Account	Savings were realized for the GIS Environment upgrade as a result of utilizing internal resources. In addition, the implementation of a Mobile Augmented Reality-based solution is not proceeding due to technology limitations within the current environment.

**CORS-062-22 APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET**

	Project Name	Status	Increase/ (Decrease)	Revised Budget*	% Increase/ (Decrease)*	To / From Funding Source	Explanation (Provided for variances greater than \$25,000)
B74	First Line (Britannia to Lower Base) Rehabilitation	Active	\$ (100,000)	\$ 1,075,910	-9%	Federal Gas Tax Reserve Fund	Asphalt sealing has a specific window that varies depending on weather conditions. Because of this, the asphalt sealing work for this road segment couldn't be completed before the project entered the warranty period. Instead, the sealing work was included in the 2022 Asphalt Overlay Program. This has led to a reduction in the funding needed for this project.
B75	E-Services Strategy/ Implementation (21)	Active	\$ (100,294)	\$ 73,233	-58%	Project Variance Account / Reserves/Reserve Funds	Web form enhancements to the Milton.ca website have led to a customer scheduling/queuing solution that uses existing software. A digital signature solution was implemented through the Agenda Management System project, and anticipated license expansions were accommodated through alternate means. As a result, this project can be closed and funding can be returned.
B76	Bronte St ( Heslop Rd to S. of Main St)	Active	\$ (110,000)	\$ 2,459,434	-4%	Tax Supported Debt/ Development Charges/ Project Variance Account	Savings are being returned due to lower material quantities, and subsequent contingency savings.
B77	Thompson Road (Britannia to Louis St Laurent) (17)	Active	\$ (247,343)	\$ 980,217	-20%	Development Charges/ Project Variance Account	There were reduced land requirements as a result of adjacent development activity, detailed design savings related to updated information, and subsequent consultant design savings.
<b>Subtotal - Other Budget Amendments</b>			<b>\$ (391,804)</b>				
<b>Total - New Budget Amendments</b>			<b>\$ (2,494,256)</b>				

\*Note: Budget figures on this schedule are presented at the sub-project level (as opposed to parent project level)

**CORS-062-22 APPENDIX C - CHANGES IN FUNDING SOURCE**

	<b>Project</b>	<b>Status</b>	<b>Amount</b>	<b>Approved Funding Source</b>	<b>Recommended Funding Source</b>	<b>Explanation</b>
C1	Mattamy National Cycling Centre Improvements (21)	Active	\$ 922,599	Reserves / Reserve Funds	Federal Grants / Subsidies / Provincial Grants / Subsidies	The Town has received approval for Investing in Canada Infrastructure Program (ICIP) grant funding. As a result, the approved funding can be returned to the project variance account.
C2	Milton Sports Centre Facility Improvements (21)	Active	\$ 157,846	Reserves / Reserve Funds	Other Recoveries / Federal Grants / Subsidies / Provincial Grants / Subsidies	An energy saving rebate was received from the vendor for the installation of LED lighting. In addition, the Town has received approval for Investing in Canada Infrastructure Program (ICIP) grant funding. As a result, there is a change in funding from the the approved funding source to other recoveries and Federal/Provincial Grants. the approved funding can be returned to the project variance account.
C3	Cobban Neighbourhood Park - Boyne (22)	Active	\$ 134,521	Development Charges	Developer Recovery	At subdivision registration, the Town received cash from the developer to compensate for additional drainage requirements in Cobban Neighbourhood Park - Boyne. Now that construction is proceeding, the cash has been transferred to this project as a developer recovery, and development charges have been reduced.
C4	Ice Resurfacer - Replacement (18)	Pending Closure	\$ 58,093	Reserves / Reserve Funds	Federal Grants / Subsidies	The Town received grant funding from the Federation of Canadian Municipalities for the purchase of two (2) electric ice resurfacers in the amount of \$232,373, representing 80% of the cost. Since then, the Federation has provided additional grant funding in the amount of \$58,093 bringing the total to \$290,466, or 100% of the cost. This has resulted in the approved funding being returned to the project variance account.
	<b>Total</b>		<b>\$ 1,273,059</b>			

Note: Budget figures on this schedule are presented at the sub-project level (as opposed to parent project level)

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Current Year Capital**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
EX Executive Services						
Active	\$3,683,604	\$1,149,322	\$4,832,926	\$1,828,743	38%	\$3,004,183
Pending Closure	\$2,350,714	(\$11,289)	\$2,339,425	\$2,339,425	100%	
<b>Total EX Executive Services</b>	\$6,034,318	\$1,138,033	\$7,172,351	\$4,168,168	58%	\$3,004,183
CO Corporate Services						
Active	\$28,389,088	\$345,039	\$28,734,127	\$11,779,811	41%	\$16,954,316
Pending Closure	\$3,791,553	\$85,667	\$3,877,220	\$3,877,220	100%	
<b>Total CO Corporate Services</b>	\$32,180,641	\$430,706	\$32,611,347	\$15,657,031	48%	\$16,954,316
CM Community Services						
Active	\$138,613,287	\$1,168,388	\$139,781,675	\$63,759,638	46%	\$76,022,037
Completed Pending Warranty	\$1,747,451	(\$53,469)	\$1,693,982	\$1,652,890	98%	\$41,092
Pending Closure	\$3,162,357	(\$84,424)	\$3,077,933	\$3,077,933	100%	
<b>Total CM Community Services</b>	\$143,523,095	\$1,030,495	\$144,553,590	\$68,490,461	47%	\$76,063,129
DV Development Services						
Active	\$220,212,538	\$16,456,538	\$236,669,076	\$102,146,247	43%	\$134,522,829
Completed Pending Warranty	\$40,255,782	(\$2,419,226)	\$37,836,556	\$36,219,675	96%	\$1,616,881
Pending Closure	\$9,437,456	(\$568,175)	\$8,869,281	\$8,869,281	100%	
<b>Total DV Development Services</b>	\$269,905,776	\$13,469,138	\$283,374,914	\$147,235,203	52%	\$136,139,710
LB Library						
Active	\$3,944,961	\$576,470	\$4,521,431	\$1,675,444	37%	\$2,845,987
<b>Total LB Library</b>	\$3,944,961	\$576,470	\$4,521,431	\$1,675,444	37%	\$2,845,987
<b>Total Current Year Capital</b>	<b>\$455,588,791</b>	<b>\$16,644,842</b>	<b>\$472,233,633</b>	<b>\$237,226,308</b>	<b>50%</b>	<b>\$235,007,325</b>

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Executive Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
EX Executive Services						
Active						
Office of the CAO						
Office of the CAO						
Milton Education Village	\$99,207		\$99,207	\$25,402	26%	\$73,805
Strategic Plan Delivery	\$516,409		\$516,409	\$126,351	24%	\$390,058
Tourism Strategy	\$152,625		\$152,625	\$2,625	2%	\$150,000
Service Delivery	\$258,750	\$96,000	\$354,750	\$340,687	96%	\$14,063
Economic Development Strategy Plan	\$92,700	\$26,873	\$119,573	\$113,742	95%	\$5,831
Council Staff Work Plan	\$317,169		\$317,169	\$35,797	11%	\$281,372
<b>Total Office of the CAO</b>	<b>\$1,436,860</b>	<b>\$122,873</b>	<b>\$1,559,733</b>	<b>\$644,603</b>	<b>41%</b>	<b>\$915,130</b>
<b>Total Office of the CAO</b>	<b>\$1,436,860</b>	<b>\$122,873</b>	<b>\$1,559,733</b>	<b>\$644,603</b>	<b>41%</b>	<b>\$915,130</b>
Fire						
Fire Fleet Equipment - Replacement						
Replace Pick-Up Trucks	\$162,844		\$162,844	\$4,744	3%	\$158,100
Aerial Replacement/Refurbishment	\$73,725		\$73,725	\$18,418	25%	\$55,307
Training Vehicle Replacement	\$78,020		\$78,020	\$2,272	3%	\$75,748
Chief Officers Vehicle	\$78,020		\$78,020	\$2,272	3%	\$75,748
Rescue Truck Replacement/Refurbishment	\$38,295	\$999,686	\$1,037,981	\$47,612	5%	\$990,369
Pumper/Rescue Units Refurbishment	\$131,115		\$131,115	\$12,679	10%	\$118,436
Replace Rehab Van	\$133,900		\$133,900	\$3,900	3%	\$130,000
<b>Total Fire Fleet Equipment - Replacement</b>	<b>\$695,919</b>	<b>\$999,686</b>	<b>\$1,695,605</b>	<b>\$91,897</b>	<b>5%</b>	<b>\$1,603,708</b>
Fire Fleet Equipment - Growth Related						
Pumper/Rescue Growth	\$884,650	\$26,763	\$911,413	\$876,243	96%	\$35,170
Emergency Vehicle Technician Equipment	\$25,750		\$25,750	\$16,653	65%	\$9,097
<b>Total Fire Fleet Equipment - Growth Related</b>	<b>\$910,400</b>	<b>\$26,763</b>	<b>\$937,163</b>	<b>\$892,896</b>	<b>95%</b>	<b>\$44,267</b>
Fire - Replacement						
Breathing Apparatus Replacement	\$38,625		\$38,625	\$17,448	45%	\$21,177
Special Operations Equipment Replacement	\$25,750		\$25,750	\$1,874	7%	\$23,876
Air Monitoring Replacement	\$14,420		\$14,420	\$420	3%	\$14,000
Bunker Gear Replacement - Employee Turnover	\$69,010		\$69,010	\$9,540	14%	\$59,470
Firefighting Hose Replacement	\$20,600		\$20,600	\$16,656	81%	\$3,945
Fire Prevention Equipment Replacement	\$56,650		\$56,650	\$24,161	43%	\$32,489
Battery & Radio Parts Replacement	\$15,450		\$15,450	\$450	3%	\$15,000
Firefighting Equipment Replacement	\$12,360		\$12,360	\$360	3%	\$12,000
<b>Total Fire - Replacement</b>	<b>\$252,865</b>		<b>\$252,865</b>	<b>\$70,909</b>	<b>28%</b>	<b>\$181,956</b>
Fire - Growth						
Specialized Equipment Training Structure - Growth	\$72,821		\$72,821	\$13,645	19%	\$59,176
Bunker Gear and Recruit Package - Growth	\$86,520		\$86,520	\$26,956	31%	\$59,564
Hazardous Material Equipment Growth	\$39,941		\$39,941	\$29,012	73%	\$10,929
Vehicle Extrication Equipment Growth	\$188,278		\$188,278	\$58,825	31%	\$129,453
<b>Total Fire - Growth</b>	<b>\$387,560</b>		<b>\$387,560</b>	<b>\$128,438</b>	<b>33%</b>	<b>\$259,122</b>
<b>Total Fire</b>	<b>\$2,246,744</b>	<b>\$1,026,449</b>	<b>\$3,273,193</b>	<b>\$1,184,140</b>	<b>36%</b>	<b>\$2,089,053</b>
<b>Total Active</b>	<b>\$3,683,604</b>	<b>\$1,149,322</b>	<b>\$4,832,926</b>	<b>\$1,828,743</b>	<b>38%</b>	<b>\$3,004,183</b>
Pending Closure						
Executive Services						
Fire						
Fire - Replacement						
Thermal Image Camera Replacement	\$18,540	\$454	\$18,994	\$18,994	100%	
Rapid Intervention Equipment Replacement	\$28,980	(\$6,547)	\$22,433	\$22,433	100%	
Generators & Lighting Equip Replacement	\$15,525	(\$188)	\$15,337	\$15,337	100%	
Portable Pumps Replacement	\$25,875	(\$855)	\$25,020	\$25,020	100%	
Battery & Radio Parts Replacement	\$15,450	(\$454)	\$14,996	\$14,996	100%	
<b>Total Fire - Replacement</b>	<b>\$104,370</b>	<b>(\$7,590)</b>	<b>\$96,780</b>	<b>\$96,780</b>	<b>100%</b>	
Fire - Growth						
Thermal Image Camera Growth	\$27,418	(\$113)	\$27,305	\$27,305	100%	
<b>Total Fire - Growth</b>	<b>\$27,418</b>	<b>(\$113)</b>	<b>\$27,305</b>	<b>\$27,305</b>	<b>100%</b>	
Fire Fleet Equipment - Growth Related						
Heavy Rescue Growth	\$1,343,426	\$31,771	\$1,375,197	\$1,375,197	100%	



**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June        2022**

**Executive Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
<b>Total Fire Fleet Equipment - Growth Related</b>	\$1,343,426	\$31,771	\$1,375,197	\$1,375,197	100%	
Fire Fleet Equipment Replacement						
Pumper/Rescue Units Refurbishment	\$875,500	(\$35,358)	\$840,142	\$840,142	100%	
<b>Total Fire Fleet Equipment Replacement</b>	\$875,500	(\$35,358)	\$840,142	\$840,142	100%	
<b>Total Fire</b>	\$2,350,714	(\$11,289)	\$2,339,425	\$2,339,425	100%	
<b>Total Executive Services</b>	\$2,350,714	(\$11,289)	\$2,339,425	\$2,339,425	100%	
<b>Total Pending Closure</b>	\$2,350,714	(\$11,289)	\$2,339,425	\$2,339,425	100%	
<b>Total EX Executive Services</b>	\$6,034,318	\$1,138,033	\$7,172,351	\$4,168,168	58%	\$3,004,183
<b>Total Executive Services</b>	\$6,034,318	\$1,138,033	\$7,172,351	\$4,168,168	58%	\$3,004,183

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Corporate Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
CO Corporate Services						
Active						
Corporate Services						
Finance						
Legislated Development Charge Exemptions	\$3,513,000	\$680,160	\$4,193,160	\$2,416,333	58%	\$1,776,828
Special Financial Studies	\$483,313		\$483,313	\$191,658	40%	\$291,655
Development Charges Study	\$258,750		\$258,750	\$180,592	70%	\$78,158
Asset Management Plan	\$180,250		\$180,250	\$5,250	3%	\$175,000
User Fee Update	\$154,500	\$8,474	\$162,974	\$76,376	47%	\$86,598
<b>Total Finance</b>	<b>\$4,589,813</b>	<b>\$688,634</b>	<b>\$5,278,447</b>	<b>\$2,870,209</b>	<b>54%</b>	<b>\$2,408,238</b>
Human Resources						
Compensation Plan	\$123,600		\$123,600	\$3,600	3%	\$120,000
Employee Strategic Development	\$380,256		\$380,256	\$27,037	7%	\$353,219
Health and Safety Audit/Implementation	\$128,750		\$128,750	\$3,750	3%	\$125,000
Workplace Accommodation	\$15,450		\$15,450	\$450	3%	\$15,000
<b>Total Human Resources</b>	<b>\$648,056</b>		<b>\$648,056</b>	<b>\$34,837</b>	<b>5%</b>	<b>\$613,219</b>
Information Technology						
Technology Strategic Plan	\$234,875		\$234,875	\$136,418	58%	\$98,457
Technology Replacement/Upgrade	\$700,378		\$700,378	\$327,749	47%	\$372,629
Phone System Changes/Upgrade	\$310,795		\$310,795	\$52,773	17%	\$258,022
PC Workstation Complement Changes	\$54,503		\$54,503	\$2,177	4%	\$52,326
E-Services Strategy Implementation	\$688,541	(\$100,294)	\$588,247	\$187,076	32%	\$401,171
GIS/Geosmart Infrastructure	\$697,798	(\$83,759)	\$614,039	\$245,274	40%	\$368,765
Application/Software Upgrades	\$356,158		\$356,158	\$49,624	14%	\$306,534
Radio Communications Backup Upgrades	\$1,511,503		\$1,511,503	\$112,055	7%	\$1,399,448
Enterprise Content Management	\$396,725		\$396,725	\$159,277	40%	\$237,448
Enterprise Contact Management	\$221,350	\$49,599	\$270,949	\$6,447	2%	\$264,502
Emergency Operations Centre	\$60,064		\$60,064	\$2,447	4%	\$57,617
Open Data Initiative	\$10,300		\$10,300	\$300	3%	\$10,000
Mobile Parking Enforcement	\$637,387		\$637,387	\$192,405	30%	\$444,982
Human Resources Information System	\$3,340,017	\$137,376	\$3,477,393	\$1,496,705	43%	\$1,980,688
Department Specific Tech Initiatives	\$3,565,355	\$1,176,135	\$4,741,490	\$2,400,539	51%	\$2,340,951
Technology Infrastructure Initiative	\$2,940,664	\$70,593	\$3,011,257	\$1,619,901	54%	\$1,391,356
Property Tax System Replacement	\$1,895,180	(\$1,731,092)	\$164,088	\$64,088	39%	\$100,000
Financial Enterprise Systems	\$343,787		\$343,787	\$10,014	3%	\$333,773
Fire Department Emergency Systems	\$346,779		\$346,779	\$124,877	36%	\$221,902
Facility Infrastructure and Networking	\$2,978,830	\$15,734	\$2,994,564	\$828,635	28%	\$2,165,929
Enterprise Licencing and Compliance	\$1,323,454		\$1,323,454	\$576,396	44%	\$747,058
Audit & Accountability Fund - Phase 3 Intake		\$122,112	\$122,112	\$53,817	44%	\$68,295
<b>Total Information Technology</b>	<b>\$22,614,443</b>	<b>(\$343,595)</b>	<b>\$22,270,848</b>	<b>\$8,648,994</b>	<b>39%</b>	<b>\$13,621,854</b>
Legislative & Legal Services						
Taxi, Uber, Ride Strategy	\$28,490		\$28,490	\$17,916	63%	\$10,574
Council Orientation Program	\$21,115		\$21,115	\$615	3%	\$20,500
Multi-Year Accessibility Plan	\$21,012		\$21,012	\$612	3%	\$20,400
<b>Total Legislative &amp; Legal Services</b>	<b>\$70,617</b>		<b>\$70,617</b>	<b>\$19,143</b>	<b>27%</b>	<b>\$51,474</b>
Marketing & Government Relations						
Branding	\$466,159		\$466,159	\$206,628	44%	\$259,531
<b>Total Marketing &amp; Government Relations</b>	<b>\$466,159</b>		<b>\$466,159</b>	<b>\$206,628</b>	<b>44%</b>	<b>\$259,531</b>
<b>Total Corporate Services</b>	<b>\$28,389,088</b>	<b>\$345,039</b>	<b>\$28,734,127</b>	<b>\$11,779,811</b>	<b>41%</b>	<b>\$16,954,316</b>
<b>Total Active</b>	<b>\$28,389,088</b>	<b>\$345,039</b>	<b>\$28,734,127</b>	<b>\$11,779,811</b>	<b>41%</b>	<b>\$16,954,316</b>
Pending Closure						
Corporate Services						
Finance						
Legislated Development Charge Exemptions	\$2,771,600	\$491,769	\$3,263,369	\$3,263,369	100%	
<b>Total Finance</b>	<b>\$2,771,600</b>	<b>\$491,769</b>	<b>\$3,263,369</b>	<b>\$3,263,369</b>	<b>100%</b>	
Human Resources						
Workplace Accommodation	\$15,450	(\$15,000)	\$450	\$450	100%	
<b>Total Human Resources</b>	<b>\$15,450</b>	<b>(\$15,000)</b>	<b>\$450</b>	<b>\$450</b>	<b>100%</b>	
Information Technology						

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Corporate Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
Phone System Changes/Upgrade	\$132,298	(\$45,267)	\$87,032	\$87,032	100%	\$0
GIS/Geosmart Infrastructure	\$138,497	(\$21,241)	\$117,256	\$117,256	100%	
PC Workstation Complement Changes	\$28,119	(\$5,278)	\$22,841	\$22,841	100%	
Enterprise Content Management	\$149,246	(\$49,042)	\$100,204	\$100,204	100%	
E-Services Strategy Implementation	\$86,975	(\$28,131)	\$58,844	\$58,844	100%	
Legacy Systems	\$76,239	\$38,234	\$114,473	\$114,473	100%	
Milton Air Photo Mapping	\$31,444	(\$16,635)	\$14,809	\$14,809	100%	
Enterprise Contact Management	\$39,496	(\$32,436)	\$7,060	\$7,060	100%	
Building Public Portal Implementation	\$52,406	(\$50,880)	\$1,526	\$1,526	100%	
Recreation Management System	\$48,266	(\$46,860)	\$1,406	\$1,406	100%	
Building and Permit Systems	\$38,047	(\$36,939)	\$1,108	\$1,108	100%	
Agenda Management System		\$10,467	\$10,467	\$10,467	100%	
Property Tax System Replacement	\$59,219	(\$57,494)	\$1,725	\$1,725	100%	
Enterprise Contact Management	\$52,406	(\$49,599)	\$2,807	\$2,807	100%	
<b>Total Information Technology</b>	<b>\$932,658</b>	<b>(\$391,102)</b>	<b>\$541,556</b>	<b>\$541,556</b>	<b>100%</b>	
Legislative & Legal Services						
Easement Database	\$71,845		\$71,845	\$71,845	100%	
<b>Total Legislative &amp; Legal Services</b>	<b>\$71,845</b>		<b>\$71,845</b>	<b>\$71,845</b>	<b>100%</b>	
<b>Total Corporate Services</b>	<b>\$3,791,553</b>	<b>\$85,667</b>	<b>\$3,877,220</b>	<b>\$3,877,220</b>	<b>100%</b>	
<b>Total Pending Closure</b>	<b>\$3,791,553</b>	<b>\$85,667</b>	<b>\$3,877,220</b>	<b>\$3,877,220</b>	<b>100%</b>	
<b>Total CO Corporate Services</b>	<b>\$32,180,641</b>	<b>\$430,706</b>	<b>\$32,611,347</b>	<b>\$15,657,031</b>	<b>48%</b>	<b>\$16,954,316</b>
<b>Total Corporate Services</b>	<b>\$32,180,641</b>	<b>\$430,706</b>	<b>\$32,611,347</b>	<b>\$15,657,031</b>	<b>48%</b>	<b>\$16,954,316</b>

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Community Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
CM Community Services						
Active						
Community Services						
Administration						
Parks Master Plan Update	\$263,339		\$263,339	\$83,268	32%	\$180,071
Service Strategy	\$50,875	\$48,637	\$99,512	\$64,356	65%	\$35,156
FOACM Children's Program Fundraising Campaign				\$1,344,003	#DIV/0!	(\$1,344,003)
Trails Master Plan Update	\$46,004		\$46,004	\$18,334	40%	\$27,670
Climate Change & Mitigation	\$69,886		\$69,886	\$2,036	3%	\$67,850
Legacy Project & Orange Crosswalk		\$75,603	\$75,603			\$75,603
<b>Total Administration</b>	<b>\$430,104</b>	<b>\$124,240</b>	<b>\$554,344</b>	<b>\$1,511,997</b>	<b>273%</b>	<b>(\$957,653)</b>
Parks Redevelopment						
Omagh Park Redevelopment	\$905,367	(\$830)	\$904,537	\$812,024	90%	\$92,513
Tennis Court Upgrades	\$93,645		\$93,645	\$7,787	8%	\$85,858
New Campbellville Park Redevelopment	\$832,058	\$86,232	\$918,290	\$889,803	97%	\$28,487
Moffat Park Redevelopment	\$652,305	(\$25,974)	\$626,331	\$617,237	99%	\$9,094
Court Park Redevelopment	\$416,161	\$36,189	\$452,350	\$445,937	99%	\$6,413
Kingsleigh Park Redevelopment	\$569,728		\$569,728	\$559,318	98%	\$10,410
Moorelands Park Redevelopment	\$344,348	(\$4,733)	\$339,615	\$16,081	5%	\$323,534
Baldwin Park Redevelopment	\$62,520		\$62,520	\$19,482	31%	\$43,038
Chris Hadfield Park Redevelopment	\$94,991	\$3,192	\$98,183	\$38,276	39%	\$59,907
Sunny Mount Park	\$324,608	(\$125)	\$324,483	\$33,185	10%	\$291,298
Community Park - Engbridge Gas Easement	\$167,333	(\$43,974)	\$123,359	\$10,116	8%	\$113,243
Park Improvements - Preservation	\$329,589		\$329,589	\$186,010	56%	\$143,579
Pioneer Cemetery - Preservation	\$19,536		\$19,536	\$5,313	27%	\$14,223
Implementation Trails Master Plan	\$64,931	\$21,271	\$86,202	\$54,387	63%	\$31,815
In Ground Waste Container Installation	\$160,907		\$160,907	\$4,687	3%	\$156,220
Park Amenity Audit	\$279,932		\$279,932	\$8,299	3%	\$271,633
<b>Total Parks Redevelopment</b>	<b>\$5,317,959</b>	<b>\$71,248</b>	<b>\$5,389,207</b>	<b>\$3,707,945</b>	<b>69%</b>	<b>\$1,681,262</b>
Parks Growth						
Community Park - External to Boyne	\$310,101	\$203,821	\$513,922	\$266,972	52%	\$246,950
Jannock Property Master Plan	\$401,718	\$30,000	\$431,718	\$81,153	19%	\$350,565
Community Park Detailed Development	\$3,949,817	(\$697,662)	\$3,252,155	\$3,053,589	94%	\$198,566
Sherwood District Park	\$930,818	(\$129,085)	\$801,733	\$771,848	96%	\$29,885
Bronson Park Village Square	\$382,096	\$30,118	\$412,214	\$385,070	93%	\$27,144
District Park West - Boyne	\$133,900	(\$56,696)	\$77,204	\$24,132	31%	\$53,072
Boyne Village Square #3	\$387,827	\$3,720	\$391,547	\$342,454	87%	\$49,093
Cobban Neighbourhood Park - Boyne	\$2,130,490	(\$29,020)	\$2,101,470	\$76,454	4%	\$2,025,016
Walker Neighbourhood Park - Boyne	\$185,838		\$185,838	\$14,736	8%	\$171,102
Boyne Limestone Trails in Greenlands System	\$28,068		\$28,068	\$26,847	96%	\$1,221
Boyne Framgard Trail	\$69,107		\$69,107	\$61,944	90%	\$7,163
Derry Green Union Gas Pipeline Easement	\$36,050		\$36,050	\$2,110	6%	\$33,940
<b>Total Parks Growth</b>	<b>\$8,945,830</b>	<b>(\$644,804)</b>	<b>\$8,301,026</b>	<b>\$5,107,309</b>	<b>62%</b>	<b>\$3,193,717</b>
Facilities Redevelopment						
Corporate Office Furniture	\$31,758	\$18,371	\$50,129	\$42,244	84%	\$7,885
Indoor Fitness Equipment	\$38,163		\$38,163	\$1,112	3%	\$37,051
Civic Facility Improvements	\$3,127,228	\$191,423	\$3,318,651	\$2,639,846	80%	\$678,805
Heritage Property Restoration	\$112,371	(\$25,069)	\$87,302	\$29,518	34%	\$57,784
Accessibility Improvements	\$57,490		\$57,490	\$1,674	3%	\$55,816
Leisure Centre Upgrades	\$1,241,386	(\$179,988)	\$1,061,398	\$700,267	66%	\$361,131
Memorial Arena Facility Improvements	\$502,957	(\$45,722)	\$457,235	\$415,897	91%	\$41,338
Tonelli Sports Centre Improvements	\$345,328		\$345,328	\$30,532	9%	\$314,796
Milton Sports Centre Upgrades	\$2,414,263	(\$30,367)	\$2,383,896	\$737,508	31%	\$1,646,388
Mattamy National Cycling Centre Improvements	\$1,446,294	(\$313,673)	\$1,132,621	\$1,050,583	93%	\$82,038
MNCC Renewable Engery System Feasibility	\$35,278		\$35,278	\$1,028	3%	\$34,250
Senior Centre Asset Restorations	\$95,288		\$95,288	\$2,972	3%	\$92,316
Milton Indoor Turf Centre Improvements	\$580,346		\$580,346	\$16,952	3%	\$563,394
FirstOntario Arts Centre Milton Facility Improvements	\$545,055	\$2,923	\$547,978	\$116,629	21%	\$431,349
Civic Operations Centre Facility Improvements	\$271,602	(\$27,213)	\$244,389	\$45,737	19%	\$198,653

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Community Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
Fire Halls Facilities Improvements	\$753,884	(\$53,749)	\$700,135	\$396,372	57%	\$303,763
Facility Audit Update	\$274,073	(\$72,057)	\$202,016	\$170,547	84%	\$31,469
Electric Vehicle Charging Stations Strategy	\$160,907		\$160,907	\$4,687	3%	\$156,220
<b>Total Facilities Redevelopment</b>	<b>\$12,033,671</b>	<b>(\$535,120)</b>	<b>\$11,498,551</b>	<b>\$6,404,107</b>	<b>56%</b>	<b>\$5,094,444</b>
Facilities Growth						
Town Hall Construction/Expansion	\$604,975		\$604,975	\$19,975	3%	\$585,000
Indoor Soccer - Air Supported	\$221,963		\$221,963	\$3,808	2%	\$218,155
Sherwood Community Centre	\$42,385,963	\$949,066	\$43,335,029	\$39,202,477	90%	\$4,132,552
Seniors Centre Expansion	\$239,110		\$239,110	\$3,710	2%	\$235,400
Civic Operations Centre	\$98,957		\$98,957	\$2,882	3%	\$96,075
Transit Operations Centre	\$49,558,811		\$49,558,811	\$1,445,832	3%	\$48,112,979
Branch No. 2 Building	\$7,000,586	(\$334,588)	\$6,665,998	\$4,986,493	75%	\$1,679,505
Main Library Expansion	\$570,130		\$570,130	\$44,978	8%	\$525,152
<b>Total Facilities Growth</b>	<b>\$100,680,495</b>	<b>\$614,478</b>	<b>\$101,294,973</b>	<b>\$45,710,154</b>	<b>45%</b>	<b>\$55,584,819</b>
Transit						
Transit						
Transit Study Update		\$80,260	\$80,260	\$2,338	3%	\$77,922
Transit Bus Stop-Retrofit	\$73,600		\$73,600	\$2,144	3%	\$71,456
Transit Bus Pads	\$101,452		\$101,452	\$17,479	17%	\$83,973
Mobile Fare Payment Pilot	\$110,210		\$110,210	\$3,210	3%	\$107,000
<b>Total Transit</b>	<b>\$285,262</b>	<b>\$80,260</b>	<b>\$365,522</b>	<b>\$25,171</b>	<b>7%</b>	<b>\$340,351</b>
Transit Fleet Replacement						
Transit Bus Non Growth: Replacement	\$3,396,313		\$3,396,313	\$98,922	3%	\$3,297,391
Specialized Transit Bus Non Growth	\$462,021		\$462,021	\$13,457	3%	\$448,564
<b>Total Transit Fleet Replacement</b>	<b>\$3,858,334</b>		<b>\$3,858,334</b>	<b>\$112,379</b>	<b>3%</b>	<b>\$3,745,955</b>
Transit Fleet Growth						
Transit Bus	\$462,021	\$55,190	\$517,211	\$13,457	3%	\$503,754
<b>Total Transit Fleet Growth</b>	<b>\$462,021</b>	<b>\$55,190</b>	<b>\$517,211</b>	<b>\$13,457</b>	<b>3%</b>	<b>\$503,754</b>
<b>Total Transit</b>	<b>\$4,605,617</b>	<b>\$135,450</b>	<b>\$4,741,067</b>	<b>\$151,007</b>	<b>3%</b>	<b>\$4,590,060</b>
Operations						
Fleet Equipment - Replacement						
Fleet Strategy	\$180,250	\$120,297	\$300,547	\$5,250	2%	\$295,297
3/4 Ton Pick-ups Replacement	\$171,186	(\$8,524)	\$162,662	\$108,468	67%	\$54,194
1 Ton Crew Dump Trucks	\$386,250	\$146,097	\$532,347	\$343,931	65%	\$188,416
Tandem Axle Dump Truck	\$1,445,356	\$946,560	\$2,391,916	\$360,576	15%	\$2,031,340
Enforcement Vehicles	\$123,137	\$39,853	\$162,990	\$3,587	2%	\$159,403
Haul All/Packer	\$159,465	(\$29,623)	\$129,842	\$4,645	4%	\$125,197
Ice Resurfacers	\$113,300	\$58,093	\$171,393	\$3,300	2%	\$168,093
Zero Turning Radius Mowers	\$320,330	\$21,410	\$341,740	\$9,330	3%	\$332,410
Mower Replacement	\$32,960		\$32,960	\$960	3%	\$32,000
Multifunction Tractor	\$144,200		\$144,200	\$4,200	3%	\$140,000
Sign Truck	\$329,600	\$27,987	\$357,587	\$9,600	3%	\$347,987
Trackless Front Mower Deck	\$25,750		\$25,750	\$750	3%	\$25,000
Poly Plow	\$10,300		\$10,300	\$300	3%	\$10,000
Gator Utility Vehicle - Replacement	\$41,200	(\$1,887)	\$39,313	\$1,200	3%	\$38,113
<b>Total Fleet Equipment - Replacement</b>	<b>\$3,483,284</b>	<b>\$1,320,263</b>	<b>\$4,803,547</b>	<b>\$856,098</b>	<b>18%</b>	<b>\$3,947,449</b>
Fleet Equipment - Growth Related						
1 Ton Dump Trucks - Growth	\$233,743	\$17,921	\$251,664	\$6,808	3%	\$244,856
Tandem Axle Trucks	\$540,884	\$66,305	\$607,189	\$15,754	3%	\$591,435
Zero Radius Mowers	\$49,584	\$4,369	\$53,953	\$1,444	3%	\$52,509
General Mowers and Attachments - Growth	\$99,358	\$5,127	\$104,485	\$2,894	3%	\$101,591
Trailers/Water Tanks	\$44,545	(\$11,089)	\$33,456	\$1,298	4%	\$32,158
Fleet Mechanic Equipment	\$38,625		\$38,625	\$1,125	3%	\$37,500
<b>Total Fleet Equipment - Growth Related</b>	<b>\$1,006,739</b>	<b>\$82,633</b>	<b>\$1,089,372</b>	<b>\$29,323</b>	<b>3%</b>	<b>\$1,060,049</b>
Forestry						
EAB Implementation Strategy	\$139,926		\$139,926	\$4,076	3%	\$135,850
Urban Forestry Management	\$63,860		\$63,860	\$1,860	3%	\$62,000
<b>Total Forestry</b>	<b>\$203,786</b>		<b>\$203,786</b>	<b>\$5,936</b>	<b>3%</b>	<b>\$197,850</b>
Surface Treatment Program						

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Community Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
Surface Treatment Program	\$1,905,802		\$1,905,802	\$275,762	14%	\$1,630,040
<b>Total Surface Treatment Program</b>	\$1,905,802		\$1,905,802	\$275,762	14%	\$1,630,040
<b>Total Operations</b>	\$6,599,611	\$1,402,896	\$8,002,507	\$1,167,119	15%	\$6,835,387
<b>Total Community Services</b>	\$138,613,287	\$1,168,388	\$139,781,675	\$63,759,638	46%	\$76,022,037
<b>Total Active</b>	\$138,613,287	\$1,168,388	\$139,781,675	\$63,759,638	46%	\$76,022,037
Completed Pending Warranty						
Community Services						
Parks Redevelopment						
Centrtre Park Redevelopment	\$416,161	\$55,330	\$471,491	\$470,692	100%	\$799
Coulson Park Redevelopment	\$352,110	(\$15,652)	\$336,458	\$326,270	97%	\$10,188
Coxe Park Redevelopment	\$509,332	(\$43,002)	\$466,330	\$442,852	95%	\$23,478
Beaty Neighbourhood Park Redevelopment	\$413,803	(\$133,193)	\$280,610	\$275,666	98%	\$4,944
Sam Sherratt Trail Redevelopment	\$56,045	\$83,048	\$139,093	\$137,411	99%	\$1,682
<b>Total Parks Redevelopment</b>	\$1,747,451	(\$53,469)	\$1,693,982	\$1,652,890	98%	\$41,092
<b>Total Community Services</b>	\$1,747,451	(\$53,469)	\$1,693,982	\$1,652,890	98%	\$41,092
<b>Total Completed Pending Warranty</b>	\$1,747,451	(\$53,469)	\$1,693,982	\$1,652,890	98%	\$41,092
Pending Closure						
Community Services						
Facilities Redevelopment						
Corporate Office Furniture	\$62,212	(\$18,371)	\$43,841	\$43,841	100%	
Community Halls Improvements	\$268,461	(\$60,447)	\$208,014	\$208,014	100%	
Tonelli Sports Centre Improvements	\$192,571	(\$20,190)	\$172,381	\$172,381	100%	
Leisure Centre Upgrades	\$230,755	(\$103,722)	\$127,033	\$127,033	100%	
Fire Halls Facilities Improvements	\$59,141	(\$17,380)	\$41,761	\$41,761	100%	
<b>Total Facilities Redevelopment</b>	\$813,140	(\$220,110)	\$593,030	\$593,030	100%	
Parks						
Parks Growth						
Cobban Neighbourhood Park - Boyne	\$187,559	(\$11,438)	\$176,121	\$176,121	100%	
<b>Total Parks Growth</b>	\$187,559	(\$11,438)	\$176,121	\$176,121	100%	
Parks Redevelopment						
Moorelands Park Redevelopment	\$44,830	\$10,396	\$55,226	\$55,226	100%	
Pioneer Cemetery - Preservation	\$21,425	(\$20,700)	\$725	\$725	100%	
<b>Total Parks Redevelopment</b>	\$66,255	(\$10,304)	\$55,951	\$55,951	100%	
<b>Total Parks</b>	\$253,814	(\$21,742)	\$232,072	\$232,072	100%	
Transit						
Transit	\$154,500	(\$23,819)	\$130,681	\$130,681	100%	
Transit Facility	\$170,775	(\$165,000)	\$5,775	\$5,775	100%	
<b>Total Transit</b>	\$325,275	(\$188,819)	\$136,456	\$136,456	100%	
Operations						
Fleet Equipment - Replacement						
Landscape Trailer	\$14,420	\$423	\$14,843	\$14,843	100%	
Ice Resurfacers	\$79,518	\$212,316	\$291,834	\$291,834	100%	
Farm Tractors	\$95,790	(\$5,872)	\$89,918	\$89,918	100%	
<b>Total Fleet Equipment - Replacement</b>	\$189,728	\$206,867	\$396,595	\$396,595	100%	
Fleet Equipment - Growth						
Tractors, Loaders & Back Hoes - Grwoth		\$140,110	\$140,110	\$140,110	100%	
<b>Total Fleet Equipment - Growth</b>		\$140,110	\$140,110	\$140,110	100%	
Forestry						
EAB Implementation Strategy	\$1,580,400	(\$730)	\$1,579,670	\$1,579,670	100%	
<b>Total Forestry</b>	\$1,580,400	(\$730)	\$1,579,670	\$1,579,670	100%	
<b>Total Operations</b>	\$1,770,128	\$346,247	\$2,116,375	\$2,116,375	100%	
<b>Total Community Services</b>	\$3,162,357	(\$84,424)	\$3,077,933	\$3,077,933	100%	
<b>Total Pending Closure</b>	\$3,162,357	(\$84,424)	\$3,077,933	\$3,077,933	100%	
<b>Total CM Community Services</b>	\$143,523,095	\$1,030,495	\$144,553,590	\$68,490,461	47%	\$76,063,129
<b>Total Community Services</b>	\$143,523,095	\$1,030,495	\$144,553,590	\$68,490,461	47%	\$76,063,129

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Development Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
DV Development Services						
Active						
Development Services Administration						
Eng. Serv. Administration						
Development Eng & Parks Standards Manual	\$63,036	\$15,000	\$78,036	\$7,247	9%	\$70,789
Train Whistle Cessation Assessment		\$35,000	\$35,000	\$1,050	3%	\$33,950
<b>Total Eng. Serv. Administration</b>	\$63,036	\$50,000	\$113,036	\$8,297	7%	\$104,739
<b>Total Development Services Administration</b>	\$63,036	\$50,000	\$113,036	\$8,297	7%	\$104,739
Infrastructure Management						
Urban Roads Redevelopment						
Bronte Street (Main St to Steeles Ave)	\$33,434,927	\$1,560,092	\$34,995,019	\$16,928,442	48%	\$18,066,577
Nipissing Road Redevelopment	\$4,238,589	(\$30,860)	\$4,207,729	\$253,433	6%	\$3,954,296
Bronte Street (Heslop to S. of Main)	\$2,560,779	(\$101,345)	\$2,459,434	\$1,800,752	73%	\$658,682
Jasper Street Reconstruction	\$624,546	\$36,312	\$660,858	\$108,080	16%	\$552,778
Asphalt Overlay Program	\$20,849,238	\$667,350	\$21,516,588	\$10,335,218	48%	\$11,181,370
High Point Drive (Hwy 25 to Parkhill Dr)	\$116,527	\$20,341	\$136,868	\$8,873	6%	\$127,995
<b>Total Urban Roads Redevelopment</b>	\$61,824,606	\$2,151,890	\$63,976,496	\$29,434,798	46%	\$34,541,698
Urban Roads Growth						
Main St (Scott Blvd (incl. CNR Crossing) to Bronte St)	\$7,587,563	\$28,209	\$7,615,772	\$7,188,558	94%	\$427,214
Main St (JSP to 5th Line)/5th Line (Hwy 401 to Main St)	\$23,501,907	\$3,388,437	\$26,890,344	\$14,516,321	54%	\$12,374,023
Thompson Road (Britannia to Louis St Laurent)	\$13,307,550	\$732,059	\$14,039,609	\$12,530,515	89%	\$1,509,094
5th Line (Hwy 401 to Derry Road)	\$41,483,803	(\$2,209,201)	\$39,274,602	\$7,566,313	19%	\$31,708,289
5th Line (Derry Road to Britannia Road)	\$20,639,542		\$20,639,542	\$607,281	3%	\$20,032,261
Louis St Laurent (Yates to 4th Line) formerly to Thompson Rd	\$14,208,877	(\$3,704,346)	\$10,504,531	\$10,509,156	100%	(\$4,625)
Louis St Laurent (James Snow Parkway to Fifth Line)		\$9,180,566	\$9,180,566	\$262,401	3%	\$8,918,165
Peru Road (Bridge Removal and Cul De Sac)	\$692,933		\$692,933	\$27,626	4%	\$665,307
Boulevard Works	\$152,627		\$152,627	\$8,624	6%	\$144,003
<b>Total Urban Roads Growth</b>	\$121,574,802	\$7,415,724	\$128,990,526	\$53,216,794	41%	\$75,773,732
Rural Roads Redevelopment						
Campbell Ave (Glenda Jane Dr./Canyon Rd-Campbellville Rd.)	\$1,589,706	\$896,338	\$2,486,044	\$2,173,133	87%	\$312,911
Expanded Asphalt Program	\$5,423,400	(\$510,249)	\$4,913,151	\$1,619,886	33%	\$3,293,266
Appleby Line	\$818,462	\$318,244	\$1,136,706	\$513,350	45%	\$623,356
<b>Total Rural Roads Redevelopment</b>	\$7,831,568	\$704,333	\$8,535,901	\$4,306,368	50%	\$4,229,533
Active Transportation - Growth						
Boyne Limestone Trails	\$304,793		\$304,793	\$180,797	59%	\$123,996
Boyne Pedestrian Railway Crossing	\$6,228,061	\$158,918	\$6,386,979	\$493,527	8%	\$5,893,452
Boyne Multiuse Asphalt Trails	\$62,827		\$62,827	\$2,620	4%	\$60,207
<b>Total Active Transportation - Growth</b>	\$6,595,681	\$158,918	\$6,754,599	\$676,944	10%	\$6,077,655
Bridges/Culverts Redevelopment						
Bridge/Culvert Rehabilitation Needs	\$203,467	(\$42,733)	\$160,734	\$28,347	18%	\$132,387
Second Line Nassagaweya Bridge (Structure No. 63)	\$633,454	\$45,422	\$678,876	\$81,049	12%	\$597,827
Kelso Road Bridge (Structure 74)	\$150,538	\$17,339	\$167,877	\$26,658	16%	\$141,219
6TH Line Nassagaweya Culverts (Structures 113 and 118)	\$316,905	(\$148,990)	\$167,915	\$157,148	94%	\$10,767
25 SR Bridge - 0.1 km West of Guelph Line (Structure No. 62)	\$124,803		\$124,803	\$3,635	3%	\$121,168
<b>Total Bridges/Culverts Redevelopment</b>	\$1,429,167	(\$128,962)	\$1,300,205	\$296,837	23%	\$1,003,368
Storm Water Management Rehabilitation						
Stormwater Pond Maintenance	\$1,553,886	\$572,638	\$2,126,524	\$141,557	7%	\$1,984,967
Mill Pond Rehabilitation	\$809,390		\$809,390	\$61,933	8%	\$747,457
Storm Sewer Network Study	\$205,849	\$33,449	\$239,298	\$46,831	20%	\$192,467
Storm Sewer Network Program	\$1,035,075		\$1,035,075	\$44,265	4%	\$990,810
<b>Total Storm Water Management Rehabilitation</b>	\$3,604,200	\$606,087	\$4,210,287	\$294,586	7%	\$3,915,701
Traffic						
Traffic Infrastructure	\$221,405		\$221,405	\$75,977	34%	\$145,428
Traffic Services Safety Review	\$243,429		\$243,429	\$8,756	4%	\$234,673
Pedestrian Crossover (PXO) Program	\$203,642		\$203,642	\$95,206	47%	\$108,436
New Traffic Signals	\$709,833	\$26,490	\$736,323	\$42,526	6%	\$693,797
Preemption Traffic Control System	\$198,765		\$198,765	\$50,950	26%	\$147,815
Signal Interconnect Program	\$184,391		\$184,391	\$67,356	37%	\$117,035
Transport Canada Rail Regulations	\$537,718		\$537,718	\$282,114	52%	\$255,604



**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Development Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
Preemption Traffic Control System	\$83,572		\$83,572	\$2,434	3%	\$81,138
<b>Total Traffic</b>	\$2,382,755	\$26,490	\$2,409,245	\$625,319	26%	\$1,783,926
Streetlighting						
Street Lighting	\$194,559		\$194,559	\$39,578	20%	\$154,981
Street Light / Pole / Underground Power Renewal	\$64,266		\$64,266	\$1,872	3%	\$62,394
Street Light LED Replacement	\$5,133,677	(\$2,147,673)	\$2,986,004	\$2,870,560	96%	\$115,444
<b>Total Streetlighting</b>	\$5,392,502	(\$2,147,673)	\$3,244,829	\$2,912,009	90%	\$332,820
Parking						
Downtown Parking Study	\$80,000	(\$4,101)	\$75,899	\$61,399	81%	\$14,500
<b>Total Parking</b>	\$80,000	(\$4,101)	\$75,899	\$61,399	81%	\$14,500
<b>Total Infrastructure Management</b>	\$210,715,281	\$8,782,706	\$219,497,987	\$91,825,054	42%	\$127,672,933
Development Engineering						
Storm Water Management Growth						
SWM Boyne	\$368,938	\$14,052	\$382,990	\$88,650	23%	\$294,340
SWM Derry Green (BP2)	\$222,720	\$5,206	\$227,926	\$51,009	22%	\$176,917
SWM Sherwood	\$328,364		\$328,364	\$11,073	3%	\$317,291
SWM Milton Education Village	\$125,050		\$125,050	\$3,642	3%	\$121,408
<b>Total Storm Water Management Growth</b>	\$1,045,072	\$19,258	\$1,064,330	\$154,374	15%	\$909,956
<b>Total Development Engineering</b>	\$1,045,072	\$19,258	\$1,064,330	\$154,374	15%	\$909,956
Planning and Development						
Planning						
Official Plan Review	\$448,081	\$366,880	\$814,961	\$474,961	58%	\$340,000
Urban Design Guidelines	\$225,053		\$225,053	\$73,481	33%	\$151,572
Milton Heights OMB	\$203,500	\$1,591,902	\$1,795,402	\$1,759,612	98%	\$35,790
MEV Secondary Planning/Site Specific Zoning	\$550,417	\$856,380	\$1,406,797	\$1,245,310	89%	\$161,487
Proposed CN Intermodal Facility	\$253,500	\$410,000	\$663,500	\$210,329	32%	\$453,171
Urban Residential Secondary Plan Phase 4	\$1,442,652	\$1,877,303	\$3,319,955	\$2,464,598	74%	\$855,357
Sustainable Halton Subwatershed Study	\$2,230,000	\$257,565	\$2,487,565	\$2,260,783	91%	\$226,782
Sustainable Halton Land Base Analysis	\$242,888	\$399,662	\$642,550	\$322,585	50%	\$319,965
Britannia E/W - Secondary Plan	\$2,389,887	\$744,972	\$3,134,859	\$1,276,279	41%	\$1,858,580
Official Plan Amendment - North Porta Employment Lands		\$99,910	\$99,910	\$51,068	51%	\$48,842
Community Improvement Plan for CBD	\$107,711		\$107,711	\$3,170	3%	\$104,541
Zoning By-Law Review	\$295,460		\$295,460	\$9,291	3%	\$286,169
Building Public Portal Implementation		\$1,000,000	\$1,000,000	\$7,054	1%	\$992,946
<b>Total Planning</b>	\$8,389,149	\$7,604,574	\$15,993,723	\$10,158,522	64%	\$5,835,201
<b>Total Planning and Development</b>	\$8,389,149	\$7,604,574	\$15,993,723	\$10,158,522	64%	\$5,835,201
<b>Total Active</b>	\$220,212,538	\$16,456,538	\$236,669,076	\$102,146,247	43%	\$134,522,829
Completed Pending Warranty						
Infrastructure Management						
Urban Roads Redevelopment						
Asphalt Overlay Program	\$10,609,512	\$226,597	\$10,836,109	\$10,737,171	99%	\$98,938
Wheelabrator Way - Including Culvert Replacement	\$1,698,327	\$1,057,773	\$2,756,100	\$2,687,304	98%	\$68,796
Victoria Street (Bronte to James St)	\$830,947	(\$453,195)	\$377,752	\$307,932	82%	\$69,820
Elizabeth Street (Victoria St to Main St)	\$1,340,152	(\$1,055,759)	\$284,393	\$213,742	75%	\$70,651
Commercial Street (Main to Sydney)	\$1,290,944	(\$381,079)	\$909,865	\$799,161	88%	\$110,704
<b>Total Urban Roads Redevelopment</b>	\$15,769,882	(\$605,663)	\$15,164,219	\$14,745,310	97%	\$418,909
Urban Roads Growth						
Main St (Scott Blvd (incl. CNR Crossing) to Bronte St)	\$3,052,500	\$3,743,586	\$6,796,086	\$6,429,606	95%	\$366,480
Louis St Laurent (4th Line to James Snow Parkway)	\$5,494,082	(\$3,457,712)	\$2,036,370	\$1,860,755	91%	\$175,615
<b>Total Urban Roads Growth</b>	\$8,546,582	\$285,874	\$8,832,456	\$8,290,361	94%	\$542,095
Rural Roads Redevelopment						
Expanded Asphalt Program	\$7,237,673	(\$2,006,046)	\$5,231,627	\$4,863,440	93%	\$368,187
First Line (Britannia to Lower Base Line) Rehabilitation	\$1,252,350	(\$176,440)	\$1,075,910	\$1,068,620	99%	\$7,290
Bell School Line (Derry Rd to Britannia Rd)	\$1,377,844	(\$47,918)	\$1,329,926	\$1,329,926	100%	
<b>Total Rural Roads Redevelopment</b>	\$9,867,867	(\$2,230,404)	\$7,637,463	\$7,261,985	95%	\$375,478
Bridges/Culverts Redevelopment						
Fifth Line Bridge - 1.9 km South of Britannia (Structure No. 26)	\$213,297	(\$71,050)	\$142,247	\$139,725	98%	\$2,522
Bridge/Culvert Rehabilitation Needs	\$2,583,867	(\$199,926)	\$2,383,941	\$2,147,875	90%	\$236,066
Fourth Line Bridge - 2.9 km South of Derry Rd. (Structure No. 64)	\$188,571	(\$82,804)	\$105,767	\$99,574	94%	\$6,193

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Development Services**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
First Line Nassagaweya Bridge - North of 25 SR (Structure No. 61)	\$188,063	(\$66,927)	\$121,136	\$115,403	95%	\$5,734
Campbellville Road Bridge (Str No. 72)	\$553,677	\$80,918	\$634,595	\$633,315	100%	\$1,280
Sixth Line Nassagaweya Culverts (Structures 113 and 118)	\$1,319,404	\$283,182	\$1,602,586	\$1,581,542	99%	\$21,044
Sixth Line Bridges (Structures 21 and 23) Construction	\$1,024,572	\$187,574	\$1,212,146	\$1,204,585	99%	\$7,561
<b>Total Bridges/Culverts Redevelopment</b>	\$6,071,451	\$130,967	\$6,202,418	\$5,922,018	95%	\$280,399
<b>Total Infrastructure Management</b>	\$40,255,782	(\$2,419,226)	\$37,836,556	\$36,219,675	96%	\$1,616,881
<b>Total Completed Pending Warranty</b>	\$40,255,782	(\$2,419,226)	\$37,836,556	\$36,219,675	96%	\$1,616,881
Pending Closure						
Infrastructure Management						
Traffic						
Traffic Services Safety Review	\$54,893	(\$423)	\$54,470	\$54,470	100%	
<b>Total Traffic</b>	\$54,893	(\$423)	\$54,470	\$54,470	100%	
Streetlighting						
Street Light / Pole / Underground Power Renewal	\$62,296	(\$1,236)	\$61,060	\$61,060	100%	
Street Light LED Replacement	\$57,875	(\$54,613)	\$3,262	\$3,262	100%	
<b>Total Streetlighting</b>	\$120,171	(\$55,849)	\$64,322	\$64,322	100%	
Storm Water Management Growth						
SWM - Agerton/Trafalgar	\$121,963	(\$118,411)	\$3,552	\$3,552	100%	
<b>Total Storm Water Management Growth</b>	\$121,963	(\$118,411)	\$3,552	\$3,552	100%	
Urban Roads Redevelopment						
Martin Street (Main St to Steeles Ave)	\$1,001,660	(\$251,605)	\$750,055	\$750,055	100%	
<b>Total Urban Roads Redevelopment</b>	\$1,001,660	(\$251,605)	\$750,055	\$750,055	100%	
Urban Roads Growth						
Louis St Laurent (Tremaine Rd to Bronte St)	\$7,164,200	(\$413,377)	\$6,750,823	\$6,750,823	100%	
Louis St Laurent (Yates Dr to James Snow Parkway) Design		\$737,029	\$737,029	\$737,029	100%	
<b>Total Urban Roads Growth</b>	\$7,164,200	\$323,652	\$7,487,852	\$7,487,852	100%	
Rural Roads Redevelopment						
Expanded Asphalt Program	\$221,816	(\$74,596)	\$147,220	\$147,220	100%	
Appleby Line	\$426,533	(\$408,822)	\$17,711	\$17,711	100%	
<b>Total Rural Roads Redevelopment</b>	\$648,349	(\$483,418)	\$164,931	\$164,931	100%	
Bridges/Culverts						
Reid Side Road Culverts Replacement	\$326,220	\$17,879	\$344,099	\$344,099	100%	
<b>Total Bridges/Culverts</b>	\$326,220	\$17,879	\$344,099	\$344,099	100%	
<b>Total Infrastructure Management</b>	\$9,437,456	(\$568,175)	\$8,869,281	\$8,869,281	100%	
<b>Total Pending Closure</b>	\$9,437,456	(\$568,175)	\$8,869,281	\$8,869,281	100%	
<b>Total DV Development Services</b>	\$269,905,776	\$13,469,138	\$283,374,914	\$147,235,203	52%	\$136,139,710
<b>Total Development Services</b>	\$269,905,776	\$13,469,138	\$283,374,914	\$147,235,203	52%	\$136,139,710

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**June 2022**

**Library**

	APPROVED BUDGET	BUDGET ADJUSTMENTS	REVISED BUDGET	LTD ACTUALS	% SPENT	VARIANCE LTD
LB Library						
Active						
Library						
Library						
Automation Replacement	\$165,156		\$165,156	\$41,159	25%	\$123,997
Collection - Replacement	\$858,589		\$858,589	\$365,153	43%	\$493,436
New Branch Equipment	\$60,660	\$251,328	\$311,988	\$273,766	88%	\$38,222
Collection - New	\$1,881,805		\$1,881,805	\$634,383	34%	\$1,247,422
Furniture Replacement	\$21,432		\$21,432	\$624	3%	\$20,808
Shelving - New	\$116,942	\$192,582	\$309,524	\$287,371	93%	\$22,153
Library Service Delivery Strategy Implementation	\$840,377		\$840,377	\$24,477	3%	\$815,900
E-Services Implementation		\$132,560	\$132,560	\$48,512	37%	\$84,048
<b>Total Library</b>	\$3,944,961	\$576,470	\$4,521,431	\$1,675,444	37%	\$2,845,987
<b>Total Library</b>	\$3,944,961	\$576,470	\$4,521,431	\$1,675,444	37%	\$2,845,987
<b>Total Active</b>	\$3,944,961	\$576,470	\$4,521,431	\$1,675,444	37%	\$2,845,987
<b>Total LB Library</b>	\$3,944,961	\$576,470	\$4,521,431	\$1,675,444	37%	\$2,845,987
<b>Total Library</b>	\$3,944,961	\$576,470	\$4,521,431	\$1,675,444	37%	\$2,845,987



# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: September 12, 2022

Report No: DS-105-22

Subject: Ministry of the Environment, Conservation and Parks,  
Consolidated Linear Infrastructure Environmental Compliance  
Approval Program

**Recommendation:**

**THAT the Commissioner, Development Services be authorized to sign and submit an application to participate in the Ministry of the Environment, Conservation and Parks, Consolidated Linear Infrastructure Environmental Compliance Approval program, as well as any supplemental submissions required;**

**THAT the Commissioner, Development Services be authorized to execute an amended legal agreement between the Ministry of the Environment, Conservation and Parks and the Town of Milton for the purpose of including private Stormwater works in the current Transfer of Review program.**

**THAT the revoked and replaced Stormwater Management Infrastructure By-law No. 111-2021 on tonight's agenda be considered for approval;**

**THAT new CLI ECA fees be considered as part of the Town's updated User Fee By-law that is also on tonight's agenda.**

## **EXECUTIVE SUMMARY**

The Town of Milton currently approves the construction of stormwater infrastructure as a participant in the Ministry of the Environment, Conservation and Parks' (MECP) Transfer of Review program. As a participant, the Town has the ability to review environmental compliance approvals (ECA)s on behalf of the MECP and issue a recommendation for approval to the MECP. The Town has been a participant in the program since 2018 and has seen the benefits of decreased wait times for construction approvals. The program has proven to be a tangible customer service and process enhancement for the Town.

## EXECUTIVE SUMMARY

In 2022, the MECP is creating a new program in an effort to further streamline stormwater infrastructure approvals. The new program moves away from a 'pipe by pipe' approval seen with the Transfer of Review program and is moving towards a 'systems' based approach. The 'systems based' approach will focus on a single ECA for the Town and the ability for the Town to approve additions or modifications to the stormwater infrastructure system. The new 'Consolidated Linear Infrastructure Environmental Compliance Approval' (CLI ECA) program will offer further opportunity for the Town to decrease wait times for infrastructure construction approvals and enhance customer service to our development community.

## REPORT

### Background

On February 26, 2018 Council approved the Town of Milton's participation in the Ministry of the Environmental, Conservation and Parks (MECP) (then Ministry of the Environment and Climate Change MOECC) Transfer of Review Program (Ref: Council Report ENG-003-18).

Through this program the Town is responsible to perform, on behalf of the Ministry, the administrative and technical review of Environmental Compliance Approval (ECA) applications for a range of stormwater works. The Town has had a positive experience with the Transfer of Review Program and has been able to provide approval for the construction of stormwater works significantly sooner than applications submitted directly to the MECP. The Town has been able to review and approve applications in 6 weeks in comparison to the 9+ months applications can take through the MECP.

Under the Transfer of Review program, fees for the review of applications were set by the MECP in Schedule 6 of the Minister's Fee Schedule.

### Discussion

In August 2021 the MECP invited the Town of Milton to submit an application to participate in the new CLI ECA program. The MECP's intent is to minimize the use of the Transfer of Review program and have municipalities join the CLI ECA program. Participation in the CLI ECA program would offer the Town of Milton the opportunity to be the approving body for stormwater works identified as 'pre-approved' by the MECP and further reduce the time it takes for a full approval to be achieved from 6 weeks to 4 weeks.

As part of the application, the Town is required to provide the MECP with an inventory of the stormwater works currently owned and operated by the Town. The application also requests information associated with the Town's Subwatershed Studies, Technical SWM

## Discussion

reports, Asset Management Studies, existing ECAs and GIS inventory information. A system wide stormwater monitoring program for assumed assets is also required as part of the application with the first monitoring report being due one year following the issuance of the Town's CLI ECA.

While participation in the CLI ECA program will be beneficial to the Town, it will place additional responsibility and costs on the Town as the approving agency for stormwater works. Currently, under the MECP Transfer of Review program the Ministry is the final approving authority and the Town provides a technical recommendation for this approval. Under the CLI ECA program, the Town will be the approval authority for the addition and modification of stormwater management infrastructure.

Town staff has completed the CLI ECA application and have also created an internal standard operating procedure (SOP) to guide applicants and ensure compliance. Staff has considered the potential additional liability that the Town may incur by joining the CLI ECA program and reviewed the approval documents required by the MECP. As the SOPs recommended by staff are considered to be appropriate, they are expected to mitigate potential liability. Staff also met with Legal to discuss changes to the SWM By-law to incorporate the CLI ECA program and permitting that will be required. Legal highlighted multiple areas of the By-law that should be revised to include a permitting section, but also to enable the By-law to be more practically enforced. Due to the multiple edits required, it was determined by staff that a full revoke and replace of the SWM By-law would be necessary.

## Costs and Fees

The technical review and approval of ECA applications will be undertaken by existing Town staff. The Town, as a participant of the new CLI ECA program, is able to set fees for the technical review and approval of ECA applications. The MECP no longer requires that fees collected to process ECA applications under the CLI ECA program adhere to the Minister's Fee Schedule. The one exception is that the review and approval of private storm infrastructure will continue to fall under the Transfer of Review program and fees will continue to be limited to the Minister's Transfer of Review fee schedule.

Based on an analysis of staff time and associated costs of performing the technical reviews, staff has developed the following recommended fee schedule to recover the full costs of the technical review and approval of ECA applications. The proposed fees were benchmarked against other municipal ECA fee structures and found to be reasonable relative to the market.

Application Type	Transfer of Review Fees (Note 1)	CLI ECA Proposed Fees
Stormsewers	\$900	\$3,700
Ponds	\$2,000	\$4,600
Oil Grit Separators	\$2,000	\$2,700
Low Impact Development	\$2,000	\$3,700
Admin Fee - per application (Note 2)	\$200	-

Note 1 - based on Minister's fee schedule

Note 2 - admin fee not required under the CLI ECA program as all expected staff time has been built into the new fees

As mentioned above, the review of private infrastructure will continue to fall under the Transfer of Review program and will continue to be subject to the existing Ministry approved Transfer of Review fees, which do not recover the full cost of service.

As a participant in the CLI ECA program, the Town will be required to undertake an annual stormwater monitoring program which monitors the performance of the stormwater works post assumption. While the Town has not yet received full details or guidelines for this program, it is anticipated that the costs may be approximately



## Discussion

\$100,000 per year based on similar monitoring programs within the Town. The stormwater monitoring program would be required to begin in Q3 2023 and represent a new cost to the Town that had not previously been included in the existing budget forecast and will be incorporated into the operating budget in 2023 and 2024, should the CLI ECA program be approved.

A one time fee of \$100 is required with the submission of an application for the program.

## Consultation with Development Community

A memo has been drafted by staff and will be sent to the Development Community after Council has approved the submission of the CLI ECA application. The memo identifies the new program, timelines for implementation and the updated fee schedule.

## Stormwater Management Infrastructure By-law

As mentioned above, the Stormwater Management Infrastructure By-law previously approved by Council in November 2021 (DS-094-21) was reviewed by Legal to determine if edits were required to incorporate the CLI ECA program. It was determined that a permitting section was required as well as edits to the Penalty and Enforcement sections. During the review, recommendations were made to strengthen the language of the By-law and provide more practicality to the ability to enforce the By-law based on staff observations during the winter of 2021. Staff found that members of the public were continuing to use stormwater management ponds as recreational skating facilities through this previous winter and required more concise language to be able to fine or enforce under the By-law. Staff have implemented the recommended changes and concluded it was more appropriate to revoke and replace the By-law rather than request Council approval to amend.

## Financial Impact

The Town's participation in this program will result in new annual costs to the Town of approximately \$100,000 related to the annual stormwater monitoring program, beginning in Q3 2023. These costs were not included in the operating budget forecast for 2023 or 2024 and will therefore create additional budget pressure beyond what had been previously estimated.



# The Corporation of the Town of Milton

Report #:  
DS-105-22  
Page 6 of 6

## Financial Impact

The technical review of applications will be undertaken with existing Town resources. The fees outlined in the discussion section of this report are set to recover the full cost of processing ECA applications. The new fee structure is estimated to result in average annual net new revenues to the Town of approximately \$22,000, reflecting a greater level of cost recovery than was able to be achieved under the Ministry established fee structure. The increased revenues will partially offset the additional pressures associated with the cost of the new monitoring program.

Should Council approve staff to proceed with submitting an application to participate in this program, the estimated net financial impact of \$78,000 will be incorporated into the operating budget beginning in 2023 and 2024 and will represent an approximate 0.10% total pressure on property taxes.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact:     Anita Sparre, CET, Fellow CET     Phone: Ext. 2514  
   Rachel Ellerman, CET, EIT     Phone: Ext 2572

## Attachments

Revoked and Replaced SWM By-law (formerly By-law #111-2021)

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

# THE CORPORATION OF THE TOWN OF MILTON

## BY-LAW NO. XXX-2022

### BEING A BY-LAW TO REGULATE THE USE OF MUNICIPAL STORMWATER INFRASTRUCTURE IN THE TOWN OF MILTON

WHEREAS pursuant to s. 4, item 4.e of the Table in s. 11 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, the collection of stormwater and other drainage from land is assigned to all upper-tier municipalities non-exclusively;

AND WHEREAS pursuant to s. 30(1) of the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40, every *person* that discharges or causes or permits the discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters is guilty of an offence;

AND WHEREAS the Council of the Corporation of the Town of Milton deems it desirable to pass a by-law to regulate the use of municipal stormwater infrastructure in order to:

- protect the Town's stormwater collection system from undue deterioration, damage and obstruction;
- protect the public, workers and properties from hazardous materials and dangerous conditions; and,
- protect the natural environment from deleterious substances;

NOW, THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON ENACTS AS FOLLOWS:

#### **Short Title**

Stormwater Management (SWM) Bylaw.

#### 1. Definitions

1.1 In this by-law the following words are defined as follows:

- (1) "*acute hazardous waste chemical*" means a material which is an *acute hazardous waste chemical* within the meaning of Ontario Regulation 347;
- (2) "*adverse effect*" shall have the same meaning as in the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

- (3) "*animate products of biotechnology*" means a living organism created through the practice of biotechnology, and includes material which has been genetically modified using techniques that permit the direct transfer or removal of genes in that organism;
- (4) "*appurtenance*" means an accessory item that may or may not be essential to be added to a piece of equipment to ensure its proper function;
- (5) "*authorized representative of the Town*" means any *Town* employee or representative designated by the *Town* to act on behalf of the *Town* for the purposes of this By-law;
- (6) "*biomedical waste*" means *biomedical waste* as defined in the Ontario Ministry of Energy and the Environment Guideline C-4 entitled "The Management of Biomedical Waste in Ontario" dated April 1994, as amended;
- (7) "*blowdown water*" means recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system;
- (8) "*carpet cleaner waste*" means a combination of liquid and solid wastes, generated by carpet or furniture cleaning, that are collected in a mobile holding tank or are discharged to a sewer;
- (9) "*catch basin*" means a buried receptacle designed to prevent obstructive material from entering and blocking the sewer and diverts overland water flows into a sewer system. For clarity, a *catch basin* may be located on public property or on private property within an easement, including within the rear or side yard of a residential property;
- (10) "*combustible liquid*" means a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius;
- (11) "*connection*" or "*drain*" means that part or those parts of any pipe or system of pipes leading directly to the *stormwater* collection system;
- (12) "*Consolidated Linear Infrastructure Environmental Compliance Approval*" or "*CLI-ECA*" means an approval granted by the *MECP* for a system wide sewage works *discharge*;

(13) “*corporation*” includes a company, *corporation*, cooperative, partnership, firm, sole proprietorship, association, society, organization or any other legal entity that is not an individual;

(14) “*Director*” includes the *Director* of Development Engineering and the *Director* of Infrastructure for the *Town* and shall include any successor positions thereto as well as any *person* authorized by said *Directors* to carry out any of their powers or duties pursuant to this by-law;

(15) “*discharge*” when used alone as a verb, includes add, deposit, release or emit and, when used alone as a noun, includes an addition, deposit, release or emission;

(16) “*domestic waste*” means any debris, rubbish, refuse, sewage, effluent, discard or garbage of any type arising from a residence belonging to, or associated with a house or use of a house, or residential property, including, but not limited to, garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements, deteriorating or decaying on a property due to exposure to the weather;

(17) “*Environmental Compliance Approval*” means an approval granted by the *MECP* for individual sewage works *discharge*;

(18) “*fuel*” means alcohol, gasoline, naphtha, diesel *fuel*, *fuel* oil or any other ignitable substance intended for use as a *fuel*;

(19) “*groundwater*” means water beneath the earth’s surface accumulating as a result of seepage;

(20) “*Halton Region*” means the Regional Municipality of Halton;

(21) “*hauled sewage*” means waste removed from a sewage system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a sewage holding tank but does not include *sludge* removed from wastewater treatment plants;

(22) “*hauled liquid waste*” means sewage that is suitable for treatment in a sewage works and is transported to a sewage works for disposal and includes *hauled sewage*;

(23) “*hazardous industrial waste*” means a material which is a *hazardous industrial waste* within the meaning of Ontario Regulation 347;

(24) “*hazardous waste chemical*” means a material which is a *hazardous waste chemical* within the meaning of Ontario Regulation 347;

- (25) “*individual*” means a natural *person*;
- (26) “*ignitable waste*” means a material which,
- (a) is a liquid, other than an aqueous solution containing less than 24 per cent alcohol by volume and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method;
  - (b) is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
  - (c) is an ignitable compressed gas (Class 2, Division D) as defined in the regulations made under the *Transportation of Dangerous Goods Act*, 1992 (S.C. 1992, c. 34);
  - (d) is an oxidizing substance (Class 5, Divisions 1 and 2) as defined in the regulations made under *Transportation of Dangerous Goods Act*, 1992 (S.C. 1992, c. 34);
- (27) “*industrial*” means of or pertaining to industry, manufacturing, commerce, trade, business or institutions as distinguished from domestic or residential;
- (28) “*inspector*” means a *person* authorized by the *Town* to carry out observations and inspections as prescribed by this By-law;
- (29) “*matter*” includes any solid, liquid or gas;
- (30) “*MECP*” means the Ministry of the Environment, Conservation and Parks;
- (31) “*oil and grit interceptor*” or “*OGS*” means an underground device that captures oils and sediments from *stormwater* runoff and snowmelt;
- (32) “*owner*” means any *person* who is the registered or beneficial owner of a property or who leases, rents, occupies, manages, receives rent from or otherwise controls a property;
- (33) “*pathological waste*” means a material which is a *pathological waste* within the meaning of Regulation 347 or any material which may be designated in writing by the Chief Medical Officer of Health;

- (34) "*PCBs*" means any monochlorinated or poly-chlorinated biphenyl or any mixture of these or mixture that contains one or more of them;
- (35) "*person*" includes a natural *person* and a company, *corporation*, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;
- (36) "*pesticides*" means a *pesticide* regulated under the *Pesticides Act*, R.S.O. 1990, c. P.11, as amended or any successor legislation thereto;
- (37) "*pH*" means the logarithm to the base 10 of the reciprocal of the concentration of hydrogen ions in moles per litre of solution;
- (38) "*prohibited discharge*" means any *discharge* prohibited under section 3.1 of this by-law;
- (39) "*Town*" means the Corporation of the *Town* of Milton;
- (40) "*severely toxic waste*" means waste containing any contaminant listed in Schedule 3 of Regulation 347;
- (41) "*sewage*" means any liquid waste containing animal, vegetable, chemical or mineral *matter* in solution or in suspension, but does not include *stormwater* or uncontaminated water;
- (42) "*sludge*" means wastewater containing more than 0.5% total solids, but does not include material which has been pumped out of a septic tank;
- (43) "*spill*" means a direct or indirect *discharge* or deposit to the *stormwater collection system* or the natural environment which is abnormal in quantity or quality in light of all circumstances of the *discharge*;
- (44) "*storm sewer*" means pipes used for the collection and transmission of *stormwater*, drainage from land or from a watercourse of any combination thereof that is owned, operated or maintained by the *Town* or over which the *Town* holds easement rights;
- (45) "*storm sewer lateral*" means the underground storm drainage piping that has been extended from the storm water collection system to a private property;
- (46) "*stormwater*" means water from rainfall, other natural precipitation, drainage or from the melting of snow or ice;



(47) “*stormwater collection system*” any works for the collection, transmission, storage, treatment or disposal of *stormwater* or runoff, including *storm sewers*, *storm sewer laterals*, *OGS*, *stormwater management facilities* or ponds (including Mill Pond), *stormwater conveyance channels*, culverts, catch basis, water courses, drainage piping, or other *appurtenances*, that are owned, operated or maintained by the *Town* or over which the *Town* holds easement rights;

(48) “*stormwater conveyance channel*” means an open channel, swale or ditch designed and built for the conveyance of *stormwater*;

(49) “*stormwater management system*” means a *stormwater* disposal system that has been professionally designed, constructed and maintained such that the rate of run-off from specific blocks of land or lots is controlled to *discharge* into a municipal storm drainage facility at a reduced flow rate;

(50) “*User Fee By-Law*” means the *Town* by-law or by-laws setting out fees for use of *Town* services and other matters, as amended; and

(51) “*waste disposal site leachate*” means leachate, namely liquid containing dissolved or suspended contaminants which emanates from waste and is produced by water percolating through waste or by liquid in waste, from any *waste disposal site*.

## **2. Interpretation**

- 2.1 Nothing in this by-law shall be interpreted so as to permit the *discharge* of anything, which by the provision of any applicable *Act*, regulation or by-law is otherwise prohibited.

## **3. General Prohibitions**

- 3.1 No *person* shall directly or indirectly *discharge* or cause or permit the *discharge* or deposit of a substance of any type or at any temperature or in any quantity other than *stormwater* into the *stormwater collection system* where any of the following apply:

- (1) to do so may cause or result in:
  - (a) damage any part of the *stormwater collection system*;
  - (b) interfere with the operation of any part of the *stormwater collection system*;
  - (c) obstruct, partially obstruct, restrict or partially restrict any part of the *stormwater collection system* or the flow therein;

- (d) a health or safety hazard or other *adverse effect* to any *person*, animal, property, vegetation or the natural environment;
  - (e) impair the quality of the water in any well, lake, river, pond, spring, stream, aquifer, wetland, reservoir or other watercourse;
  - (f) contravene any approval issued under the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40, or the *Environmental Protection Act* (Ontario), R.S.O. 1990, c. E.19, as amended,; or
  - (g) contravene the *Fisheries Act*, R.S.C. 1985, c.F.14,;
- (2) the substance has one or more of the following characteristics:
- (a) two or more separate liquid layers;
  - (b) visible film, sheen, foam or discolouration;
  - (c) two or more separate layers;
  - (d) a temperature greater than 40 degrees Celsius; or
  - (e) a *pH* less than 6.0 or greater than 9.0;
- (3) where water has been added to the substance or source of the *discharge* for the purposes of dilution; or
- (4) the substance contains one or more of the following:
- (a) *acute hazardous waste chemicals*;
  - (b) *animate products of biotechnology*;
  - (c) *biomedical waste*;
  - (d) *blowdown water*;
  - (e) *carpet cleaner waste*;
  - (f) *combustible liquids*;
  - (g) concrete mixtures;
  - (h) *domestic waste*;
  - (i) dyes or colouring materials, except where the dye is used by the *Town*, or an agent working on behalf of the *Town*, as a tracer;

- (j) floating debris;
- (k) *fuel*;
- (l) *hauled sewage*;
- (m) *hauled liquid waste*;
- (n) *hazardous industrial waste*;
- (o) *hazardous waste chemicals*;
- (p) *ignitable waste*;
- (q) material discharged from a *groundwater* remediation system;
- (r) motor oil;
- (s) nuclear waste;
- (t) organic solvents;
- (u) paint;
- (v) *pathological waste*;
- (w) *PCBs*;
- (x) *pesticides*;
- (y) reactive waste;
- (z) *severely toxic waste*;
- (aa) *sewage*;
- (bb) *sludge*;
- (cc) solvent extractable *matter* of animal, vegetable origin, mineral or synthetic origin;
- (dd) *waste disposal site leachate*;
- (ee) waste water from an *industrial* operation;
- (ff) a substance from raw materials, intermediate or final product, used or produced in, through or from an *industrial* process;

(gg) a substance used in the operation or maintenance of an *industrial* site;

(hh) contaminants from the raw materials, intermediate or final products or wastewater from an *industrial* operation; or

(ii) E.coli colonies in excess of 200 per 100ml.

3.2 Without limiting the generality of section 3.1, every *owner*, or *person* undertaking work on a property shall undertake all necessary measures to prevent the following from resulting in a *prohibited discharge*:

(1) erosion or sediment runoff from a property;

(2) outside storage activities; or

(3) the placement of any substance on a property that may result in a direct or indirect *discharge* to the stormwater system;

(4) the *discharge* of any substance on a property that may result in a direct or indirect *discharge* to the *stormwater* system.

3.3 No *person* shall directly or indirectly obstruct any part of the *stormwater collection system*.

3.4 No part of a *stormwater management system* shall be constructed and no *connection* shall be made to the *stormwater collection system*:

(1) until all applicable approvals by the *Town* and any other approving bodies required (including but not limited to Region of Halton, Conservation Halton, the *MECP*) have been issued; and

(2) except in accordance with the plans and conditions of approval of the *Town* and other approving bodies.

3.5 No *person* shall construct or permit the construction of any structure or landscaping which will impede the flow of *stormwater* to the *stormwater* collection system or any part thereto.

3.6 No *person* may alter, remove or obstruct a *catch basin* or *stormwater conveyance channel* that is on private lands if the *catch basin* or *stormwater conveyance channel* is subject to an easement, or depicted in a plan of subdivision or site plan under the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

- 3.7 No unauthorized *person* shall break, damage, destroy, uncover, deface or tamper with any structure, *appurtenance*, equipment or thing which is part of the *stormwater collection system*.
- 3.8 No *person* may enter a *storm sewer* without the express authorization of the *Town*.
- 3.9 No *person* may use a public or private *stormwater management* facility or pond for skating, swimming, fishing, wading, bathing or any other recreational use.
- 3.10 All private *stormwater management* facilities or ponds shall have signage as identified within the *Town* of Milton's Engineering and Parks Standards Manual as amended, identifying prohibited uses and emergency information at each pond. Signage shall be maintained in general good condition and legible.
- 3.11 No *person* shall provide false or misleading information to the *Town* or any employee or agent of the *Town* in respect of any *matter* subject to this by-law

#### **4. Additional Requirements**

- 4.1 Every *owner* or operator of a restaurant or other *industrial*, commercial or institutional premises where food is cooked, processed or prepared, shall take all necessary measures to ensure that oil, grease and sediment are prevented from entering the *stormwater collection system*, including without limitation installing an OGS in any piping system on its premises that connects directly or indirectly to the *stormwater collection system*.
- 4.2 Every *owner* or operator of a motor vehicle service station, repair shop, car wash or garage or of an *industrial*, commercial or institutional premises where motor vehicles are repaired, lubricated, maintained or cleaned shall take all necessary measures to ensure that oil, grease, soap, sediment or any other substances are prevented from entering the *stormwater collection system*, including without limitation installing an OGS designed to prevent motor oil, lubricating grease, soap, sediment or any other substance from directly or indirectly entering a *stormwater collection system*.
- 4.3 Every *owner* or operator of a premises from which sediment may directly or indirectly enter a sewer, including but not limited to premises using ramp or area *drains* and car and vehicle wash establishments, shall take all necessary measures to ensure that such sediment is prevented from entering the *drain* or stormwater collection system including without limitation an OGS designed to prevent sediment from directly or indirectly entering the *stormwater collection system*.
- 4.4 Every *owner* or operator required to install an OGS shall ensure:

- (1) every OGS is installed in compliance with the requirements of the *Ontario Building Code*, 1992, S.O. 1992, c. 23 as amended;
- (2) every OGS is operated and properly maintained in good working according to the manufacturer's recommendations;
- (3) establish a regular maintenance schedule for each OGS;
- (4) keep a record of all maintenance for the lifetime of the OGS, including proof of interceptor clean-out and oil and grease disposal location; and
- (5) provide all required documentation to the *Town* for review upon request.

## **5. Spill Notification and Prevention**

- 5.1 In the event of a *spill* that has entered or has the potential to enter any part of the *stormwater collection system*, the *person* responsible and the *person* having charge, management and control of the *spill* shall immediately notify the *Director* and provide any information with regard to the *spill* that is requested.
- 5.2 The *person* responsible for the *spill* into the *stormwater collection system* and the *person* having charge, management and control of the *spill* shall do everything reasonably possible to contain the *spill*, minimize damage to property, protect the environment, clean up the *spill* and contaminated residue and restore the affected areas to its condition prior to the *spill*.
- 5.3 For any *spill* for which the *person* is required to forthwith notify the *Director*, the notification shall include the following information:
  - (1) the location where *spill* occurred;
  - (2) name and telephone number of *person* who reported the *spill* and the location
  - (3) and time where that *person* can be contacted;
  - (4) date and time of *spill*;
  - (5) material *spilled*;
  - (6) characteristics of material *spilled*;
  - (7) volume of material *spilled*;

(8) work completed and/or still in progress in the mitigation of the *spill*;  
and

(9) whether the *spill* was reported to the *MECP*, the Region of Halton and any other agency and, if so, the date and time such report was made.

5.4 The *person* shall provide a detailed report on the *spill* to the *Director* within five (5) days after the *spill*, containing the following information to the best of the *person's* knowledge:

(1) location where *spill* occurred;

(2) name and telephone number of *person* who reported the *spill*;

(3) date and time of *spill*;

(4) material *spilled*;

(5) characteristics of material *spilled*;

(6) volume of material *spilled*;

(7) duration of *spill* event;

(8) work completed and/or still in progress in the mitigation of the *spill*;  
and

(9) preventative actions being taken to ensure the situation does not occur again.

5.5 Upon receipt of the detailed report specified in section 5.4, the *Director* may require a further more detailed submission by the responsible *person* outlining preventative actions being undertaken which, at the sole discretion of the *Director*, may require the development of a *spills* response plan which must be updated on an as needed basis and copies submitted to the *Director* within thirty (30) days of the *spill*.

5.6 *Spills* procedures shall be carried out in accordance with the *Environmental Protection Act*, R.S.O. 1990, c. E.19 *MECP* *spills* response protocols and guidelines and applicable *Halton Region* By-laws regarding wastewater and *spills*, as may be amended from time

## **6. Permitting**

6.1 No *person* may alter, modify, add to, optimize or expand any part of the *Town's* *stormwater collection system* that is subject to an *CLI-ECA* except in accordance with a permit issued by the *Director*;



- 6.2 Any *person* applying for a permit to alter, modify, add to, optimize or expand any part of the *Town's stormwater collection system* that is subject to an *CLI-ECA* shall:
- (1) complete an application in a form prescribed the *Director*,
  - (2) provide all information, drawings, designs, reports, calculations or other documents as are required by the *Director* in order to comply with the requirements of the *Town's CLI-ECA* as well as the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40 and the *Environmental Assessment Act*, R.S.O. 1990, c. E.18 - Ontario.ca and their respective regulations;
  - (3) shall pay such fees as are prescribed by the *User Fee Bylaw*;
  - (4) if the *Director* deems it necessary to retain a third party consultant to review the application, shall pay in advance the estimated costs of the consultant.
- 6.3 Upon review of a complete application in accordance with section 6.2 of this by-law, the *Director* may, after considering whether the application complies with the *Town's CLI-ECA* as well as any applicable requirements of the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40 and the *Environmental Assessment Act*, R.S.O. 1990, c. E.18 - Ontario.ca and their respective regulations:
- (1) approve the proposed works;
  - (2) deny the proposed works; or
  - (3) approve the proposed works subject to conditions.
- 6.4 Where a *permit* has been issued under this by-law authorizing *site alteration* on lands, no *person* shall *undertake* the *site alteration* except in accordance with:
- (1) the plans, documents and any other information required for the issuing of the permit;
  - (2) the terms and conditions of the permit; and
  - (3) all other provisions of this by-law.
- 6.5 The *Director* may revoke or amend the *permit* for any of the following reasons:
- (1) it was obtained on mistaken, false or incorrect information;

- (2) it was issued in error or the *Director* otherwise learns of new information that if known prior to issuance would have impacted the issuance of the permit;
- (3) the terms of a permit under this by-law have not been complied with;
- (4) work authorized under the permit has not been commenced prior to its expiry date; or
- (5) the *owner* has failed to comply with the provisions of this by-law.

## **7. Inspection**

7.1 For the purpose of ensuring compliance with this by-law, the *Director*, or a *Town* Municipal Law Enforcement Officer, may, at all reasonable times, enter upon and inspect any land, including without limitation private property, to determine whether or not the following are being complied with:

- (1) this by-law;
- (2) an order made under this by-law;
- (3) a permit issued under this by-law or
- (4) a prohibition order made under s. 431 of the *Municipal Act*, S.O. 2001, c.25, as amended;

7.2 The *Director*, or a *Town* Municipal Law Enforcement Officer may, for the purposes of the inspection under section 7.1:

- (1) require the production for inspection of documents or things relevant to the inspection;
- (2) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (3) require information in writing or otherwise concerning a matter related to the inspection; or
- (4) alone or in conjunction with a *person* possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

7.3 Any cost incurred by the *Town* in exercising its authority to inspect, including but not limited to the cost of any examination, test, sample or photograph necessary for the purposes of the inspection, shall be paid by the *owner* of the property

where the inspection takes place and may be added to the tax roll in accordance with section 8.11(2).

- 7.4 The *Director*, a or a *Town* Municipal Law Enforcement Officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under section 438 of the *Municipal Act*, S.O. 2001, c.25, as amended where he or she has been prevented or is likely to be prevented from carrying out an inspection under section 7.1 of this by-law.
- 7.5 No *person* shall hinder or obstruct, or attempt to hinder or obstruct, the *Director*, or a Municipal Law Enforcement Officer, from carrying out inspections of property to ensure compliance with this By-law.

## **8. Orders and Notices**

- 8.1 The *Director*, and *Town* Municipal Law Enforcement Officers shall have all powers necessary to carry out the enforcement of this by-law, including without limitation, issuing orders. For clarity, where this by-law provides that the *Town* may take any action or do anything:
- (1) the action or thing may be taken or done at the direction of either the *Director*, a or a *Town* Municipal Law Enforcement Officer or, unless this by-law specifies otherwise;
  - (2) the *Director*, a or a *Town* Municipal Law Enforcement Officer may, unless this by-law or its schedules specifies otherwise, enlist such forces as deemed appropriate to undertake that action or thing, including third party contractors, agents or suppliers of goods and services.
- 8.2 Where, the *Town* has reason to believe that a *discharge* is occurring that is prohibited under this by-law, the *Town* may without notice and without limitation to any other *Town* power under this by-law:
- (1) disconnect or block any *connection* to the *Town* *stormwater collection system* carrying the *prohibited discharge* until such time as measures satisfactory to the *Town* are undertaken to eliminate the *prohibited discharge*; or
  - (2) undertake any remedial or corrective action it deems necessary within the confines of the *stormwater collections system* or any *Town* road allowance, easement or property.
- 8.3 Where the *Town* proceeds to disconnect or block a *connection* under section 8.2 of this by-law without notice, the *Town* shall provide notice to the *owner* of the land subject to the disconnection as soon as reasonably practicable.

- 8.4 Where the *Town* has reason to believe that any *person* is or will be in contravention of this by-law, or any term or condition of a permit, the *Town* may issue a stop order directing the activities cease immediately upon service of the order on the *person* or *persons* listed in the order. Without limiting the generality of the forgoing, a stop order may require that:
- (1) an activity cease;
  - (2) direct *person(s)* to leave an area; or
  - (3) require *person(s)* to remove equipment or any other thing relating to a prohibited activity.
- 8.5 Where the *Town* has reason to believe that any *person* is in contravention of this by-law, or any term or condition of a permit, the *Town*, may issue a work order directing the *person* or *persons* to take such actions as are deemed necessary to comply with this by-law within such time as is set out in the order, including without limitation:
- (1) study of *stormwater* quantity and/or quality;
  - (2) modification and/or construction of *stormwater* facilities;
  - (3) adoption and implementation of pollution prevention techniques and measures;
  - (4) removal and/or disposition of anything that has been deposited, thrown, stored, placed or allowed to accumulate leading to *discharges* contrary to any provision of this by-law, including without restricting the generality of the forgoing, any fill, waste or litter; or
  - (5) any other action or work required to correct the contravention.
- 8.6 Where the *Town* has reason to believe that a contravention of this by-law that may result in the issuing of a work order, poses an imminent risk to public health or safety, the work order may provide that the actions set out therein be taken immediately.
- 8.7 An order shall contain:
- (1) the municipal address and legal description of the land;
  - (2) reasonable particulars of the contravention(s); and
  - (3) the time frame in which the work or actions contained in the order must be carried out.

- 8.8 Any *person* to whom an order is issued pursuant to this by-law shall comply with the terms of such order.
- 8.9 No *person* who has notice or is aware of an order issued pursuant to this by-law shall assist in any way in the violation of the terms of an order regardless of whether said *person* is named in the order.
- 8.10 Where the *person* or *persons* to whom a work order is issued fails to perform the work required by the order within the time stipulated in the order, the *Town*, in addition to all other remedies it may have, may without further notice perform such work as it deems appropriate.
- 8.11 Where the *Town* undertakes any removal, repair, disconnection, remedial work, alteration, corrective action or other work pursuant to sections 8.2, 8.4, 8.5, 8.6 and 8.10:
- (1) anything removed may be destroyed or disposed of without notice or compensation to any *person*; and
  - (2) the *owner(s)* of the land subject to the order or *Town* action under sections 8.2, 8.4, 8.5, 8.6 and 8.10, shall be responsible for all costs of the *Town* incurred in the exercise of the powers thereunder, including administrative costs and interest. Such costs, as determined by the *Director*, shall constitute a charge under the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, and may be added to the tax roll of property held by the *owner* in the manner provided for therein.
- 8.12 An order, or any notice or document under this by-law may be served by the *Town* by any of the following means:
- (1) delivered *personally*;
  - (2) posted on the subject lands;
  - (3) emailed to the last known email address of the *person* to whom the order is directed;
  - (4) deposited in the mailbox or mail slot of the *person* to whom the order is directed;
  - (5) sent by prepaid regular mail to the last known address of the *person* to whom the order is directed or
  - (6) sent by registered mail to the last known address of the *person* to whom the order is directed.

8.13 Where service is effected by:

- (1) regular mail, it shall be deemed to be made on the fifth (5th) day after the date of mailing;
- (2) registered mail, it shall be deemed to be made on the second (2nd) day after the date of mailing;
- (3) any other means, it shall be deemed effective on the day the document served was delivered, posted, emailed or deposited; or
- (4) service by multiple means, it shall be deemed effective on earliest applicable date set out in this section.

8.14 Where an order is posted on the subject lands, no *person* may remove the order without the written authorization of the *Director*.

8.15 Where anything has been deposited, thrown, stored, placed or allowed to accumulate on or within *stormwater* infrastructure contrary to any provision of this By-law and without previous consent of the *Town*, the item or items may be removed without notice to any *person*.

## **9. Offences**

9.1 Every *person* who contravenes any provision of this by-law, a permit or permit condition issued under this by-law or an order issued pursuant to this by-law is guilty of an offence as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended and the *Municipal Act*, 2001, S.O. 2001, c. 25. Where a contravention of a provision of this by-law or an order is committed on or continues for more than one day, the *person* who commits the contravention is liable to be convicted for a separate offence for each day on which it is committed or continued. For clarity:

- (1) in the case of an order, where a failure to comply continues, every day or part of a day past the compliance date set out in the order is a separate offence; and
- (2) in the case of a *discharge* prohibited under this by-law, every day or part of a day in which a *discharge* occurs or continues is a separate offence.

9.2 A *person* convicted under Part I of the of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine in accordance with the *Act* of not less \$500 and no more than \$1,000.

- 9.3 Every *individual* convicted under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine of not less than \$500 and not more than \$25,000 in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 9.4 Every *corporation* convicted under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine of not less than \$500 and not more than \$100,000 in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 9.5 Despite sections 9.3 and 9.4, an *individual* or *corporation* convicted of a continuing offence is liable to a fine, in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25., of no less than (\$500) and no more than Ten Thousand Dollars (\$10,000) for each day or part of a day on which the offence occurs or continues, but the total of all daily fines is not subject to a limit.
- 9.6 Where a conviction is entered for contravention of the by-law, in addition to any other remedy or any penalty provided by law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order:
- (1) prohibiting the continuation or repetition of the offence by the *person* convicted; and
  - (2) requiring the *person* convicted to correct the contravention in the manner and within the period that the court considers appropriate, including without restriction

## **10. Severability**

- 10.1 This by-law shall be interpreted as being remedial and shall be given such fair, large and liberal interpretation as best ensures the attainment of its objects. In the event of an ambiguity, the ambiguity shall be resolved in favour of the interpretation that best accords with the objects of this by-law as set out in the Preamble hereto.
- 10.2 In the event that any provision or part of a provision in this by-law is found to be invalid or unenforceable for any reason whatsoever, then:
- (1) if the provision or part of a provision in this by-law is capable of being read down so as to be rendered valid or enforceable, it shall be read down accordingly; or
  - (2) in the event the provision or part of a provision in this by-law is not capable of being read down, the particular provision or part of a provision in this by-law or part thereof shall be deemed to be severed from the remainder of the by-law and all other provisions or parts thereof shall



remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

### **11. Effective Dates and Repeal of Predecessor by-laws**

11.1 By-law 111-2021 is hereby repealed.

11.2 This by-law shall come into full effect and force on the date of its passing.

PASSED IN OPEN COUNCIL ON xx day of MONTH, 2022

**THE CORPORATION OF THE  
TOWN OF MILTON**

Per: \_\_\_\_\_  
Name: **Gordon A. Krantz**  
Title: Mayor

Per: \_\_\_\_\_  
Name: **Meaghan Reid**  
Title: Town Clerk



# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: September 12, 2022

Report No: DS-110-22

Subject: Trafalgar Secondary Plan, Official Plan Amendment 54 - Regional Modifications

Recommendation: **THAT Report DS-110-22, regarding the proposed Regional modifications to Official Plan Amendment 54, Trafalgar Secondary Plan, be received.**

**AND THAT Council request that the Region of Halton issue its Notice of Decision to approve Official Plan Amendment 54, as modified.**

## EXECUTIVE SUMMARY

- In March of 2019, Council adopted the Trafalgar Secondary Plan through report PD-016-19 as Official Plan Amendment 54.
- Halton Region's Director of Planning Services and Chief Planning Official has provided a Draft Notice of Decision to approve the Secondary Plan with modifications.
- Town Staff recommend that Council receive the proposed modifications and request that Halton Region issue its Notice of Decision.

## REPORT

### Background

The Trafalgar Secondary Plan is located in the Town of Milton's Sustainable Halton Urban Expansion Area and is generally bounded by Derry Road to the north, Eighth Line to the east and the Greenbelt Plan Area to the southwest. The Trafalgar Secondary Plan is envisioned to be developed as a mixed-use transit- supportive, higher density community.

It is adjacent, and planned in conjunction with, the Agerton Secondary Plan. The Trafalgar Secondary has a development timeframe of 2021-2031, and will accommodate 26,000 people and 4,000 jobs.

## Background

The Town began its public consultation on the Trafalgar Secondary Plan in June of 2018 with a public engagement event introducing goals and objective of the Secondary Plan and its process. A subsequent public engagement opportunity was held in December 2018 that focused on land use concept options and evaluation criteria. At this time a preferred concept was determined and a draft Secondary Plan was prepared.

The draft Trafalgar Secondary Plan was subsequently circulated to agencies and the public for review and comment. The Statutory Public meeting was then held on February 4, 2018. Following the Public Meeting, staff worked collaboratively with stakeholders, agencies and members of the public to address concerns raised through the review process and revise the Secondary Plan appropriately. The revised Trafalgar Secondary Plan was then adopted by Council on March 25, 2019.

Following Council adoption, the Secondary Plan was submitted to Halton Region for approval on April 9, 2019 with the supporting background studies.

## Discussion

Since submitting the Trafalgar Secondary Plan for Regional Approval, Town Staff have met with Regional Staff and stakeholders to review the Secondary Plan and background studies.

Town Staff advise that Council request Halton Region to issue a Notice of Decision to approve OPA 54 - Trafalgar Secondary Plan. Halton Region's proposed modifications to the Trafalgar Secondary Plan are attached as Appendix 1.

Following Secondary Plan approval, the next phases of planning, such as the Tertiary Plan development, will be able to move forward. This will allow the Town and stakeholders to work towards bringing the Trafalgar Secondary Plan to fruition.

## Financial Impact

There are no immediate financial impacts associated with this report; however, consideration of the financial implications of development is essential in the management of growth to ensure Milton's long-term financial sustainability. The rate and pace of growth has a significant financial impact to the Town, as demonstrated through prior financial studies, the pressures identified in the annual budget process and the Town's existing infrastructure deficit.

The most recent comprehensive fiscal impact study presented to Council through CORS-056-21 assumed the expansion of existing service levels to new growth areas



## Financial Impact

and was prepared based on information available in the early stages of the planning process for the Sustainable Halton Lands. The operating and capital costs are projected to translate into average annual tax rate increase of 4.3% to 2041, including 5.5% on average during the first 10 years due to the initial pressure of gradually reducing the Town's existing infrastructure deficit and investing in approved master plans for the fire and transit services.

The densities and types of development within each secondary plan, as well as the capital investments and extent of non-residential development activity that occurs concurrent with residential growth, influence the financial pressures on the tax rates.

As outlined in CORS-056-21, the assumptions for the Trafalgar Secondary Plan area that were incorporated into the most recent fiscal impact study will continue to be validated through the tertiary plan process. Any significant deviations (if any) will require further analysis and update to the fiscal impact analysis before finalization of the tertiary plan.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact:	Megan Lovell, Senior Planner, Policy	Phone: 905-878- 7252 Ext. 2398
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## Attachments

Appendix 1 – Trafalgar Secondary Plan Proposed Regional Modifications

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for



# The Corporation of the Town of Milton

Report #:  
DS-110-22  
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the water, food and resources. We stand as allies with the First Nations as stewards of these lands.



August 23, 2022

Legislative & Planning Services  
Planning Services  
Halton Region  
1151 Bronte Rd Oakville, ON  
L6M 3L1

Jill Hogan  
Commissioner, Development Services  
Town of Milton  
150 Mary Street  
Milton ON  
L9T 6Z5

RE: **Milton OPA 54 - Trafalgar Secondary Plan  
Regional Draft Decision**

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*VIA Email*

Dear Jill Hogan:

**Regional Draft Decision**

The Region provided the Town with a Draft (Draft) Decision on June 7, 2022. Since that time, Regional staff have been working with Town staff to finalize modifications to the Trafalgar Secondary Plan. Town staff provided comments on June 20, 2022 and August 18, 2022 regarding policy modifications for the Region's review and consideration.

Additional modifications have been made to address the Town's comments, including minor revisions to transportation planning policies and Natural Heritage System policies to clarify matters related to stormwater management facilities, criteria for buffers, and enhancements to Key Features.

The Schedules have also been modified to address transportation planning and natural heritage planning requirements.

The Draft Decision is attached herein as 'Attachment #1' to reflect these minor updates.

**Outstanding Matters**

*Subwatershed Study (SWS)*

The Subwatershed Study (SWS) has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Regional staff continue to work with the Town to finalize the SWS.

The Town provided a response matrix that outlined a proposed approach to address the Region's comments on the SWS from January 2022. Please find attached under separate cover our responses to the Town's Response Matrix dated 22-06-21 for the Milton Urban Expansion Area SWS. While the matrix does include some proposed approaches that would be acceptable to the Region, there are a few items that have not addressed the Region's previous comments:

1. The Town's approach does not include a buffer refinement guidance/framework nor provide details on the guidance for the identification, refinements, and management of enhancements to key features and linkages.
2. The response matrix identifies that no revisions will be made to exclude inclusion of stormwater management facilities within the Natural Heritage System (NHS) or buffer areas. The Region's response within the matrix remains consistent with previous comments on this matter.

**Regional Municipality of Halton**

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3. The response matrix identifies the outcome of future studies may necessitate that specific 'Other Features' be incorporated into the Regional NHS with buffers, linkages, and/or key feature enhancements as appropriate. However, many of these features are located within the current NHS and the Milton Urban Expansion Area SWS identifies that these features require additional analysis and fieldwork as part of future studies to determine if they meet the definition. This is contrary to the goal of the NHS and consistent with Regional Official Plan Policy 116.1 and 118 (2)d).

The Region kindly requests that the Town clarify the approach provided in the response matrix and that the Town address the outstanding items as noted above, including any minor text changes highlighted in the Region's responses in the matrix. The Region would be happy to meet with Town staff and their consultant to discuss this matter in further detail.

#### *Master Environmental Servicing Plan (MESP)*

The Region's comments on the updated Trafalgar/Agerton MESP Work Plan were sent to the Town on March 21, 2022. However, Regional staff have yet to receive a revised Work Plan or a MESP from Town staff. Regional staff would appreciate an update from the Town on this matter, as the proposed Work Plan for the Trafalgar/Agerton Secondary Plan identified that the MESP would be completed in advance of the Secondary Plan adoption.

#### **Conclusion & Next Steps**

With the proposed modifications shown in Attachment #1, Regional staff are of the opinion that OPA 54 conforms to or does not conflict with the Regional Official Plan, is consistent with the Provincial Policy Statement, and conforms to or does not conflict with other applicable Provincial plans and policies.

Regional By-law No. 6-16 delegates the approval authority under Section 17(34) of the *Planning Act* to the Chief Planning Official, provided that the Chief Planning Official's decision is not contrary to the recommendation of the local municipal council. I understand that you will be taking a report to Town Council regarding these proposed modifications. I will await Town Council's response to this letter before issuing the Notices of Decision. Should Town Council not support the proposed modifications, the matter must be referred to Regional Council for a final decision.

If you have any questions, please contact Dan Tovey, Manager of Planning Policy at ext. 7208.

Sincerely,

Curt Benson, MCIP RPP  
Director of Planning Services and Chief Planning Official

att. Attachment #1 – OPA 54 Draft Decision

cc: Megan Lovell, Senior Planner, Town of Milton  
David Twigg, Director, Planning Policy & Urban Design – Town of Milton  
Dan Tovey, Manager – Planning Policy, Halton Region  
Alissa Mahood, Senior Planner – Planning Policy, Halton Region  
Heather Ireland, Senior Planner – Planning Policy, Halton Region





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**DECISION**

**with respect to Official Plan Amendment No. 54  
to the Town of Milton Official Plan  
Section 17(34) of the Planning Act**

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**Town of Milton – Official Plan Amendment No. 54 (OPA 54)**

Official Plan Amendment No. 54 – “Trafalgar Secondary Plan” to the Town of Milton Official Plan is modified as set out in Schedule “\_\_\_\_\_” to this Decision and approved with these modifications by the Director of Planning Services and Chief Planning Official for the Regional Municipality of Halton, pursuant to Section 17(2) of the *Planning Act*, R.S.O. 1990 as amended. If no notice of appeal is filed, OPA 54 will come into effect on \_\_\_\_\_, being the day following the last day for filing a notice of appeal.

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Curt Benson MCIP RPP  
Director of Planning Services & Chief Planning Official

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Date

## Attachment #1

### Schedule “A” – Regional Municipality of Halton Modifications

Additions are shown in red underline and deletions are shown in ~~yellow strikethrough~~.

Region No.	Section No.	Modification	Explanation of Modification
		<b>PREAMBLE</b>	
1)	--	Is modified by italicizing the words “ <i>urban area</i> ”, “ <i>development</i> ”, “ <i>employment area</i> ” and “ <i>Town</i> ”, and by deleting the words <del>“of Milton”</del> .	To italicize defined terms and update terminology, consistent with the Town’s Official Plan.
	<b>C.11.1</b>	<b>GENERAL</b>	
2)	C.11.1.1	Is modified by italicizing the word “ <i>development</i> ”.	To italicize a defined term.
3)	C.11.1.1 i)	Is modified by adding the word “ <u>Official</u> ” after the word “this”.	To clarify reference to the Town’s Official Plan.
4)	C.11.1.1 iii)	Is modified to read as follows:  “Provides growth management policies to implement the 2031 planning horizon for a minimum <del>population</del> <u>target</u> of 26,000 residents and 4,000 jobs <del>over the span of 20 years;</del> ”	To clarify that population and employment is being planned to conform to the targets set out for the 2031 planning horizon.
5)	C.11.1.1 iv)	Is modified to read as follows:  “Establishes a vision for growth in the Secondary Plan over the long-term, <del>beyond the planning horizon of this Plan</del> through over-arching themes, goals, strategic policies, and the Community Structure Plan; and,”	To clarify that population and employment is being planned to conform to the targets set out for the 2031 planning horizon.
6)	C.11.1.1v)	Is modified by italicizing the word “ <i>plan</i> ” and modified to read as follows:  “Establishes a Tertiary Plan Area and identifies the requirements for preparation of a more detailed (tertiary) <del>land-use</del> <u>conceptual development plan</u> required prior to submission of development applications.”	To be consistent with description of Tertiary Plan and terminology in the Town’s Official Plan (OPA 31, Section 5.4.3.6).
7)	C.11.1.2 [Renumbered]	Is modified by renumbering Section “C.11.1. <del>3</del> ” to “C.11.1. <u>2</u> ”	To renumber the section.
8)	C.11.1.2	Is further modified by italicizing the word “ <i>Town</i> ”, deleting the words <del>“of Milton”</del> after the word “ <i>Town</i> ”, and by adding the word “ <u>Official</u> ” after the word “this”.	To clarify reference to the Town’s Official Plan.
	<b>C.11.2</b>	<b>SECONDARY PLAN CONCEPT</b>	
9)	C.11.2.1	Is modified by italicizing the word “ <i>development</i> ”.	To italicize a defined term.
10)	C.11.2.1 c)	Is modified by adding the acronym “ <u>NHS</u> ” after the word “System”	To identify acronym.

Region No.	Section No.	Modification	Explanation of Modification
11)	C.11.2.1 d)	Is modified by italicizing the words “ <i>active transportation</i> ”, “ <i>Town</i> ”, “ <i>Region</i> ” and “ <i>Complete Streets</i> ”.	To italicize defined terms.
	<b>C.11.3</b>	<b>GOALS AND OBJECTIVES</b>	
12)	---	Is modified by adding the word “ <b>Official</b> ” after the word “this”.	To clarify reference to the Town's Official Plan.
13)	C.11.3.1c)	Is modified by adding the word “ <b>assisted</b> ” after the word “and”, by deleting the word “ <b>shared</b> ”, and by italicizing the words “ <i>affordable</i> ”, “ <i>assisted</i> ”, and “ <i>housing</i> ”.	To update terminology to be consistent with the Town's Official Plan.
14)	C.11.3.1d)	Is modified by italicizing the word “ <i>active transportation</i> ”, by deleting the words “ <b>Natural Heritage System</b> ” and by adding the acronym “ <b>NHS</b> ” after the word “the”.	To italicize a defined term and to identify acronym.
15)	C.11.3.1e)	Is modified to read as follows:  “Identify the <i>Public Service Facilities</i> needs of the community <del>through a community infrastructure plan</del> ; and,”	To remove specific reference to requirement that is to be completed as a part of the Area Specific Plan/Secondary Plan process in accordance with Regional Official Plan.
16)	C.11.3.2 a)	Is modified by italicizing the words “ <i>Key Features</i> ”, “ <i>negative impacts</i> ”, “ <i>natural features</i> ”, and “ <i>ecological functions</i> ” and further modified to read as follows:  “Protect or enhance <i>Key Features</i> of the <b>Natural Heritage System</b> <b>NHS</b> , and demonstrate that there will be no <i>negative impacts</i> on the <i>natural features</i> and areas or their <i>ecological functions</i> ,”	To italicize defined terms and identify acronym.
17)	C.11.3.2 b)	Is modified by italicizing the words “ <i>Region</i> ” and “ <i>Conservation Authority</i> ”, by adding the word “ <b>Authority</b> ” after the word “Conservation”, by deleting the words “ <b>of Halton</b> ” after the word “ <i>Region</i> ”, and by deleting the word “ <b>Halton</b> ” after the words “ <i>Conservation Authority</i> ”.	To italicize a defined term and update terminology, consistent with the Town's Official Plan.
18)	C.11.3.2 c)	Is modified to read as follows:  “Encourage vistas and view corridors that result in visibility of the <b>Natural Heritage System</b> <b>NHS</b> and the location of parks and open space adjacent to, or near, the <b>Natural Heritage System</b> <b>NHS</b> where possible.”	To identify acronyms.
19)	C.11.3.3 a)	Is modified by italicizing the word “ <i>active transportation</i> ”.	To italicize a defined term.
20)	C.11.3.3 e)	Is modified as follows:  “ <del>Extend Frequent Transit services to the Trafalgar Secondary Plan with potential to support dedicated rapid transit along Trafalgar Road in the future.</del> ”	To incorporate the objectives of the Region's Mobility Management Strategy into the Secondary Plan and to clearly identify Transit Priority Corridor.

Region No.	Section No.	Modification	Explanation of Modification
		<u>Identify Trafalgar Road, Britannia Road, and Derry Road corridors as Transit Priority Corridors to serve as a key connector to link people to existing and planned regional destinations and abutting municipalities.</u>	
21)	C.11.3.4 a)	Is modified by adding italics to the word “Town”.	To italicize a defined term.
22)	C.11.3.4 b)	Is modified as follows, including by italicizing the word “Region”:  “Recognize Trafalgar Road, <u>a Regional major arterial roadway</u> , as the main <u>north-south</u> corridor of the Secondary Plan, <del>that is</del> intended to accommodate all modes of transportation and <del>serves as the main connection to surrounding urban areas in accommodate travel throughout</del> the Region.”	To italicize a defined term and to identify the distinct role of Trafalgar Road within the Secondary Plan Area.
23)	C.11.3.5 b)	Is modified by adding a comma “,” after the word “e.g.”.	To update grammar.
24)	C.11.3.6	Is modified to by adding a sub-bullet letter “a)” before the word “This”, by adding italics to the words “ <i>development</i> ” and “ <i>Town</i> ”, and deleting the words “of <del>Milton</del> ”:	To move policy to a sub-bullet, and to italicize a defined term and update terminology consistent with the Town’s Official Plan.
	<b>C.11.4</b>	<b>STRATEGIC POLICIES</b>	
25)	---	Is modified by adding the word “ <u>Official</u> ” after the word “this”.	To clarify reference to the Town’s Official Plan.
26)	C.11.4.1 [Section title]	Is modified by adding the acronym “ <u>(NHS)</u> ” after the words “ <b>NATURAL HERITAGE SYSTEM</b> ”	To identify acronym.
27)	C.11.4.1	Is modified by italicizing the word “ <i>ecological functions</i> ” and further modified as follows:  “The <del>Natural Heritage System</del> <u>NHS</u> will be established in accordance with Section B.2.2.3.6 and B.2.2.3.7 of this <u>Official</u> Plan. The focus of the <del>Natural Heritage System</del> <u>NHS</u> is to preserve and enhance the biological diversity and <i>ecological functions</i> . The <del>Natural Heritage System</del> <u>NHS</u> is identified on Schedules “C.11.A” to “C.11.D” and further detailed in Section C.11.6.4 of this Secondary Plan.”	To italicize a defined term, clarify reference to the Town’s Official Plan, and identify acronyms.
28)	C.11.4.2.1	Is modified by adding the word “ <u>Official</u> ” after the word “this”, by italicizing the word “ <i>Town</i> ”, and by deleting the words “ <del>of Milton</del> ”.	To clarify reference to the Town’s Official Plan and italicize a defined term.
29)	C.11.4.2.2	Is modified as follows, including italicizing the words “ <i>Town</i> ” and “ <i>Master Environmental Servicing Plan (MESP)</i> ”:	To italicize defined term, to clarify reference to the Town’s Official Plan, and to meet Regional Natural Heritage System and transportation

Region No.	Section No.	Modification	Explanation of Modification
		<p>"Schedule "C.11.B", Active Transportation and Natural Heritage System Plan <del>establishes the proposed</del> <u>identifies a</u> conceptual multi-use trail system for the Secondary Plan, which will be further developed in conformity with Sections B.2.6.3.26 to B.2.6.3.29 of this <u>Official</u> Plan. Through the Tertiary Plan process, the trail system will be coordinated with the existing and planned trail systems at both the <u>Town</u> and Regional levels, having regard for the <u>Region and Town of Milton's</u> Transportation Planning. The siting and design of pathways and trails will be to the satisfaction of the <u>Town in consultation with the Region, where appropriate</u> the <del>required approval authority</del>. Where possible, <u>parks trails</u> are encouraged to be <u>located</u> in proximity to <u>trails parks</u>.</p> <p>Where conceptual trails are proposed in the <u>Natural Heritage System NHS</u>, the feasibility, siting and design of the <u>non-intensive recreation uses such as nature viewing and pedestrian</u> trails will be subject to review based on recommendations of the Subwatershed Study (<u>SWS</u>) and <u>Master Environmental Servicing Plan (MESP) and must demonstrate conformity with applicable NHS protection and enhancement policies of this Official Plan and the Greenbelt Plan.</u></p> <p><u>All trail system crossings at a Regional Road must be located at signalized intersections with an intersecting road only.</u></p> <p><u>Active Transportation Facilities associated with a Regional Road are to be aligned with the most current Regional Active Transportation Master Plan."</u></p>	<p>requirements for crossings, design, maintenance, and operations of recreation uses and active transportation facilities.</p> <p><b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).</p>
30)	C.11.4.2.3	<p>Is modified to read as follows:</p> <p>In conformity with Sections B.2.6.3.1 to B.2.6.3.11 of this <u>Official</u> Plan, the road network for the Secondary Plan will be designed to balance the needs of all road users, including pedestrians, cyclists, transit users, and motorists.</p> <p><u>"The <del>street hierarchy</del> <u>arterial and collector road network</u> is identified on Schedule "C.11.B" (<del>except for local roads</del>) will be established as part of the Tertiary. Active Transportation and Natural Heritage System Plan. The <del>final location, configuration, width, and general</del> alignment of <del>these streets</del> shall be <del>determined through</del> <u>collector roads are approximate</u>. These roads and their connections to other roads form a network that is necessary to ensure <u>appropriate overall functioning of the transportation system and water and wastewater system to support the Tertiary planned development of the area. Any proposed deletions to arterial or collector roads identified on Schedule "C.11.B" may will require an</u></u></p>	<p>To clarify reference to the Town's Official Plan and to recognize the connectivity of the broader road network, including potential implications of proposed changes to the road network.</p> <p><b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).</p>

Region No.	Section No.	Modification	Explanation of Modification
		<del>amendment to this Official Plan—Environmental Assessment (EA), and development approval processes, subject to the recommendations of the Subwatershed Study, Master Environmental Servicing Plan (MESP), and traffic impact studies prepared by individual applicants. Any proposed additions of arterial roads, or collector roads that intersect a Regional road, will require an amendment to this Official Plan.”</del>	
31)	C.11.4.2.4 [New]	A new Section “C.11.4.2.4” titled “ <b>Regional Road Network</b> ” is added to read as follows:  “ <u>Halton Region is responsible for planning, constructing, operating, maintaining, and improving a network of major arterial roads for the transport of goods and people in a safe and efficient manner, in accordance with the Region’s Transportation Master Plan, Regional Official Plan, Development Charges Background Study, the Region’s Financing Policies for Growth Infrastructure as well as the Region’s Mobility Management Strategy and Defining Major Transit Station Requirements Report. The Regional Road network is comprised of Major Arterial Roads which include the Trafalgar Road (Regional Road 3), Britannia Road (Regional Road 6) and Derry Road (Regional Road 7) corridors within the Secondary Plan. Access to Regional Roads shall be in accordance with the most current Halton Region Access Management Guidelines and by-laws.</u> ”	To clarify Regional plans and/or documents that provide guidance for requirements for the Regional Road Network.
32)	C.11.4.2.5 [Renumbered]	Is modified by renumbering “C.11.4.2.4” to “C.11.4.2.5”.	To renumber section.
33)	C.11.4.2.5 [Section title]	Is modified to read as follows: <b>Potential Proposed Minor Arterial Extension</b>	To rename section.
34)	C.11.4.2.5	Is further modified to read as follows:  “Within the Secondary Plan, a new east-west Minor Arterial road is identified on Schedule “C.11.B”, north of Britannia Road. <u>This continuation of this road, west of Trafalgar Road,</u> will be protected for the potential future connection with the existing Milton Urban Area through the Britannia Secondary Plan and Greenbelt Plan <u>as a minor arterial.</u>  <u>The feasibility, need, and function of the potential east-west Minor Arterial road as identified on Schedule “C.11.B” shall be further assessed through a Town-wide Transportation Master Plan.</u>  <u>Where the east-west Minor Arterial road traverses the NHS, it must demonstrate conformity with B.2.6.3.37</u>	To clarify that any additional road network capacity requirements should be confirmed and assessed.

Region No.	Section No.	Modification	Explanation of Modification
		<p><u>to B.2.6.3.42 of this Official Plan, C.11.6.4.1. of this Secondary Plan, and the Greenbelt Plan.</u></p> <p>As part of Phase 3 and 4 of the Municipal Class EA the function of the Proposed Minor Arterial will be confirmed. If the EA determines the Proposed Minor Arterial is only required as a collector road, this may be implemented through the Tertiary Plan process, without amendment to this Secondary Plan.</p>	
35)	C.11.4.2.6 [New]	<p>A new Section "C.11.4.2.6" titled "<b>Regional Road Considerations</b>" is added to read as follows:</p> <p><u>"The Town will work with the Region to ensure that Regional roads, including Trafalgar Road, Britannia Road and Derry Road function efficiently as major routes through the Secondary Plan area. The Town and Region will monitor the need for network improvements to be addressed through the staging of development and implementation of the Tertiary Plan (as detailed in Sections C.11.5.1 and C.11.7.5.2 of this Secondary Plan).</u></p> <p><u>A Road Network Assessment (as detailed in Section C.11.7.5.2 e) of this Secondary Plan) must be completed to the Town and Region's satisfaction in accordance with an approved Terms of Reference through the Tertiary Plan process (as detailed in Sections C.11.7.1.2 and C.11.7.5.2 of this Secondary Plan) to assess impacts on the Regional transportation and local road network and to identify all additional transportation infrastructure to be implemented as required to support all stages of development in the Trafalgar Secondary Plan area."</u></p>	To support the staging and monitoring plan that will be established as part of the Tertiary Plan process and to ensure Road Network capacity is addressed through the Secondary Plan.
36)	C.11.4.3.1	<p>Is modified by italicizing the word "<i>infrastructure</i>" and further modified to read as follows:</p> <p>The public <i>infrastructure</i> system shall be developed in conformity with Sections B.2.6.3.30 and B.2.6.3.31 of this <u>Official</u> Plan.</p> <p><u>"The Region is responsible for the development of water treatment and water distribution as well as wastewater collection and wastewater treatment infrastructure. All water treatment, water distribution, wastewater collection and wastewater treatment infrastructure servicing the Trafalgar Secondary Plan Area shall be developed in accordance with the Water and Wastewater Master Plan, Regional Official Plan, Development Charges Background Study and the Region's Financing Policies for Growth Infrastructure or as further refined by the Area Servicing Plan to the satisfaction of the Region."</u></p>	To clarify reference to the Town's Official Plan and to clarify Regional plans and/or documents that provide guidance for requirements for water and wastewater infrastructure planning.



Region No.	Section No.	Modification	Explanation of Modification
37)	C.11.4.3.2	<p>Is modified to read as follows:</p> <p>In conformity with Section B.2.6.3.36 of this <u>Official Plan</u>, the Town shall, <u>prior to the approval of a development application</u>, require the approval of a stormwater management plan <u>prior to that is consistent with the approval direction of a development application the SWS.</u></p> <p>“The location of the stormwater management facilities (including green <u>infrastructure</u> and <u>low impact development practices</u> <u>Low Impact Development (LID) techniques</u>) are to be more specifically delineated in the Tertiary Plan in accordance with the <u>Master Environmental Servicing Plan (MESP)</u>. Where possible, <u>Low Impact Development LID</u> techniques, such as permeable paving, infiltration trenches, rain gardens, and other stormwater management techniques, shall be considered in the design of new <i>development</i> and implemented to the extent feasible, as determined by the Town in consultation with <u>the Conservation Halton Authority</u>. Consideration shall also be given to account for stormwater management as it pertains to drainage from public property, including <u>existing and ultimate</u> Regional roadways.</p> <p>Stormwater management facilities <u>should be designed and located to accommodate Regional roadway drainage at their planned elevations, if known, or existing elevations (i.e., Trafalgar Road, Britannia Road and Derry Road). For developments adjacent to a Regional Road, the design of storm sewer systems and storm water management ponds to accommodate storm flows from the Regional Road shall be in accordance with the Region’s Urban Services Guidelines and at no cost to the Region. At no time shall the Region contribute to the cost of land required to construct a storm water management pond or the oversizing of the storm sewer service to accommodate regional or municipal flows.</u></p> <p>In Neighbourhood Centre Mixed-Use I and II designations, facilities that are integrated into a mixed-use format (e.g., storage tanks under buildings or parks) shall be considered, and stand-alone stormwater management facilities shall be discouraged. The intent of this <i>policy</i> is to limit the location of stand-alone stormwater management facilities (e.g., ponds) in mixed-use areas where they would undermine transit-supportive densities within walking distance of higher-order transit. Where stand-alone stormwater management facilities can only feasibly be accommodated in Neighbourhood Centre Mixed-Use I and II designations, the Tertiary Plan shall demonstrate that an appropriate intensity</p>	<p>To clarify transportation and natural heritage system requirements for storm water management. Stormwater management ponds/facilities are not supported in the Natural Heritage System.</p> <p><b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).</p>

Region No.	Section No.	Modification	Explanation of Modification
		<p>of people and jobs can be achieved within a 400-metre walking distance of the station or stop.</p> <p><u>Subject to policy 4.9.2.1 of this Official Plan, stormwater management facilities and LID techniques shall only be permitted in the Natural Heritage System NHS where deemed essential after all alternatives are explored and if demonstrated that there will be no negative impacts on natural key features and areas or their ecological functions through a Master Environmental Servicing Plan (MESP), Development Area Environmental Functional Servicing Study (DAEFSS), Environmental Impact Assessment (EIA) or equivalent study prepared to the satisfaction of the Town and Region, in consultation with the Conservation Authority. Stormwater management facilities are permitted in all other land use designations.</u></p> <p><u>Some appropriately-designed LID measures and green infrastructure may also be permitted within the buffer, linkage and enhancements to key features of the NHS where they will not negatively impact on Key Features and areas of the NHS or their ecological functions through their construction and ongoing maintenance."</u></p>	
38)	C.11.4.3.3	<p>Is modified to read as follows:</p> <p>In conformity with Sections B.2.6.3.37 to B.2.6.3.42 of this <u>Official</u> Plan, Federal, Provincial, Regional and Town-owned and/or operated <u>essential</u> transportation and <u>utility</u> facilities are permitted to be located within any land use designation and, where required, subject to the completion and approval of an <u>Environmental Impact Assessment (EA)</u> <u>EA</u>.</p> <p>"<u>Essential</u> transportation and <u>utility</u> facilities may be located within the Natural Heritage System designation, in accordance with Section <u>B.4.9 C.11.6.4.1</u> of this <u>Secondary</u> Plan <u>and supported through an EA</u>."</p>	To clarify reference to the Town's Official Plan, to include an acronym, to update policy cross-reference, and to ensure policy is related to public infrastructure (i.e., supported through an EA).
39)	C.11.4.4.1 [New]	<p>Is modified by relocating policy in "C.11.4.4" to "C.11.4.4.1" and further modified to read as follows:</p> <p>"The Trafalgar Secondary Plan will require a housing mix in accordance with Section B.2.7 of this <u>Official</u> Plan. In this regard, no more than <u>55</u><del>50</del>% of the residential units within the overall Secondary Plan area shall be single and semi-detached units, where the remainder should be comprised of higher density forms of grade-related and apartment housing. A full range and mix of housing to meet the life-cycle needs of the population will be <u>encouraged</u> <u>required</u> within each <u>neighbourhood</u> <u>Stage</u>."</p>	To renumber section, to clarify reference to the Town's Official Plan, and to clarify density requirements.

Region No.	Section No.	Modification	Explanation of Modification
40)	C.11.4.4.2 [New]	A new Section "C.11.4.4.2" is added to read as follows:  <u>"The Trafalgar Secondary Plan establishes a target for affordable and assisted housing in accordance with Section B.2.7.3.1 of this Official Plan, where the target in the Trafalgar Secondary Plan is that 30% of all new residential units shall be affordable housing, assisted housing or higher-density townhouses or apartments."</u>	To address requirements for the provision of affordable and assisted housing, including through a mix of development types.
41)	C.11.4.5.1	Is modified by italicizing the words " <i>Town</i> " and " <i>development</i> " and further modified to read as follows:  "Section B.2.8 of this <u>Official</u> Plan establishes a detailed urban design strategy for the <i>Town</i> which is applicable to the Trafalgar Secondary Plan.  Further to, and in accordance with the policies of Section B.2.8 of this <u>Official</u> Plan, all <i>development</i> within the Trafalgar Secondary Plan shall be designed in a manner which:  a) Reflects the goal and objectives of this Secondary Plan in Section C.11.3; and, b) Has regard for the <u>Agerton &amp; Trafalgar Secondary Plans Urban Design Guidelines.</u> "	To clarify reference to the Town's Official Plan and the Trafalgar Secondary Plan.
42)	C.11.4.5.2	Is modified by italicizing the words " <i>development</i> ", " <i>active transportation</i> ", " <i>cultural heritage resources</i> ", and " <i>complete community</i> ".	To italicize defined terms.
43)	C.11.4.5.2 d)	Is modified to read as follows:  "Arterial <u>streets roadways</u> , including Trafalgar, Derry, and Britannia Roads, shall be designed with boulevards that will be vegetated with trees and shrubs, and the clearway shall consist of a multi-use trail for pedestrians and cyclists. <u>Landscaped boulevards considered on Trafalgar Road, Derry Road, and Britannia Road will be subject to the Regional Road Landscaping Guidelines and Specifications as amended.</u> "	To clarify Regional transportation planning requirements.
44)	C.11.4.5.2 e)	Is modified to read as follows:  "The Trafalgar corridor shall generally support the location of a mix of residential and retail commercial uses, where facades of these uses should be designed to animate the public realm on Trafalgar Road. Boulevards shall be urban in design, primarily hardscape, but feature street trees and other plants as appropriate, <u>to the satisfaction of the Region.</u> "	To clarify Regional transportation planning requirements.
45)	C.11.4.5.2 g)	Is modified to read as follows:	To identify transportation planning requirements.

Region No.	Section No.	Modification	Explanation of Modification
		“ Gateway elements shall be included at the entrances to the Secondary Plan (on Trafalgar, Derry, and Britannia Roads and on Eighth Line). These may include modestly increased building height, architectural, landscape or public art features <u>located outside of the Regional right-of-way.</u> ”	
46)	C.11.4.5.2 j)	Is modified to read as follows:  “ There shall be a “Special Character” collector road, approximately parallel to Trafalgar Road, to serve as a primary <i>active transportation</i> spine through the Secondary Plan. The “Special Character” collector road is described in the <u>Agerton &amp; Trafalgar Secondary Plans</u> Urban Design Guidelines; “	To clarify reference to Trafalgar Secondary Plan.
47)	C.11.4.5.2 l)	Is modified to read as follows:  “ There shall be a diverse and fine-grain network of options for pedestrian movement, achieved through relatively small blocks, which can be further divided by mid-block connections where necessary. <u>All Trail System crossings at a Regional Road must be located at signalized intersections with an intersecting road only;</u> “	To identify Regional transportation planning requirements pertaining to recreational/active transportation facilities.
48)	C.11.4.5.2 n)	Is modified by deleting the word “ <u>and</u> ” after the semicolon “;.”	To remove text.
49)	C.11.4.5.2 o)	Is modified to read as follows:  “ A range of uses such as office, service and retail commercial <u>alongside residential</u> shall be encouraged, <u>where appropriate</u> , to create a <i>complete community</i> ; “	To remove text.
50)	C.11.4.5.2 p) [New]	A new Section “p)” is added to read as follows:  <u>“Consideration shall be given to the exposure of residential and other sensitive land uses to odour, noise and other contaminants caused by transportation, industrial, and utility sources in accordance with the policies of Section B.2.3.3.16 to B.2.3.3.22 of this Official Plan and the recommendations of the Air Quality Assessment; and.”</u>	To add a new sub-section to address air quality.
51)	C.11.4.5.2 q) [New]	A new Section “q)” is added to read as follows:  <u>“The development of reverse frontage lots on Arterial Roads is strongly discouraged to minimize the use of noise attenuation walls and is prohibited on a Regional Road. Noise attenuation walls as a mitigation measure shall only be considered where it has been demonstrated that there are no other reasonable alternatives.”</u>	To add a new sub-section to ensure noise mitigation for Regional Roads.

Region No.	Section No.	Modification	Explanation of Modification
52)	C.11.4.6 [Section title]	Is modified by relocating “C.11.4.6” to “C.11.4.7” by deleting the words “ <b>PUBLIC SERVICE FACILITIES</b> ” and by adding the words “ <b>ARCHAEOLOGICAL RESOURCES</b> ”	To add a new section title.
53)	C.11.4.6	Is modified by italicizing the word “ <i>Town</i> ” and adding a new policy to Section “C.11.4.6” to read as follows:  “ <u>In accordance with the policies of Sections B.2.10.3.29 and B.2.10.3.30 of this Official Plan, the <i>Town</i> shall determine the potential for impacts to archaeological resources from any development based on the Stage 1 Archaeological Assessment completed as part of this Secondary Plan.</u> ”	To add a new policy to the existing section number.
54)	C.11.4.7 [Section title]	Is modified by adding a new section modified by adding the words “ <b>INFRASTRUCTURE AND</b> ” before “ <b>PUBLIC SERVICE FACILITIES</b> ” and deleting the words “ <b>AND INFRASTRUCTURE</b> ”	To add a new section and update the section title.
55)	C.11.4.7 [New section number]	Is further modified to read as follows: “A range of <u>infrastructure, including Public Service Facilities, and infrastructure</u> will be permitted in all land use designations on Schedule “C.11.C”, <u>except where not permitted in the NHS in accordance with Sections C.11.4.3.2 and C.11.6.4.1 of this Secondary Plan.</u> A range of emergency response services (e.g., ambulance, fire, police) will be required to serve the Trafalgar Secondary Plan. Such services will be encouraged to locate in shared facilities. <u>Further, notwithstanding any other policies of this Plan, Emergency response facilities are permitted in any land use designation other than the Natural Heritage System NHS</u> designation and shall be designed and developed in a manner which is <i>compatible</i> with the surrounding neighbourhood.”	To add a new section number for a modified existing policy, to provide clarity, including reference to the Town’s Official Plan, and to identify acronym.
	<b>C.11.5</b>	<b>COMMUNITY STRUCTURE</b>	
56)	C.11.5	Is modified by deleting the words “ <b>Natural Heritage System</b> ” and adding the word “ <b>NHS</b> ” after the word “Centres,”.	To identify acronym.
57)	C.11.5.1	Is modified by italicizing the words “ <i>Conservation Authority</i> ”, “ <i>development</i> ”, “ <i>infrastructure</i> ”, “ <i>linkages</i> ”, “ <i>Town</i> ” and “ <i>Region</i> ” and is further modified to read as follows:  “The Secondary Plan consists of one Tertiary Plan, which will represent a more detailed level of planning and is to be endorsed by Council prior to the submissions of development applications in the Secondary Plan. In accordance with Sections B.5.4.3.6 <u>and B.5.4.3.7</u> of this <u>Official</u> Plan, Section	To clarify the intent of the Tertiary Plan.

Region No.	Section No.	Modification	Explanation of Modification
		<p>C.11.7.5.2 of this Secondary Plan sets out the requirements for Tertiary Plans.</p> <p>The Tertiary Plan <del>provides</del> <u>is intended to implement the Secondary Plan and provide</u> more detail than the Secondary Plan <del>and represents the final planning policy layer between the Secondary Plan and to inform development.</del> The Tertiary Plan <u>will be prepared guide to the satisfaction of the Town and Region in consultation with the Conservation Authority, and will demonstrate</u> how development will proceed in a coordinated manner, addressing infrastructure servicing, natural hazard protection, <u>natural</u> heritage protection, <u>transportation networks impacts on the Regional and local road networks,</u> parks and open space, <u>linkages,</u> and <u>phasing staging.</u> It provides a framework for coordinating neighbourhood subdivision <u>development</u> that spans multiple owners and properties to ensure that the policies and intent of the Secondary Plan are achieved <u>through coordinated development.</u> <u>Where the Tertiary Plan is not consistent with the intent of the Secondary Plan an amendment to the Secondary Plan will be required."</u></p>	
58)	C.11.5.2	Is modified by italicizing the words " <i>intensification</i> " and " <i>compatible</i> "; by adding the word " <b>Official</b> " before the word "Plan"; and by adding a comma " ," after the words "e.g.".	To italicize defined terms, clarify reference to the Town's Official Plan, and update grammar.
59)	C.11.5.3	<p>Is modified by italicizing the word "<i>intensification</i>" and further modified to read as follows:</p> <p>"Local Centres are intended to be minor focal points for local neighbourhoods, and are to accommodate the co-location of neighbourhood parks, schools, places of worship and be proximal to local serving retail commercial. Generally, these elements are located at the intersection of key collector roads in order to optimize walkability for residents of the surrounding neighbourhoods that will rely on these uses daily. It is also intended these centres be a focus for concentrations of more intense forms of grade-related housing within walking distance of potential local transit stops.</p> <p>Local Centres provide some <i>intensification</i> and mixing of uses including <u>Local Commercial Convenience Retail</u>, appropriate for local resident needs. The underlying designation is generally Medium Density Mixed-Use. It is intended that flexibility is permitted to determine the location of <u>these uses</u> <u>Local Centres</u> through the Tertiary Plan process without the need for amendment to this <u>Official</u> Plan, <u>so long as provided</u> the <u>general extent intent</u> of the <u>Local Centre is met and the underlying land use designation related to these designations is is maintained or</u> provided within walking distance of</p>	To italicize a defined term and to clarify the role of Local Centres, including to ensure that these areas are planned to achieve a balance of residential and non-residential uses.

Region No.	Section No.	Modification	Explanation of Modification
		<p>the intersection <u>which the Local Centre is located. A Local Centre shall be planned to generally accommodate 2,000 m<sup>2</sup> of non-residential floor area. The exact configuration shall be established in conformity with the policies of this Secondary Plan during the preparation of the Tertiary Plan as required in Section C.11.7.5.</u></p> <p><u>If a stormwater management facility, school, park or other public service facility can only feasibly be located in the Local Centre, a proportional amount of Medium Density Mixed Use lands shall be provided within walking distance of the Local Centre to support the provision of local serving transit."</u></p>	
60)	C.11.5.4	<p>Is modified by italicizing the word "<i>intensification</i>" and further modified to read as follows:</p> <p>"Neighbourhood Centres are intended to be major focal points for the Secondary Plan, and shall have the greatest intensity of uses, height and density within the Secondary Plan. These Centres shall have greater height and density than their immediate surroundings, being occupied by tall and mid-rise buildings. Generally, these elements are located at the intersection of arterial roads along Trafalgar Road in order to optimize access to higher-order transit service.</p> <p>Neighbourhood Centres are strategic <i>intensification</i> areas within the Secondary Plan, and <u>each is</u> intended to provide a full mix and range of uses at transit-supportive densities between 100 and 160 residents and jobs per hectare. Neighbourhood Retail sites are to be located within these areas to serve the residents of multiple neighbourhoods and the travelling public in transit accessible locations. Underlying designations generally include Neighbourhood Centre I and Neighbourhood Centre II.</p> <p><u>It is intended that flexibility is permitted to determine the location and configuration of Neighbourhood Centres through the Tertiary Plan process without the need for amendment to this Official Plan, provided the intent of the Neighbourhood Centre is met and the underlying land use designation is maintained or provided within walking distance of the intersection which the Neighbourhood Centre is located. A Neighbourhood Centre shall be planned to generally accommodate 11,000 m<sup>2</sup> of non-residential floor area and 1,500 people. The Neighbourhood Centre located at Trafalgar Road and Derry Road may be planned to accommodate 4,800 m<sup>2</sup> of non-residential floor area and 750 people. The southernmost Neighbourhood Centre may be planned to accommodate 850 people. The exact configuration</u></p>	<p>To italicize a defined term; and to clarify the role of Neighbourhood Centres, including to ensure that these areas are planned to achieve a balance of residential and non-residential uses.</p>



Region No.	Section No.	Modification	Explanation of Modification
		<p><u>shall be established in conformity with the policies of this Secondary Plan during the preparation of the Tertiary Plan as required in Section C.11.7.5.</u></p> <p><u>If a stormwater management facility, school, park or other public service facility can only feasibly be located in the Neighbourhood Centre, a proportional amount of Neighbourhood Centre Mixed Use I or Neighbourhood Centre Mixed Use II lands, as applicable, shall be provided within walking distance of the Neighbourhood Centre to support the provision of higher-order transit."</u></p>	
61)	C.11.5.5 [Section title]	Is modified by adding the word " <b>(NHS)</b> " after the words " <b>NATURAL HERITAGE SYSTEM</b> "	To include acronym.
62)	C.11.5.5	<p>Is modified by italicizing the words "<i>MESP</i>" and "<i>DAEFSS</i>" and further modified to read as follows:</p> <p><u>"The Regional Natural Heritage System. The NHS is delineated on Schedule M Schedules "C.11.A" to "C.11.D" of this Official Plan. Components of the RNHS NHS are outlined in Section Sections B.4.9.1.2 and B.4.9.1.3 of this Plan. Preliminary refinements to the RNHS have been incorporated into this Plan through input from the South Milton Subwatershed Study. Official Plan.</u></p> <p><u>As per In accordance with Section B.4.9.3.12 of this Official Plan, refinements to the Natural Heritage System (NHS) including additions, deletions and/or boundary adjustments to the RNHS, may occur through an approval process under the Planning Act, without amendment to this Plan where they are supported by subsequent levels of environmental study including a Master Environmental Servicing Plan (either a MESP) a Development Area Environmental and Functional Servicing Study, ( a DAEFSS, Environmental Impact Studies or other applicable environmental study approved by the Town in consultation with Conservation Halton. , an EIA or equivalent study accepted by the Town and Region in consultation with the Conservation Authority."</u></p>	<p>To identify acronyms, update grammar, and update cross reference the Town's Official Plan. To address natural heritage system requirements, including that requisite studies must be accepted by Region and that refinements must occur through an approved <i>Planning Act</i> process in accordance with the Regional Official Plan Section 116.1 and the Town's Official Plan Section B.4.9.3.12.</p> <p><b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).</p>
63)	C.11.5.6	Is modified by deleting the words " <b>Natural Heritage System</b> " and adding the word " <b>NHS</b> " before the words "that limit".	To include acronym.
	<b>C.11.6</b>	<b>LAND USE POLICIES</b>	
64)	C.11.6	Is modified by adding the word " <b>Official</b> " before the word "Plan".	To clarify reference to the Town's Official Plan.

Region No.	Section No.	Modification	Explanation of Modification
65)	C.11.6.1	Is modified to read as follows:  “Residential densities are achieved at a Secondary Plan-wide level and calculated on net residential hectare basis. <del>Where the minimum standards are not proposed to be achieved with the initial development proposals, the applicant shall be required to submit an intensification plan in accordance with Section C.11.7.5.5.</del> ”	To remove text that does not address conformity requirements for minimum density.
66)	C.11.6.1.1 a)	Is modified by italicizing to the word “ <i>single detached dwellings</i> ” and further modified to read as follows:  “Low Density Residential uses consisting of low-rise residential uses such as <i>single detached dwellings</i> , semi-detached dwellings, and <del>street</del> townhouses, <del>excluding stacked and back-to-back townhouses</del> , in accordance with the policies of Section C.11.6.1.2.”	To italicize defined terms and provide clarity about permitted uses.
67)	C.11.6.1.1 b)	Is modified by italicizing the words “ <i>single detached dwellings</i> ” and further modified to read as follows:  “Medium Density Residential I uses consisting of low-rise residential units such as <i>single detached dwellings</i> , semi-detached dwellings, and townhouses <del>(i.e., stacked and back-to-back townhouses)</del> , where higher density forms of townhouses will be directed to arterial roads, in accordance with the policies of Sections B.3.2.3.1 and C.11.6.1.3; and,”	To italicize a defined term, make a word plural, and provide clarity about permitted uses.
68)	C.11.6.1.1 c)	Is modified by deleting the word “ <del>Section</del> ” and adding the word “ <del>Sections</del> ” before the word “B.3.2.3.2”.	To pluralize a word.
69)	C.11.6.1.2 a)	Is modified by italicizing the word “ <i>development</i> ”.	To italicize a defined term.
70)	C.11.6.1.2 b)	Is modified to read as follows:  “Height and Density Requirements  Notwithstanding Section B.3.2.2.a) of this <del>Official</del> Plan, the following requirements apply:  i) The housing mix is predominantly single-detached and semi-detached housing. To achieve 2031 population projections, a maximum of 20% <del>street</del> townhouses, <del>excluding stacked and back-to-back townhouses</del> , are permitted; and,  ii) A minimum density of 27 units per net hectare is required.”	To clarify reference to the Town’s Official Plan and provide clarity about permitted uses.
71)	C.11.6.1.3 a)	Is modified by italicizing the word “ <i>development</i> ”.	To italicize a defined term.

Region No.	Section No.	Modification	Explanation of Modification
72)	C.11.6.1.3 b)	Is modified by adding the word " <u>Official</u> " before the word "Plan".	To clarify reference to Milton Official Plan
73)	C.11.6.1.4 a)	Is modified by italicizing the word " <i>development</i> ".	To italicize a defined term.
74)	C.11.6.1.4 b)	Is modified as follows:  "Notwithstanding Section B.3.2.2.c) and B.3.2.3.4.2 of this <u>Official</u> Plan, the following requirement applies:  i) A minimum density of 60 units per net hectare and a maximum density of 120 units per net hectare is required."	To update policy cross-reference and clarify reference to the Town's Official Plan.
75)	C.11.6.2	Is modified by italicizing the words " <i>development</i> " and " <i>institutional uses</i> " and further modified to read as follows:  Mixed-use areas include higher-order mixed-use nodes that form focal points for surrounding residential neighbourhoods with pedestrian and transit-supportive <i>development</i> .  "Generally, the permitted uses include a range of residential, retail commercial, service, office, restaurant, civic, recreational, cultural, entertainment, and <i>institutional uses</i> . <del>Where the minimum standards are not proposed to be achieved with the initial development proposals, the applicant shall be required to submit an intensification plan in accordance with Section C.11.7.5.5."</del>	To italicize defined terms and remove text that does not address conformity requirements for minimum density.
76)	C.11.6.2.1	Is modified by italicizing the word " <i>development</i> " and further modified to read as follows:  "The Medium Density Mixed-Use designation on Schedule "C.11.C" is generally located at arterial and collector road intersections in proximity to Local Centres in order to optimize opportunities for access to local transit service, local serving retail commercial, and community uses.  <del>The</del> <u>In accordance with Section C.11.5.3, the</u> Medium Density Mixed-Use designation permits the following in a stand-alone or mixed-use building format:  a) Residential uses in accordance with the Medium Density Residential I designation, except single and semi-detached units shall not be permitted;  b) <u>Local Commercial Convenience Retail</u> uses in accordance with <del>Sections</del> <u>Section</u> B.3.4.4 of this <u>Official</u> Plan and the following:  i) <u>Local Commercial Convenience Retail</u> uses are generally small-scale	To italicize a defined term, to update terminology consistent with the Town's Official Plan, to update/metric system measurement, and identify policy cross-reference.

Region No.	Section No.	Modification	Explanation of Modification
		<p>retail commercial <i>development</i> up to approximately <del>4,500 m<sup>2</sup></del> <del>50,000ft<sup>2</sup></del> anchored by <del>convenience</del> retail commercial, pharmacy, financial institution, personal service uses, or small-scale community uses;</p> <p>ii) The size, location, and configuration of <del>Local Commercial Convenience Retail</del> <i>development</i> blocks shall be determined at the Tertiary Plan stage; and,</p> <p>c) <del>Local institutional</del> <i>Community</i> uses in accordance with Sections B.3.2.3.6, B.3.2.3.7, and C.11.6.3. “</p>	
77)	C.11.6.2.2	<p>Is modified to read as follows:</p> <p>“The Neighbourhood Centre Mixed-Use I designation <del>is identified</del> on Schedule “C.11.C” <del>is conceptual, except where bounded by existing major roads or the Natural Heritage System. The designation is</del> generally located at major arterial road intersections along Trafalgar Road to serve the surrounding community and optimize access to planned higher-order transit service. <del>The exact configuration shall be established in conformity with the policies of this Secondary Plan during the preparation of the Tertiary Plan as required in Section C.11.7.5.</del></p> <p>Neighbourhood Centre Mixed-Use I designation is intended to be developed at a lesser density than that of Neighbourhood Centre Mixed-Use II. The designation serves as a community focal point and should serve the retail commercial needs of the surrounding neighbourhood.</p> <p><del>The In accordance with Section C.11.5.4, the Neighbourhood Centre Mixed-Use I designation, is intended to provide a range and mix of uses within each Neighbourhood Centre and permits the following uses in a stand-alone or mixed-use building format.”</del></p>	To provide clarity about the intent of the Neighbourhood Centre Mixed-Use.
78)	C.11.6.2.2 a)	<p>Is modified to read as follows:</p> <p>“Residential uses <del>including mid-rise multiple attached residential units such as street townhouses, stacked townhouses, back-to-back townhouses, multiplexes and apartments in accordance with the Medium Density Residential II designation;”</del></p>	To clarify the permitted residential uses.
79)	C.11.6.2.2 b) i)	<p>Is modified by italicizing the word “<i>development</i>” and further modified to read as follows:</p> <p>“Neighbourhood <del>retail commercial</del> uses are <del>generally medium sized retail commercial developments (generally 9,000 to 14,000 m<sup>2</sup></del> <del>100,000 to 150,000</del></p>	To italicize a defined term, update terminology consistent with the Town's Official Plan, and update to metric system measurement.

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		<del>it</del> <sup>it</sup> anchored by a larger tenant such as a food store or pharmacy;”	
80)	C.11.6.2.2 b) ii)	Is modified by adding the word “ <u>Official</u> ” before the word “Plan” and by italicizing the word “ <i>development</i> ”.	To clarify reference to the Town’s Official Plan and to italicize a defined term.
81)	C.11.6.2.2 c)	Is modified by italicizing the words <i>institutional uses</i> ” and further modified to read as follows:  “ <u>Local institutional Community</u> uses in accordance with Sections B.3.2.3.6, B.3.2.3.7, and C.11.6.3; <u>and;</u> ”	To update term to be consistent with the Town’s Official Plan.
82)	C.11.6.2.2 d)	Is modified by adding the word “ <u>. and.</u> ” after the word “required”.	To update grammar.
83)	C.11.6.2.2 e) [New]	A new Section “e)” is added to read as follows: “ <u>The height of the buildings does not exceed 15 storeys.</u> ”	To establish maximum height.
84)	C.11.6.2.3	Is modified by italicizing the words “intensification” and further modified to read as follows:  “The Neighbourhood Centre Mixed-Use II designation <u>is identified</u> on Schedule “C.11. <del>B is conceptual, except where bounded by existing major roads or the Natural Heritage System. They are C.</del> ” <u>The designation</u> is generally located at major arterial road intersections along Trafalgar Road to serve the surrounding community and optimize access to planned higher-order transit service. <del>The exact configuration shall be established in conformity with the policies of this Secondary Plan during the preparation of the Tertiary Plan as required in Section C.11.7.6.</del>  Neighbourhood Centre Mixed-Use II designation is intended to be the focus of <i>intensification</i> within the Secondary Plan. The designation serves as a community focal point and should serve the retail commercial needs of the surrounding neighbourhood. It is the intent of this Secondary Plan that the lands within this designation are the focus of retail uses and in the longer term, higher density residential uses in a mixed-use setting. <del>Stand alone retail may be permitted only when contemplated as an interim use.</del>  <u>The In accordance with Section C.11.5.4, the Neighbourhood Centre Mixed-Use II designation, is intended to provide a range and mix of uses within each Neighbourhood Centre</u> and permits the following <u>uses</u> in a stand-alone or mixed-use building format:”	To provide clarity about the intent of the Neighbourhood Centre Mixed-Use II designation.
85)	C.11.6.2.3 a)	Is modified to read as follows:	To clarify the permitted residential uses.

Region No.	Section No.	Modification	Explanation of Modification
		"Residential uses <u>including multiple attached residential units such as street townhouses, stacked townhouses, back-to-back townhouses, multiplexes and apartments</u> uses in accordance with the Medium Density Residential II designation;"	
86)	C.11.6.2.3 b) i)	Is modified to read as follows: "Neighbourhood <u>commercial retail</u> uses are <u>generally</u> medium sized retail commercial developments ( <u>generally 9,000 to 14,000 m<sup>2</sup></u> <u>100,000 to 150,000 ft<sup>2</sup></u> ) anchored by a larger tenant such as a food store or pharmacy;"	To update terminology to be consistent with the Town's Official Plan and to update metric system measurement.
87)	C.11.6.2.3 b) ii)	Is modified by italicizing the word " <i>development</i> " and by adding the word " <u>Official</u> " before the word "Plan."	To italicize a defined term and clarify reference to the Town's Official Plan.
88)	C.11.6.2.3 c)	Is modified by italicizing the words " <i>institutional uses</i> " and further modified to read as follows: " <u>Local institutional</u> <u>Community</u> uses in accordance with Sections B.3.2.3.6, B.3.2.3.7, and C.11.6.3; <u>and</u> "	To update terminology to be consistent with The Town's Official Plan.
89)	C.11.6.2.3 d)	Is modified by adding the words " <u>: and</u> " after the word "required".	To update grammar.
90)	C.11.6.2.3 e) [New]	A new Section "e" is added to read as follows: " <u>The height of the buildings does not exceed 25 storeys.</u> "	To establish maximum height.
91)	C.11.6.3	Is modified to read as follows: "Notwithstanding the policies of Section B.2.5 <u>to the contrary of this Secondary Plan</u> , development of <i>Public Service Facilities</i> such as parks, greenspace, and schools identified on Schedule "C.11.C", as well as places of worship shall be subject to the <u>following</u> policies <u>of this subsection.</u> "	To update grammar and provide clarity about applicable sub-policies.
92)	C.11.6.3.1	Is modified by relocating the Section titled " <b>General Parks and Open Spaces</b> " in its entirety to a new Section "C.11.6.3.2" and by adding a new policy to Section "C.11.6.3.1" to read as follows: " <u>Schools, Libraries, Community Centres and Parks shall be co-located, where possible.</u> "	To relocate existing policy to C.11.6.3.2 and to add a new policy to the existing section numbered C.11.6.3.1.
93)	C.11.6.3.2	Is modified by relocating Section titled " <b>General Parks and Open Spaces</b> " to Section "C.11.6.3.2" and is further modified to read as follows:  "It is the goal of this Secondary Plan to create a desirable and high-quality parks and open space system through a mix of passive and active spaces that support the strategic objectives of the Town of Milton Community Services Master Plan. The intent	To clarify that Community Parks may not be required within the Trafalgar Secondary Plan area.

Region No.	Section No.	Modification	Explanation of Modification
		<p>is to provide for a variety of parks distributed throughout the Trafalgar corridor.</p> <p>Within the Trafalgar Secondary Plan, the parks and open space system consists of Greenspace, Park Type 1, Park Type 2, and a Trail Network (per Section C.11.4.2), as identified on Schedules "C.11.A" to "C.11.C". The parks and open space system also includes Village Squares.</p> <p>The locations of these elements are conceptual. The exact location and configuration may be modified without amendment to this <b>Official</b> Plan and established through the development of the Tertiary Plan, as required in Section C.11.7.5 of this Secondary Plan, and development approval process.</p> <p><del>Community Parks required to services residents are to be provided outside of the Trafalgar Secondary Plan."</del></p>	
94)	C.11.6.3.3 [Renumbered]	<p>Is modified by renumbering "C.11.6.3.2" to "C.11.6.3.3".</p> <p>And is modified by italicizing the words "<i>Planning Act, R.S.O. 1990, c.P.13</i>", "<i>Active transportation</i>" and "<i>buffers</i>", and is further modified to read as follows:</p> <p>"Parkland dedication shall be in accordance with the provisions outlined in this <b>Official</b> Plan and the <i>Planning Act, R.S.O. 1990, c.P.13</i>, as amended.</p> <p>The following shall not be counted towards parkland dedication:</p> <ul style="list-style-type: none"> <li>• Private outdoor amenity space including privately owned public spaces (POPS);</li> <li>• Landscape buffers and vistas;</li> <li>• <del>Natural Heritage System lands and associated Vegetation Protection Zones (VPZ);</del></li> <li>• <b>NHS</b>;</li> <li>• Greenspace lands;</li> <li>• <i>Active transportation</i> network lands (unless approved within a park);</li> <li>• Stormwater management lands and associated <i>buffers</i>; and,</li> <li>• Green roofs and sustainability features (unless approved within a park)." </li></ul>	To italicize legislation and defined terms, to clarify reference to the Town's Official Plan, and to identify acronym.
95)	C.11.6.3.4 [Renumbered]	Is modified by renumbering "C.11.6.3.3" to "C.11.6.3.4".	To renumber the section
96)	C.11.6.3.5 [Renumbered]	Is modified by renumbering "C.11.6.3.4" to "C.11.6.3.5".	To renumber the section



Region No.	Section No.	Modification	Explanation of Modification
97)	C.11.6.3.6 [Renumbered]	Is modified by renumbering “C.11.6.3.5” to “C.11.6.3.6”	To renumber the section
98)	C.11.6.3.7 [Renumbered]	Is modified by renumbering “C.11.6.3.6” to “C.11.6.3.7”, by italicizing the word “ <i>utility</i> ”, and further modified to read as follows:  “Greenspace lands are intended to provide open space <del>linkages</del> <u>connections</u> to <del>connect</del> the <del>Natural Heritage System</del> <u>NHS</u> , where appropriate; these may include <i>utility</i> rights-of-way.  Greenspaces are generally intended for passive recreational uses and to support the establishment of the Trail Network.”	To clarify that this is not referring to linkages that form part of the Natural Heritage System (NHS) as open space connections do not form part of the NHS.
99)	C.11.6.3.8 [Renumbered]	Is modified by renumbering “C.11.6.3.7” to “C.11.6.3.8”, by adding the word “Official” after the word “this” and before the word “Plan”, by replacing the words “ <del>Natural Heritage System</del> ” with the word “ <u>NHS</u> ”, and by italicizing the words “ <i>active transportation</i> ”.	To renumber the section, italicize defined term, update grammar, identify acronym, and clarify reference to the Town’s Official Plan.
100)	C.11.6.3.9 [Renumbered]	Is modified by renumbering “C.11.6.3.8” to “C.11.6.3.9” and by adding the word “ <u>Official</u> ” after the word “this”.	To renumber the section and clarify reference to the Town’s Official Plan.
101)	C.11.6.4 [Section title]	Is modified to by adding the acronym “ <u>(NHS)</u> ” after the words “ <b>NATURAL HERITAGE SYSTEM</b> ”	To identify acronym.
102)	C.11.6.4	Is modified by italicizing the words “ <i>ecological functions</i> ” and “ <i>Town</i> ”, and is further modified to read as follows:  “The <del>Natural Heritage System (NHS)</del> is to be integrated in settlement areas to preserve and enhance biological diversity and <i>ecological functions</i> . Within the Trafalgar Secondary Plan, the NHS <del>depicted on Schedules “C.11.A” to “C.11.D” reflects the Regional Natural Heritage System (RNHS) with preliminary refinements based on input from the South Milton Subwatershed Study and ROPA 38 Minutes of Settlement. Further refinements to the NHS including additions, deletions and/or boundary adjustments to the RNHS, may occur without amendment to this Plan where they are supported by subsequent levels of environmental study and approved by the Town in consultation with Conservation Halton is depicted on Schedules “C.11.A” to “C.11.D” and is designated in accordance with the policies of Section B.4.8 and B.4.9 of this Official Plan.</del>  <u>The lands within the NHS designation are a crucial part of the proposed NHS and open space system intended for the Milton Urban Area and shall be</u>	To italicize defined terms, identify acronym, and address natural heritage system requirements.  <b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).

Region No.	Section No.	Modification	Explanation of Modification
		<p><u>acquired by the Town in accordance with the policies of Section C.11.7.2.1 of this Secondary Plan.</u></p> <p><u>As per Section B.4.9.3.12 of this Official Plan, refinements to the NHS including additions, deletions and/or boundary adjustments, may occur through an approval process under the Planning Act where they are supported by either a SWS, MESP, a DAEFSS, EIA or equivalent study accepted by the Region. Refinements to the NHS will be in effect on the date of an approval under the Planning Act process."</u></p>	
103)	C.11.6.4.1	Is modified by deleting Section title " <b>Key Features</b> " and its content in its entirety.	To delete the section title and content.
104)	C.11.6.4.1 [Section title]	Is modified by relocating the Section titled " <b>Permitted Uses</b> " from "C.11.4.2" to "Section C.11.6.4.1"	To update section title and relocate content.
105)	C.11.6.4.1	<p>Is modified to read as follows:</p> <p><u>"The <del>Natural Heritage System</del> NHS designation on Schedules "C.11.A" to "C.11.D" permits the following uses subject to the policies of Sections B.4.8 and B.4.9 of this Official Plan. Notwithstanding, the following additional uses are permitted:</u></p> <p><u>a) Transportation and servicing in accordance with Section C.11.4.2 and C.11.4.3; and,</u></p> <p><u>b) Stormwater management facilities in accordance with Section C.11.4.3.2."</u></p>	To identify acronym, clarify reference to the Town's Official Plan, and to removing duplicative text.
106)	C.11.6.4.2 [Section title]	Is modified by relocating the Section titled " <b>Criteria for Buffers</b> " from "C.11.6.4.3" to "Section C.11.6.4.2"	To relocate section.
107)	C.11.6.4.2	<p>Is modified to add new policy to the existing Section number "C.11.6.4.2" to read as follows;</p> <p><u>"The NHS as shown on Schedules "C.11.A" to "C.11.D" includes buffers that that are an important component to the overall NHS and are required to protect Key Features and ecological functions by mitigating the impacts of proposed development or site alteration. Refinements to buffers may occur through a MESP, a DAEFSS, and/or an EIA or equivalent study, provided that these studies are accepted by the Town and Region and in accordance with C.11.6.4 of the Secondary Plan and B.4.9.3.12 of this Official Plan.</u></p> <p><u>The final buffer width is to be determined through a MESP, a DAEFSS, and/or an EIA or equivalent study, when additional information is available to determine the nature and scope of the abutting land uses, and sensitivity and significance of the Key Features, watercourses and their ecological functions. Consideration shall also be given to</u></p>	The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9), including an appropriate framework to address buffers. As such, this new policy is to address buffer requirements for the natural heritage system.

Region No.	Section No.	Modification	Explanation of Modification
		<p><u>additional mitigation opportunities such as fencing. In all cases, buffer widths must achieve the following objectives:</u></p> <ul style="list-style-type: none"> <li><u>Avoid negative impacts on key features and their ecological functions;</u></li> <li><u>Provide a high level of certainty that the buffer will function to preserve the biological diversity and ecological functions of Key Features, watercourses and the NHS for the long term; and</u></li> <li><u>Adhere to the relevant goals, objectives and policies of the NHS in the Secondary Plan, Regional Official Plan and relevant Provincial policies to the satisfaction of the Town and Region, in consultation with the Conservation Authority. ”</u></li> </ul>	
108)	C.11.6.4.3 [Section title]	Is modified by changing Section title from “ <b>Criteria for Buffers</b> ” to “ <b>Linkages</b> ” and deleting content under “ <b>Criteria for Buffers</b> ” in its entirety.	To relocate the section.
109)	C.11.6.4.3	<p>Is modified to add a new policy titled “<b>Linkages</b>” to the existing Section number “C.11.6.4.3” to read as follows:</p> <p><u>“The NHS as shown on Schedules “C.11.A” to “C.11.D” includes Linkages that are intended to provide connectivity supporting the ecological functions related to the long term movement of plants and animals between Key Features and provide an important contribution to the long term sustainability of the NHS.</u></p> <p><u>Linkages, both those identified on Schedules “C.11.A” to “C.11.D” and unmapped linkages discussed in the SWS, shall be further studied and explored through the MESP and must achieve the relevant goals, objectives and policies of the NHS in this Plan, the Official Plan and the Regional Official Plan. The extent and location of the linkage can be assessed through the MESP in the context of both the scale of the abutting land use and the ecological functions they contribute to the NHS. The linkage shall be designed to support a range of community and ecosystem processes enabling plants and animals to move between Key Features over multiple generations. Refinements to identified Linkages may occur through the MESP provided that the study is accepted by the Town and Region and in accordance with C.11.6.4 of the Secondary Plan and B.4.9.3.12 of this Official Plan.</u></p> <p><u>Buffers shall generally be provided in accordance with the following:</u></p>	<p>The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9), including an appropriate framework to address linkages. As such, this modification is to add a new policy to address natural heritage system requirements for linkages.</p>

Region No.	Section No.	Modification	Explanation of Modification
		<p>a) Watercourse Corridors: 10 metres from the greatest hazard (Regional Storm flood plain or stable top of bank);</p> <p>b) Woodlots: 10 metres from the drip line; and,</p> <p>c) Wetlands:</p> <p>i) 30 metres from the boundary of all Provincially Significant Wetlands of any size; and,</p> <p>ii) 15 metres from the boundary of all other wetlands.</p> <p>Reduced or additional buffer requirements may be determined as part of the Subwatershed Study, Master Environmental Servicing Plan (MESP), Development Area Environmental Functional Servicing Study (DAEFSS), Environmental Impact Studies or other applicable environmental study as part of the development process and implemented without amendment to this Secondary Plan, subject to the completion and Council endorsement of a Tertiary Plan."</p>	
110)	C.11.6.4.4 [Section title]	Is modified by deleting Section title " <del>Natural Heritage System Policies</del> " and text in its entirety. A new Section titled " <b>Enhancements to Key Features</b> " is added to the existing Section number.	To remove section title and text.
111)	C.11.6.4.4	<p>Is modified by adding a new policy titled "<b>Enhancements to Key Features</b>" to the existing Section number "C.11.6.4.4" to read as follows:</p> <p><u>"The NHS as shown on Schedules "C.11.A" to "C.11.D" includes <b>Enhancements to the Key Features</b> that are either ecologically supporting areas adjacent to individual Key Natural Features or measures internal to individual <b>Key Features</b> that increase the ecological resilience and function of those <b>Key Features</b>.</u></p> <p><u><b>Enhancements to the Key Features</b> shall be further studied and explored through the <i>MESP</i> and must achieve the relevant goals, objectives and policies of the NHS in this Plan, the Official Plan, and the Regional Official Plan. Additional opportunities for enhancements, both within and adjacent to <b>Key Features</b> may be identified through the <i>MESP</i>. Refinements to <b>Enhancements to the Key Features</b> identified on Schedules "C.11.A" to "C.11.D" may occur through the <i>MESP</i> provided that the study is accepted by the Town and Region and in accordance with C.11.6.4 of the Secondary Plan and B.4.9.3.12 of this Official Plan.</u></p> <p><u>The final <b>Enhancements to the Key Features</b>, linkages and buffers, are to be identified through the <i>MESP</i> prepared to the satisfaction of the Town and</u></p>	The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9), including an appropriate framework to address enhancements to key features. As such, this modification is to add a new policy to address natural heritage system requirements for enhancement areas.

Region No.	Section No.	Modification	Explanation of Modification
		<u>Region, in consultation with the Conservation Authority, and implemented through the plan of subdivision."</u>	
112)	C.11.6.5	<p>Is modified by italicizing the words "<i>agricultural uses</i>", "<i>development</i>", "<i>prime agricultural lands</i>", "<i>agricultural operations</i>", and "<i>Minimum Distance Separation Formulae</i>", and further modified to read as follows:</p> <p>"Within the Trafalgar Secondary Plan, <i>agricultural uses</i> are permitted as interim uses until the lands are developed in accordance with the policies of this Secondary Plan. Where feasible, <i>development</i> should be <del>phases</del> <u>staged</u> through the Tertiary Plan <del>process</del> to maintain <i>prime agricultural lands</i> and associated operations as interim uses. An Agricultural Impact Assessment on potential impact of urban <i>development</i> on existing <i>agricultural operations</i>, <u>within the Trafalgar Secondary Plan area</u>, including the requirement for compliance with <i>Minimum Distance Separation formulae</i>, does not apply <del>within the Trafalgar Secondary Plan</del>.</p> <p><u>In accordance with Section B.4.4.3.2 of this Official Plan, where <i>agricultural operations</i> are outside of the Trafalgar Secondary Plan area, an AIA may be required to determine the potential impact of urban <i>development</i> on existing <i>agricultural operations</i>."</u></p>	To clarify agricultural requirements. To ensure that potential impacts to the agricultural area are addressed and minimized.
	<b>C.11.7</b>	<b>IMPLEMENTATION</b>	
113)	C.11.7	Is modified by adding the word " <u>Official</u> " after the word "this" and before the word "Plan".	To clarify reference to the Town's Official Plan.
114)	C.11.7.1.1	<p>Is modified by italicizing the words "<i>development</i>" and "<i>infrastructure</i>", relocating all text after "It is the intent of this Secondary Plan" up until the end of sub "d)" to Section "C.11.7.1.2", and further modified to read as follows:</p> <p>"<i>Development</i> in the Trafalgar Secondary Plan shall proceed in multiple phases, <del>conceptually</del> shown on Schedule "C.11.D". The Phases are generally consistent with the estimated delivery of <u>water and wastewater</u> servicing <i>infrastructure</i>. <i>Development</i> Stages within each Phase shall be <del>delineated</del> <u>detailed</u> within the Tertiary Plan. <del>process, where the boundaries of Phases and Stages may be refined without amendment to this Secondary Plan. It is the intent of this Secondary Plan that the sequencing of growth is controlled through the Tertiary Plan process to ensure that within each phase:</del></p>	To italicize defined terms and clarify development phasing requirements for water and wastewater servicing infrastructure.
115)	C.11.7.1.2	Is modified by relocating a portion of Section "C.11.7.1.1" to Section "C.11.7.1.2", by italicizing the	To relocate text, italicize text, and clarify requirements for

Region No.	Section No.	Modification	Explanation of Modification
		<p>words “<i>infrastructure</i>”, “<i>development</i>”, and “<i>Town</i>”, and is modified to read as follows:</p> <p>“It is the intent of this Secondary Plan that the sequencing of growth is controlled through the Tertiary Plan process to ensure that within each phase:</p> <p>a) There is availability and efficient use of public <i>infrastructure</i> and services, where each Development Stage shall be delineated to result in the population (generally 8,000 people) required to support a school and park(s);</p> <p>b) <i>Development</i> proceeds in a manner that is supportive of transit services;</p> <p><u>c) The staging of development in the Trafalgar Secondary Plan occurs in a manner that supports timing and availability of planned water, wastewater infrastructure in accordance with the Region's Water and Wastewater Master Plan, the Development Charges Background Study, and the Region's Financing Policies for Growth Infrastructure;</u></p> <p><del>e-d)</del> Services and required <i>infrastructure</i> are provided as part of each Stage in a fiscally responsible manner consistent with the objectives of this Secondary Plan, in accordance with all applicable legislation and which does not impose a financial burden on the <del>Town of Milton</del> <u>or the Region</u> beyond that planned for and approved by Council; <del>and</del></p> <p><del>d) e)</del> The progression of <i>development</i> will follow a logical sequence generally north to south and shall be staged to ensure the creation of complete neighbourhoods, minimizing the extent to which future residents are exposed to construction; <del>and</del>.</p> <p><u>f) There is an appropriate range and mix of housing types, including affordable housing, to achieve the targets of this Secondary Plan.”</u></p>	<p>staging of development and housing provision.</p>
116)	C.11.7.1.3 [Renumbered]	Is modified by renumbering “C.11.7.1. <del>2</del> ” to “C.11.7.1. <u>3</u> ”	To renumber the section.
117)	C.11.7.1.3 a)	Is modified by italicizing the word “ <i>Town</i> ”.	To italicize a defined term.
118)	C.11.7.1.3 b)	<p>Is modified to read as follows:</p> <p><del>“Municipal</del> <u>Regional municipal</u> water and wastewater services are extended to the lands in the subject <del>Phase or</del> Stage and adequate <u>local water and wastewater</u> servicing <del>is has been</del> confirmed <u>by the Region</u>.”</p>	To clarify water and wastewater servicing requirements.

Region No.	Section No.	Modification	Explanation of Modification
119)	C.11.7.1.3 c)	Is modified by italicizing the words “ <i>Town</i> ” and “ <i>active transportation</i> ”.	To italicize defined terms.
120)	C.11.7.1.3 d)	Is modified by italicizing the word “ <i>Town</i> ” and deleting the words “ <del>of Milton</del> ”.	To italicize and clarify a defined term, consistent with Milton’s Official Plan.
121)	C.11.7.1.3 e)	Is modified by italicizing the word “ <i>Town</i> ”.	To italicize a defined term.
122)	C.11.7.1.3 f)	Is modified by italicizing the words “ <i>Town</i> ” and “ <i>Region</i> ”, and by adding the word “ <u>Official</u> ” after the word “this”.	To clarify reference to Milton’s Official Plan.
123)	C.11.7.1.3 g)	Is modified by italicizing the words “ <i>Town</i> ” and “ <i>Region</i> ”.	To italicize defined terms.
124)	C.11.7.1.3 h)	Is modified by italicizing the words “ <i>Town</i> ” and “ <i>Region</i> ”, and by deleting the words “ <del>of Halton</del> ”.	To italicize and clarify defined terms, consistent with Milton’s Official Plan.
125)	C.11.7.1.4 [Renumbered]	Is modified by renumbering “C.11.7.1.3” to “C.11.7.1.4”.	To renumber the section.
126)	C.11.7.1.4 a)	Is modified by italicizing the word “ <i>infrastructure</i> ” and by deleting the word “ <del>and</del> ” after the word “levels”.	To italicize a defined term and delete a word.
127)	C.11.7.1.4 b)	Is modified by relocating Section “C.11.7.1.4 b)” to Section “C.11.7.1.4c)” and by adding a new Section “b)” to read as follows:  “ <u>Notwithstanding the phasing policies above, in no case will one owner or group of owners be permitted to unreasonably delay the normal progression of residential growth. Where unreasonable delay is occurring in Phase 1 as determined at the Town’s sole discretion, applications may be accepted in Phase 2 if it is demonstrated, to the satisfaction of the Town and in consultation with the Region, that there are no negative impacts on the Town or Region, including from land use planning, infrastructure, financial impact perspectives and the Regional Allocation Program.</u> ”	To address development staging as it pertains to the Tertiary Plan.
128)	C.11.7.1.4 c)	Is modified by italicizing the words “ <i>Town</i> ”, “ <i>development</i> ”, “ <i>negative impacts</i> ”, “ <i>Region</i> ”, and “ <i>infrastructure</i> ”, and further modified to read as follows:  “ <u>The Town Council</u> may, at its sole discretion, determine to accept and approve an application for <i>development</i> in subsequent stages, notwithstanding Section C.11.7.1.23.a), if it is determined by Council that the <i>development</i> for which such application is made is in accordance with the general purpose and intent of this Secondary Plan and if it is demonstrated, to the satisfaction of Council and in consultation with the <i>Region</i> , that there are no	To italicize defined terms and update cross-reference.



Region No.	Section No.	Modification	Explanation of Modification
		<i>negative impacts</i> on the <i>Town</i> or <i>Region</i> , including from land use planning, <i>infrastructure</i> , financial impact perspectives and the Regional Allocation Program.”	
129)	C.11.7.1.5 [Renumbered]	Is modified by renumbering “C.11.7.1.4” to “C.11.7.1.5” and by italicizing the word “ <i>Town</i> ”.	To renumber section.
130)	C.11.7.1.6 [Renumbered]	Is modified by renumbering “C.11.7.1.5” to “C.11.7.1.6” and by italicizing the words “ <i>development</i> ”.	To renumber section.
131)	C.11.7.1.6 a)	Is modified by italicizing the words “ <i>development</i> ” and “ <i>Town</i> ”.	To italicize defined terms.
132)	C.11.7.1.6 b)	Is modified by italicizing the words “ <i>development</i> ” and “ <i>infrastructure</i> ”.	To italicize defined terms.
133)	C.11.7.1.6 c)	Is modified by italicizing the words “ <i>Region</i> ” and deleting the words “ <del>of Halton</del> ” after the word “ <i>Region</i> ”.	To italicize and clarify a defined term.
134)	C.11.7.1.6 d)	Is modified by italicizing the word “ <i>Town</i> ” and deleting the words “ <del>of Milton</del> ” after the word “ <i>Town</i> ”.	To italicize and clarify a defined term.
135)	C.11.7.1.6 e)	Is modified by italicizing the word “ <i>Town</i> ”.	To italicize a defined term.
136)	C.11.7.1.6 f)	Is modified to read as follows:  “An Area Servicing Plan for the Trafalgar Secondary Plan has been <del>prepared</del> <b>completed</b> to the satisfaction of the <i>Region of Halton</i> .”	To provide clarity.
137)	C.11.7.1.6 g)	A new Section “g)” is added to read as follows:  “ <b><i>Development staging has been established as part of the Tertiary Plan process.</i></b> ”	To add a new section.
138)	C.11.7.1.6 h) [Renumbered]	Is modified by renumbering “C.11.7.1.6 g)” to “C.11.7.1.6 h)” by italicizing the word “ <i>Town</i> ”, and further modified to read as follows:  “The applicable Tertiary Plan has been endorsed by <i>Town of Milton</i> Council <b><i>and is consistent with this Secondary Plan.</i></b> ”	To renumber the section and provide clarity.
139)	C.11.7.1.6 i) [Renumbered]	Is modified by renumbering “C.11.7.1.6 h)” to “C.11.7.1.6 i)”, by italicizing the words “ <i>MESP</i> ”, “ <i>DAEFSS</i> ”, “ <i>Town</i> ”, “ <i>Region</i> ”, and “ <i>Conservation Authority</i> ”, and further modified to read as follows:  “The Air Quality Assessment, Area Servicing Plan, <del>Subwatershed Study</del> <b><i>SWS</i></b> , <del>Master Environmental Servicing Plan ( MESP)</del> and <del>Development Area Environmental Functional Servicing Study (DAEFSS)</del> or other applicable environmental study have been <b><i>completed approved</i></b> to the satisfaction of the <i>Town</i>	To italicize defined terms and provide clarity.  <b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar

Region No.	Section No.	Modification	Explanation of Modification
		of Milton and the Region of Halton, and in consultation with <u>based on technical input from the Conservation Authority Halton</u> ,”	Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).
140)	C.11.7.1.6 j) [Renumbered]	Is modified by renumbering “C.11.7.1.6 j)” to “C.11.7.1.6 j)”, by italicizing the words “Town”, “Region”, and “built”, and further modified to read as follows:  “The <del>Town of Milton</del> may institute <u>will establish</u> a monitoring program, in consultation with <del>Halton the Region</del> , to track and report on the status of <i>built</i> Single Detached Equivalent units on an annual basis; <u>and</u> ”	To address monitoring requirements.
141)	C.11.7.1.6 k) [New]	A new Section “ <u>k</u> ” is added to read as follows:  “ <u>To facilitate the development of an effective local road network the Town and/or Region may require multiple landowners in the Secondary Plan Area to enter into an agreement or agreements amongst themselves or with the Town to address matters including, but not limited to, the provision of collector roads to access the arterial road network; and,</u> ”	To add a new section.
142)	C.11.7.1.6 l) [Renumbered]	Is modified by relocating “C.11.7.1.6 j)” to “C.11.7.1.6 l)” and further modified by italicizing the word “Town” and deleting the words “of Milton” after the word “Town”.	To relocate policy and italicize and clarify a defined term.
143)	C.11.7.1.7 [Renumbered]	Is modified by renumbering “C.11.7.1.6” to “C.11.7.1.7”, by deleting the word “of Milton”, and by italicizing the words “Town” and “policy”.	To renumber policy and italicize and clarify defined terms.
144)	C.11.7.1.7 i)	Is modified by italicizing the word “ <i>development</i> ”.	To italicize a defined term.
145)	C.11.7.1.7 iii)	Is modified by italicizing the word “ <i>infrastructure</i> ”.	To italicize a defined term.
146)	C.11.7.1.7 iv)	Is modified to read as follows:  “Shall proceed in sequential Phases <del>and Stages</del> , <del>conceptually</del> shown on Schedule “C.11.D”, <del>as may</del> . <u>Development Stages within each phase shall be refined</u> detailed through the Tertiary Plan <del>process</del> <u>and in accordance with</u> the policies of Section C.11.7.1 of this Secondary Plan; and,”	To clarify phasing, and development stages.
147)	C.11.7.1.7 v)	Is modified by italicizing the words “ <i>development</i> ” and “ <i>infrastructure</i> ”.	To italicize defined terms.
	<b>C.11.7.2</b>	<b>PARKLAND DEDICATION, OTHER INFRASTRUCTURE AND UTILITIES</b>	
148)	C.11.7.2	Is modified by changing the word “ <del>affected</del> ” to “ <u>effected</u> ”.	To update terminology.

Region No.	Section No.	Modification	Explanation of Modification
149)	C.11.7.2 a)	Is modified by italicizing the word “Town” and by deleting the words “of Milton” after the word “Town”.	To italicize and clarify a defined term.
150)	C.11.7.2 c)	Is modified by italicizing the words “Town” and “Conservation Authority”, and further modified to read as follows:  “Lands designated <del>Natural Heritage System NHS</del> , as they may be refined through <del>the Tertiary Plan, subdivision plan and/or site plan approval</del> <u>a Planning Act</u> process <u>in accordance with Section C.11.6.4</u> , have been dedicated to the Town, or to <del>the Conservation Halton Authority</del> if so, directed by the Town;”	To cross reference policy, italicize defined terms, and clarify process.
151)	C.11.7.2 d)	Is modified by italicizing the word “Town”.	To italicize a defined term.
152)	C.11.7.2 e)	Is modified by italicizing the words “utility”, “easements” and “Town”.	To italicize defined terms.
	<b>C.11.7.3</b>	<b>ZONING BY-LAW</b>	
153)	C.11.7.3	Is modified by italicizing the word “Town”, and by adding the word “Official” after the word “this” and before the word “Plan”.	To italicize defined term and clarify reference to Milton’s Official Plan.
	<b>C.11.7.4</b>	<b>CONSENTS</b>	
154)	C.11.7.4	Is modified by adding the word “Official” after the words “Section B.5.7 of this” and before the word “Plan”.	To clarify reference to Milton’s Official Plan.
	<b>C.11.7.5</b>	<b>COMPLETE APPLICATION REQUIREMENTS</b>	
155)	C.11.7.5	Is modified by italicizing the word “policy”.	To italicize a defined term.
156)	C.11.7.5.1 a)	Is modified by italicizing the words “Town” and “Conservation Authority”, and further modified to read as follows:  “The Town of Milton has completed a <del>Subwatershed Study</del> <u>SWS accepted by the Region</u> in consultation with <del>the Conservation Authority Halton and the Region of Halton</del> ,”	To clarify the Region’s approval role.  <b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).

Region No.	Section No.	Modification	Explanation of Modification
157)	C.11.7.5.1 b)	Is modified by deleting text under “C.11.7.5.1 b)” in its entirety.	To remove the section text.
158)	C.11.7.5.1 c)	Is modified by deleting text under “C.11.7.5.1 c)” in its entirety.	To remove the section text.
159)	C.11.7.5.1 b) [renumbered]	Is modified by renumbering Section “ <del>e)</del> ” to “ <u>b)</u> ”, by italicizing the words “ <i>Town</i> ” and “ <i>Conservation Authority</i> ”, and is further modified to read as follows:  “The <del>Town of Milton</del> has <del>prepared</del> <u>completed</u> a <del>Master Environmental Servicing Plan (MESP)</del> <u>accepted by the Region</u> in consultation with <del>the Conservation Authority Halton and the Region of Halton</del> ,”	To renumber the section and clarify that MESP should be accepted by the Region given that it is informed by the SWS (which hasn’t been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1, and 145(9)) and also guides subsequent level of environmental analysis.
160)	C.11.7.5.1 c) [renumbered]	Is modified by renumbering Section “ <del>e)</del> ” to “ <u>c)</u> ”, by italicizing the word “ <i>infrastructure</i> ”, and is further modified to read as follows:  “Phases 1 and 2 of the Municipal Class <del>Environmental Assessment (EA)</del> have been completed for road and <i>infrastructure</i> works within the Secondary Plan area; and,”	To renumber the section and remove text.
161)	C.11.7.5.1 d) [renumbered]	Is modified by renumbering Section “ <del>f)</del> ” to “ <u>d)</u> ”.	To renumber the section.
162)	C.11.7.5.2	Is modified by italicizing the words “ <i>Town</i> ”, “ <i>Region</i> ”, and “ <i>MESP</i> ” and further modified to read as follows:  “Prior to making of any application for draft plan approval, a Tertiary Plan shall be prepared <u>in consultation with applicable agencies</u> and <u>to the satisfaction of the Town and Region</u> submitted in accordance with the policies of Sections B.5.4.3.6 and B.5.4.3.7 of this <u>Official</u> Plan and endorsed by Council. Prior to draft approval, a Draft Plan of Subdivision shall be prepared <u>generally</u> in accordance with the <u>Secondary Plan and</u> Tertiary Plan or be supported by justification for changes to the Tertiary Plan satisfactory to the <u>Town and Region</u> . <u>In accordance with Town requirements, a</u> Tertiary Plan shall be prepared in conjunction with the required <del>Master Environmental Servicing Plan (MESP)</del> . The Tertiary Plan for lands in the Trafalgar Secondary Plan shall address and demonstrate:”	To italicize defined terms, highlight agencies’ roles in the preparation of the Tertiary Plan, and to update grammar.
163)	C.11.7.5.2 a)	Is modified to read as follows:  “The <del>sequencing of Phases and Development Stages conceptually within each Phase, as outlined in Schedule “C.11.D” which may be revised without an amendment to this Plan, including estimate of the population, breakdown of anticipated</del> dwellings by	To clarify what development stages encompasses, including affordable housing and population. To update to metric system to be consistent with the Town’s Official Plan.

Region No.	Section No.	Modification	Explanation of Modification
		type <u>including affordable housing</u> , non-residential <del>square footage</del> <u>uses by area and type and the associated population</u> and employment that could occur for each phase;"	
164)	C.11.7.5.2 c)	Is modified to read as follows:  "The potential location of, <u>libraries, community centres, emergency services and</u> two (2) places of worship;"	To address determination of the potential location of libraries, community centres, and emergency services.
165)	C.11.7.5.2 e)	Is modified by italicizing the word " <i>development</i> ", and further modified to read as follows:  " <u>A detailed Road Network Assessment is to be completed to the Town and Region's satisfaction in accordance with an approved Terms of Reference in order to assess impacts on the Regional transportation and local road network and confirm if additional transportation infrastructure is required to support each stage of <i>development</i> in the Trafalgar Secondary Plan area and adjacent Secondary Plan areas. At a minimum, the detailed Road Network Assessment must:</u>  i) <u>A <del>Assess the</del> conceptual <u>local</u> road network and <del>assessment</del> including the location, configuration, width and alignment of <u>public collector</u> roads, <u>addressing the requirements of the EA process; and a high-level traffic modelling to provide arterial road intersection improvements commensurate with phasing or staging of <i>development</i>.</u>"</u>  ii) <u>Include a detailed traffic analysis at the intersection level to confirm transportation infrastructure requirements to accommodate each phase or stage of <i>development</i>.</u>  iii) <u>Provide a coordinated Staging and Monitoring Plan to ensure that Regional roads, function efficiently as major routes through the Secondary Plan;</u>  iv) <u>Develop an Access Management Strategy to the satisfaction of the Town and Region as a part of the Staging and Monitoring Plan in conformity with the Secondary Plan and the Regional Access Management Guideline and By-law 32-17; and</u>  v) <u>Assess and recommend interim and ultimate intersection configurations based on traffic volume forecasts at collector and arterial road intersections as part of the Staging and Monitoring Plan.</u> "	To clarify transportation planning requirements for the Road Network Assessment/Tertiary Plan Transportation Study that will refine the level of analysis, reassess the recommendations, and confirm if additional transportation infrastructure is required to support development in the Secondary Plan area.
166)	C.11.7.5.2 f)	Is modified by italicizing the words " <i>active transportation</i> " and further modified to read as follows:	To clarify that the active transportation system

Region No.	Section No.	Modification	Explanation of Modification
		"The <del>off road</del> <u>active transportation</u> system (including <u>off-road</u> trails and pathways);"	encompasses more than just off-road trails.
167)	C.11.7.5.2 g)	Is modified by italicizing the word " <i>Town</i> " deleting the words " <del>of Milton</del> " after the word " <i>Town</i> ".	To italicize and clarify a defined term.
168)	C.11.7.5.2 h)	Is modified to read as follows:  "The boundaries <del>and any refinements to the land use designations</del> of <u>the Local Centres and Neighbourhood in accordance with</u> this Secondary Plan;"	To clarify that land use designations cannot be refined through the Tertiary Plan.
169)	C.11.7.5.2 i)	Is modified to read as follows:  " <u>The outcomes and recommendations of the SWS and MESP that are to be implemented in accordance with policy B.4.8 and B.4.9 of this Official Plan and in accordance with</u> <del>Any refinements to the Natural Heritage System based on the studies and policies of</del> this Secondary Plan;"	To clarify that refinements must occur through an approved <i>Planning Act</i> process in accordance with the Town's Official Plan.  <b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).
170)	C.11.7.5.2 j)	Is modified to read as follows:  " <del>Regard for</del> <u>Consistency with</u> the <del>Agerton &amp; Trafalgar Secondary Plans Urban Design Guidelines including addressing the relationship of development to</del> <u>Regional roads</u> ; and,"	To clarify reference to Secondary Plan and to remove reference to Regional roads.
171)	C.11.7.5.2 k)	Is modified to read as follows:  "Any requirements and/or recommendations resulting from the studies <del>identified in C.11.7.5.1</del> <u>prepared in support of this Secondary Plan.</u> "	To account for study requirements.
172)	C.11.7.5.3	Is modified by relocating text under Section "C.11.7.5.3" to Section "C.11.7.5.4", and is further modified to by adding a new policy to read as follows:  " <u>The MESP shall provide direction for the preparation of the Tertiary Plan and is to build upon guidance and insight provided in the SWS and to address outstanding subwatershed-level analysis for the</u>	To provide policy guidance and requirements for the <i>MESP</i> .  <b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9).

Region No.	Section No.	Modification	Explanation of Modification
		<u>Trafalgar Secondary Plan. The Terms of Reference for the MESP is to be accepted by the Town and the Region, in consultation with the Conservation Authority. The final report is to be accepted by the Town and Region, in consultation with the Conservation Authority."</u>	Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).
173)	C.11.7.5.4	Is modified by relocating text under Section "C.11.7.5.3" to Section "C.11.7.5.4", by italicizing the word "DAEFSS" and further modified to read as follows:  <del>"Development Area Environmental Functional Servicing Studies (DAEFSS)</del> shall be a required prerequisite to the granting of draft plan approval and shall be prepared generally on a drainage area basis. <u>The Terms of Reference for the DAEFSS is to be accepted by the Town and the Region, in consultation with the Conservation Authority. The final report is to be accepted by the Town and Region, in consultation with the Conservation Authority."</u>	To provide policy guidance and requirements for the DAEFSS.  <b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).
174)	C.11.7.5.5	Is modified by deleting the following text in its entirety:  <del>"Where the minimum standards are not proposed to be achieved with the initial development proposals, the applicant shall be required to submit an intensification plan prior to site plan approval demonstrating how the ultimate density and other objectives for the site can be achieved. To the satisfaction of the Town of Milton, the intensification plan shall address: a) The provision of local roads and small blocks; b) The means to achieve a safe pedestrian and transit friendly streetscape with the initial uses; c) The siting and orientation of buildings within the block and to the street for the initial development and longer term intensification; d) The siting and orientation of parking for the initial development and changes to parking to accommodate the intensification process; and, e) The ability to achieve both short term and longer term intensification, the former potentially through intensification around initial buildings or reserved sites and the latter through possible redevelopment of the initial buildings themselves."</del>	To remove text.

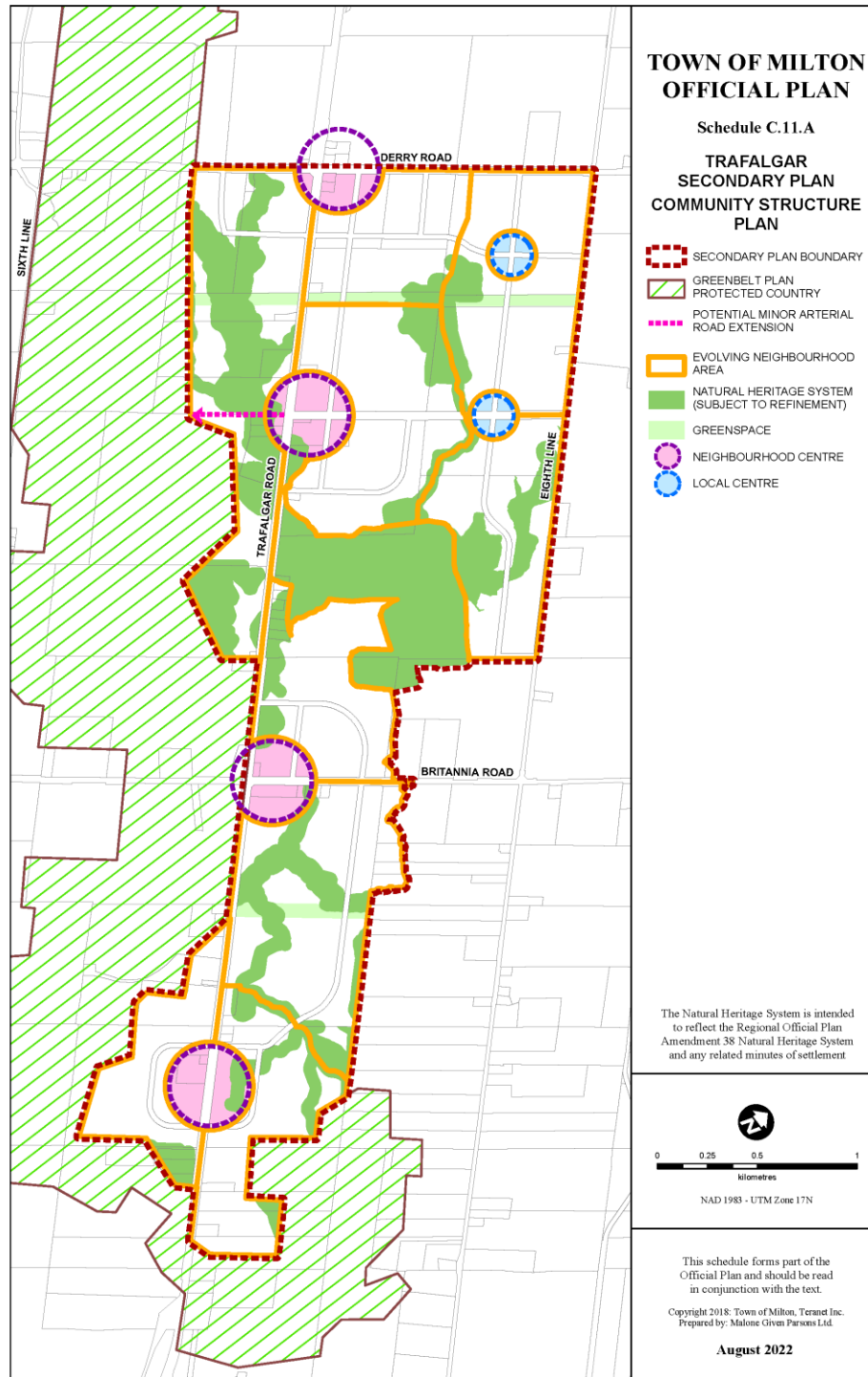


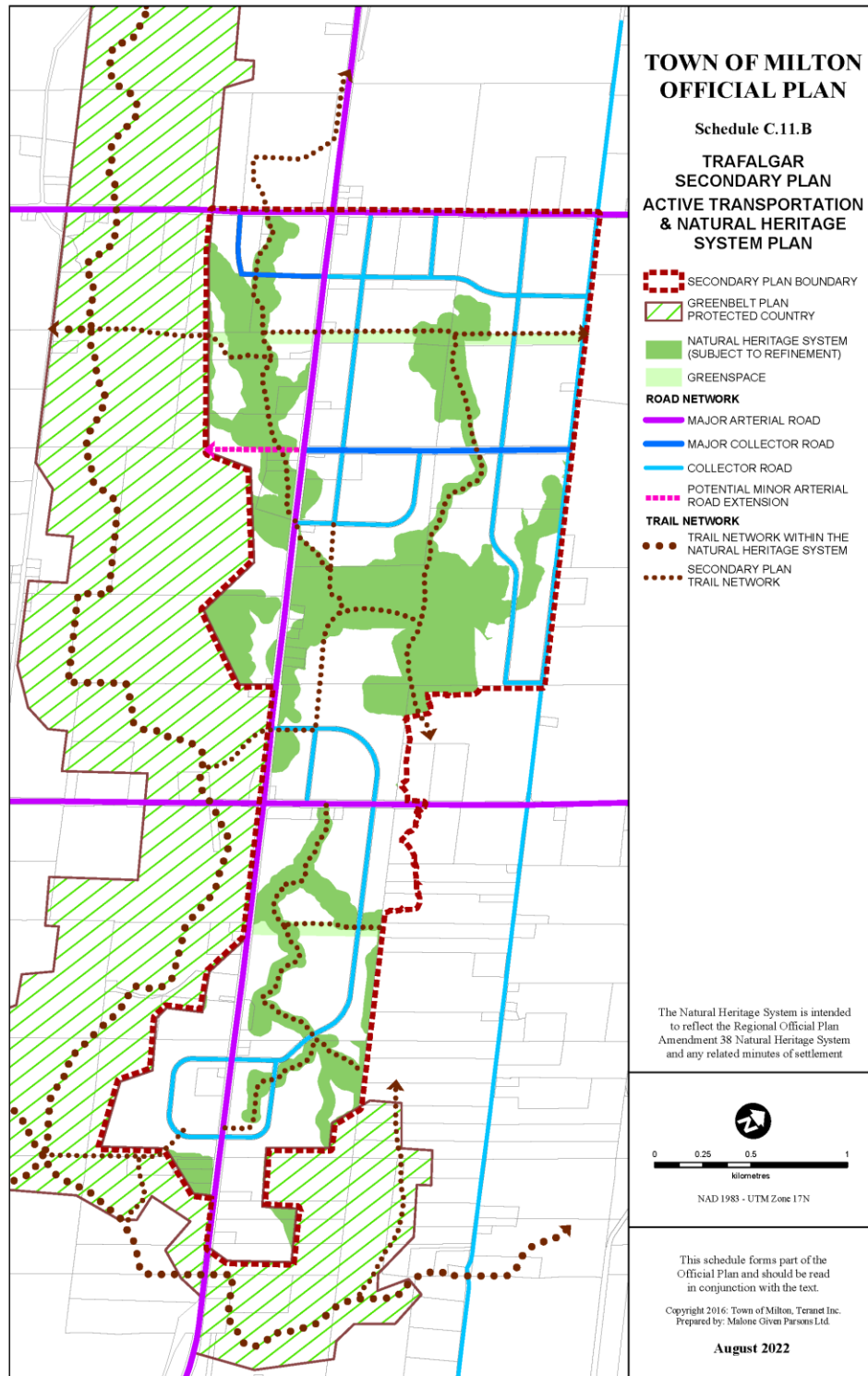
Region No.	Section No.	Modification	Explanation of Modification
175)	C.11.7.5.5	Is modified by relocating text under Section C.11.7.5.4 to Section C.11.7.5.5, and by italicizing the word “ <i>development</i> ”, to read as follows:  “Prior to site plan approval, an Urban Design Plan shall be prepared for Neighbourhood Centres which may include building massing and plans which demonstrate the integration of uses within these areas as well as appropriate transitions along their interface with planned adjacent lower density <i>development</i> .”	To address urban design requirements.
	<b>C.11.7.6</b>	<b>ROADS ENVIRONMENTAL ASSESSMENT</b>	
176)	C.11.7.6	Is modified to read as follows:  “The location and <u>general</u> alignment of <u>roadways</u> <u>new collector roads</u> as illustrated on the Schedules to this Secondary Plan are <u>conceptual and subject to study as may be required by the Town or Region approximate</u> . All roadway and driveway spacing shall conform to standard roadway engineering practices ( <u>including the Region’s Access Management Guidelines and By-law for Regional roads</u> ) and is to be approved by the respective roadway jurisdiction.  <u>Transportation infrastructure shown on the Schedules attached to the Trafalgar Secondary Plan may be subject to Environmental Assessments at both Regional and Town levels, recognizing that this</u> <u>This Secondary Plan and concurrent Municipal Class Environmental Assessment (Municipal Class EA)</u> satisfy Phases 1 and 2 of the EA processes <u>for collector roads</u> . The proposed locations of <u>transportation infrastructure collector roads</u> will only be finally determined upon completion of any required <u>Environmental Assessments or through a comprehensive subdivision review future Phase of the EA process which will examine, among other issues, minimizing impacts on the Natural Heritage System and open space system.</u>  <u>For Regional roads, Halton Region establishes road related infrastructure improvements outside the Secondary Plan Process through the Municipal Class Environmental Assessment Process, including the Regional Transportation Master Plan and subsequent Municipal Class EA Studies.”</u>	To address study requirements for collector roads and Regional roads.
	<b>C.11.8</b>	<b>INTERPRETATION</b>	
177)	C.11.8	Is modified by adding the word “ <u>Official</u> ” after the word “this” and before the word “Plan”.	To clarify reference to the Town’s Official Plan.
178)	C.11.8.1	Is modified to read as follows:	To clarify reference to the Town’s Official Plan and to

Region No.	Section No.	Modification	Explanation of Modification
		<p>"Locations, boundaries or limits described in text or indicated on Schedules "C.11.A", "C.11.B", "C.11.C", "C.11.D" are intended to be approximate only, in accordance with Section B.5.10.2.1 of this <u>Official Plan</u>. <u>Where the intent of this Secondary Plan and Official Plan are maintained, minor boundary adjustments will not necessitate an amendment to the Secondary Plan.</u>"</p> <p><u>Minor adjustments in the land use pattern and the location of proposed specific land uses or facilities may be considered through development approvals without amendment to this Secondary Plan provided the intent of the Secondary Plan is maintained.</u>"</p>	provide for minor changes to occur without an amendment in accordance with the Town's Official Plan.
179)	C.11.8.2	Id modified by deleting the words " <u>Natural Heritage System</u> " and adding the acronym " <u>NHS</u> " after the words "or the".	To include acronym.
180)	C.11.8.3	<p>Is modified to read as follows:</p> <p>"Further to, and in accordance with, the existing definitions of Section B.5.10.6 of this <u>Official Plan</u>, the following definitions are applicable to the Trafalgar Secondary Plan."</p>	To clarify reference to the Town's Official Plan.
181)	C.11.8.3	<p>A definition for the term "<u>Development Area Environmental Functional Servicing Study (DAEFSS)</u>" is added to read as follows:</p> <p><u>"Development Area Environmental Functional Servicing Study (DAEFSS) means an integrated environmental and engineering study supporting Draft Plans of Subdivision that provides a greater level of detail than the MESP, where required, on matters such as refinements to the Natural Heritage System, Stormwater Management/Low Impact Development measures, site grading and servicing, assessments of potential impacts to the NHS, identification of design and mitigative measures for NHS protection/management, and direction to detailed designs and monitoring. A DAEFSS will be scoped based on area specific matters and MESP recommendations. It is not intended to re-study MESP but will include matters not addressed or finalized in the SWS or MESP and provide a greater level of detail than the MESP where required. The DAEFSS study area will be determined based on draft plan limits and the extent of drainage areas within the draft plan(s); it may include upstream and downstream areas in the same subcatchment(s), where appropriate.</u></p> <p><u>Where draft plan level of detail cannot be provided for the entire DAEFSS study area, a DAEFSS Addendum or Environmental Impact Assessment may be required in the future for areas where</u></p>	<p>To add a defined term necessary to read and implement policies related to natural heritage.</p> <p><b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).</p>

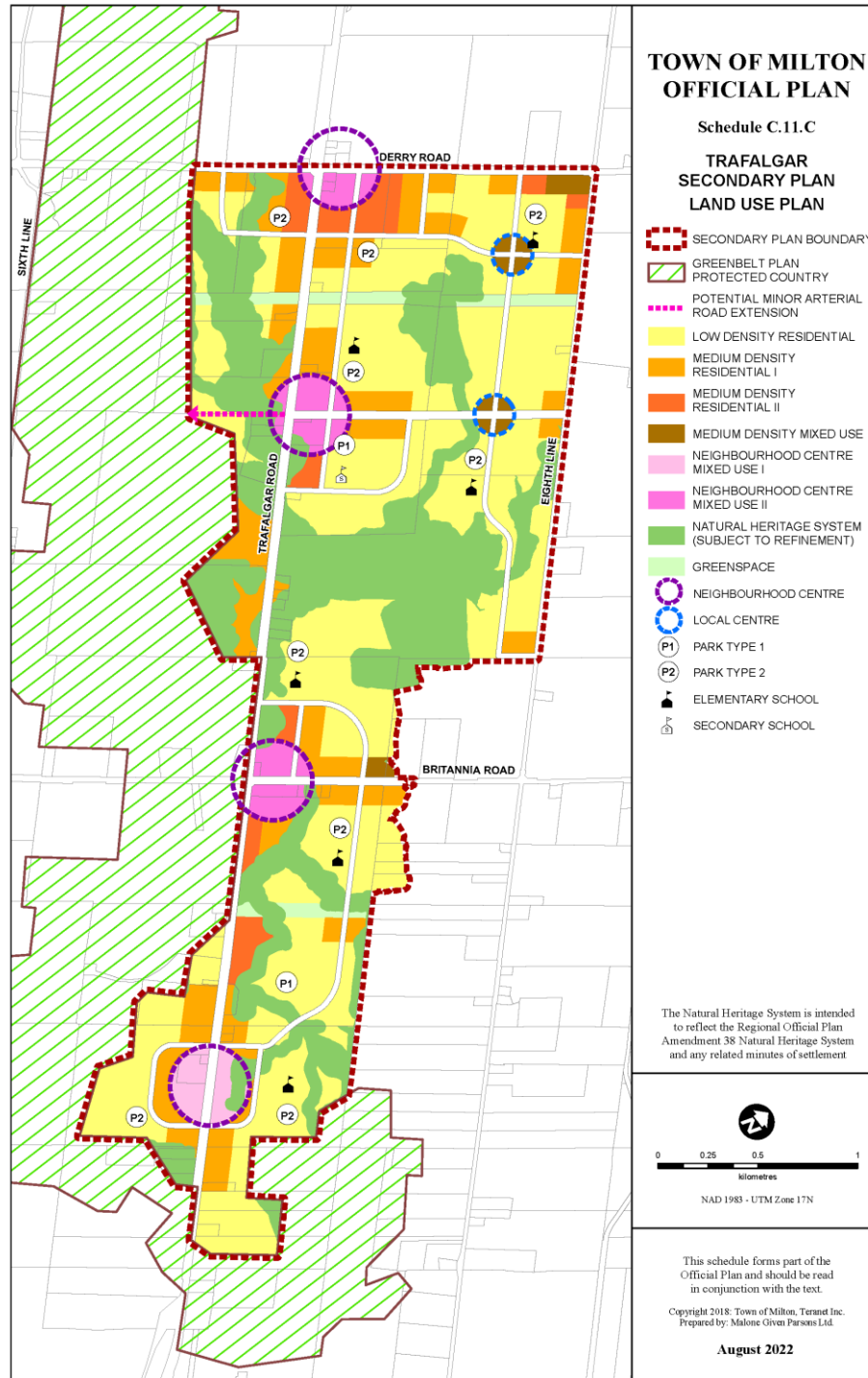
Region No.	Section No.	Modification	Explanation of Modification
		<u>additional detail is required or where there are substantive changes in a development concept not addressed in the original DAEFSS.</u>	
182)	C.11.8.3	<p>A definition for the term “<i>Environmental Impact Assessment (EIA)</i>” is added to read as follows:</p> <p><u>“<b>Environmental Impact Assessment (EIA)</b> means an environmental study that assesses the potential impacts to the features and functions of the natural environment resulting from the proposed adjacent development. It also assesses matters such as refinements to the NHS, identifies potential impacts to the NHS, identification of design and mitigation measures to demonstrate no negative impacts to the NHS and provides direction to detailed designs and monitoring. An EIA may be required for areas where a DAEFSS requires amendment(s) or additional level of detail, and where a DAEFSS Addendum is not warranted. It will address only those outstanding matters identified by the DAEFSS or scoping of typical DAEFSS content if a development concept is substantially altered since completion of the DAEFSS.”</u></p>	<p>To add a defined term necessary to read and implement policies related to natural heritage.</p> <p><b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the DAEFSS.</p>
183)	C.11.8.3	Is modified by deleting the definition “ <i>Frequent Transit</i> ” in its entirety.	To remove a term that is not in use in the Secondary Plan.
184)	C.11.8.3	<p>A definition for the term “<i>Master Environmental Servicing Plan (MESP)</i>” is added to read as follows:</p> <p><u>“<b>Master Environmental Servicing Plan (MESP)</b> means an integrated environmental and engineering study supporting the Tertiary Plan and providing coordination of Draft Plans of Subdivision on matters such as refinements to the NHS including Stormwater Management/Low Impact Development measures, site grading and servicing, assessments of potential impacts to the NHS, identification of design and mitigative measures for the protection and enhancement of <i>Key Features</i>, their <i>ecological functions</i>, and the NHS , approaches to monitoring and identification of future study needs. A MESP will be scoped based on area specific matters and SWS recommendations. It is not intended to re-study all SWS matters but will include matters not addressed or finalized in the SWS, provide a greater level of detail than the SWS where required, and cover a smaller more focussed area than the SWS.”</u></p>	<p>To add a defined term necessary to read and implement policies related to natural heritage.</p> <p><b>Note:</b> The Subwatershed Study has not been accepted by the Region in accordance with Regional Official Plan Policy 77(5), 116.1 and 145(9). Therefore, where deemed necessary, modifications have been included in the Trafalgar Secondary Plan to clarify NHS requirements, including matters to be addressed at a subsequent level of study such as the Master Environmental and Servicing Plan (MESP).</p>
		<b>SCHEDULES</b>	
185)	C.11.A, C.11.B, C.11.C, and C.11.D	Are modified to include the Natural Heritage System identified as TF12 and TF03 (southern part of <i>buffers</i> )/North part of TF16. Refinements to TF16 should follow the boundary of Area F on Figure 2 in	To address that matters including review of the floodplain, as well as buffers and limits of the Key Features

Region No.	Section No.	Modification	Explanation of Modification
		MoS for White Squadron. This modification is shown herein in as Attachments #1-4.	have been deferred to the MESP.
<b>186)</b>	C.11.A, C.11.B, and C.11.C	Are modified to display the “Potential Minor Arterial Road Extension” arrow/line fully within the Secondary Plan boundary shown herein as Attachments #1-3.	To provide a more appropriate visual reference for the Potential Minor Arterial Road Extension within the Secondary Plan area.
<b>187)</b>	C.11.B	Is modified to reflect the road currently shown as a “Minor Arterial Road” between Trafalgar and Eighth Line as a “Major Collector” shown herein as Attachment #2.	To provide a revision to the Schedule to align with the Transportation Study.
<b>188)</b>	C.11.B	Is modified to reflect the road that connects Derry Road to Trafalgar Road on the west side of the Plan currently shown as “Collector” be shown as “Major Collector” shown herein as Attachment #2.	To provide a revision to the Schedule to align with the Transportation Study.
<b>189)</b>	C.11.A, C.11.B, C.11.C, and C.11.D	Are modified, shown herein as Attachments #1-4, to add a note that the Natural Heritage System reflects Regional Official Plan Amendment 38 Natural Heritage System and any related minutes of settlement.	To describe the NHS mapping shown on the Schedules.

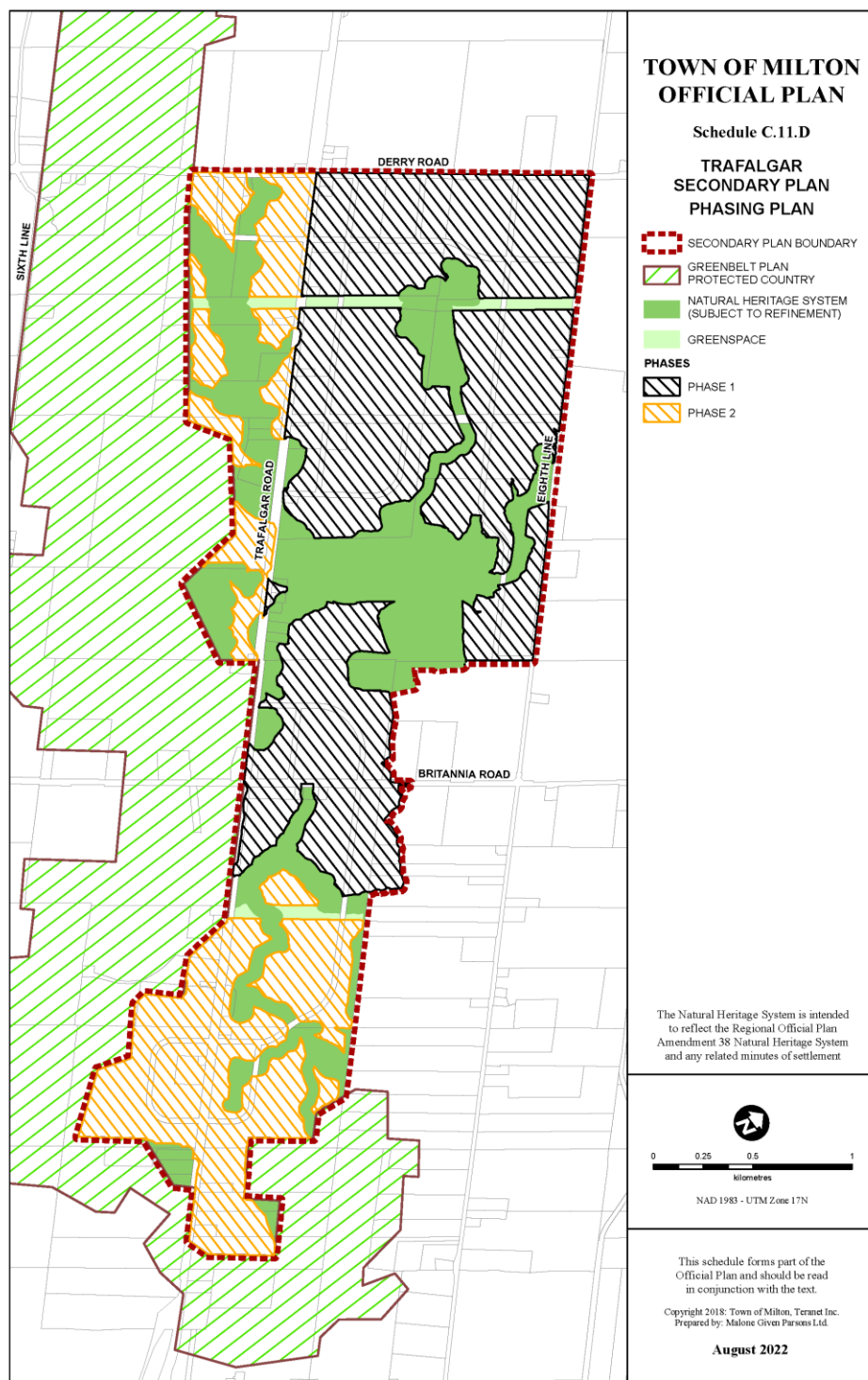














## **THE CORPORATION OF THE TOWN OF MILTON**

### **NOTICE OF MOTION**

INTRODUCTION DATE: September 12, 2022

SUBJECT: Waive Rules of Procedure to Permit NOM Consideration at Council Meeting with respect to the Redistribution of Federal Electoral Districts

CONSIDERATION DATE: September 12, 2022

REQUESTED BY: Councillor Hamid

SECONDED BY: Councillor Best

**WHEREAS** Section 6. 4 of the Town's Procedure By-law 007-2019, provides that an item of business not listed on the agenda is not permitted to be introduced at a meeting unless authorized by a two-thirds vote of the members present;

**WHEREAS** Procedure By-law 007-2019, provides that Notices of Motion shall not be discussed or debated upon introduction, but shall be included on the next regular Council meeting agenda for consideration;

**AND WHEREAS** Section 7.9.3 of the Town of Milton Procedure By-Law 007-2019, as amended, permits a Notice of Motion to be considered upon its introduction by an affirmative vote of two-thirds of the Members present;

**AND WHEREAS** it is deemed impractical or not in the best interests of the Town of Milton to delay consideration;

**THEREFORE BE IT RESOLVED THAT** the pertinent rules contained in Section 6.4 and Section 7.9 of Procedure By-law 007-2019, be waived to permit the introduction and

consideration by Council of the Notice of Motion on the Council agenda pertaining to the Redistribution of Federal Electoral Districts.



## **THE CORPORATION OF THE TOWN OF MILTON**

### **NOTICE OF MOTION**

INTRODUCTION DATE: September 12, 2022

SUBJECT: Redistribution of Federal Electoral Districts

CONSIDERATION DATE: September 12, 2022

REQUESTED BY: Councillor Hamid

SECONDED BY: Councillor Best

**WHEREAS** the Constitution of Canada requires that federal electoral districts be reviewed after each decennial (10-year) census to reflect changes and movements in Canada's population. The current federal redistribution process began in October 2021;

**AND WHEREAS** on August 19, 2022, the Commission published the proposed electoral districts;

**AND WHEREAS** the redistribution is proposing three electoral districts to include Burlington-Milton West, Georgetown-Milton East, and Wellington-Halton;

**AND WHEREAS** the public consultation phase occurs from August 19, 2022, to October 29, 2022;

#### **NOW THEREFORE IT BE RESOLVED:**

**THAT** the Commission be so advised that in the opinion of Town of Milton Council, the proposed electoral district boundaries do not reflect Milton's communities of interest or identity; respect historical patterns of previous electoral boundaries for the electorate; or reflect a manageable geographic size for districts given Milton's projected population growth until 2031;

**AND THAT** the Commission be requested to reconsider its initial proposal to better reflect Milton's community of interest;

**AND THAT** the naming conventions of any electoral district be reconsidered to better represent the majority population of the electoral district.

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 081-2022

BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF BUILDING RATES, FEES AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY AND TO REPEAL BY-LAW 063-2018 AND ALL OTHER PREVIOUS BUILDING USER FEES BY-LAWS PASSED PRIOR TO SEPTEMBER 12, 2022.

**WHEREAS** pursuant to section 7(1) of the *Building Code Act*, S.O. 1992, c.23, the council of a municipality may pass by-laws prescribing classes of permits and requiring the payment of fees on applications for and on the issuance of permits, requiring the payment of fees for maintenance inspections, and prescribing the amounts of the fees.

**AND WHEREAS** pursuant to section 7(2) of the *Building Code Act*, S.O. 1992, c.23, the total amount of the fees under clause (1)(c) shall not exceed the anticipated reasonable costs of the principal authority to administer and enforce the Act in its area of jurisdiction.

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** the rates and fees for building permit applications be established as set out in Schedule 'A' to this by-law.
2. **THAT** all previous Building User Fees By-laws passed prior to September 12, 2022 are hereby repealed, including but not limited to By-Law 063-2018.
3. **THAT** interest be added to rates, fees and charges including any collection costs, that are due and unpaid after 30 days at the rate of 1.25% per month.
4. **THAT** no request by any person for any information, service or activity described in Schedule 'A' will be processed or provided unless and until the person requesting the information, service or activity has paid the applicable fee in the prescribed amount as set out in Schedule 'A' to this By-law.
5. **THAT** should any part of this By-law, including any part of Schedule 'A', be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule 'A', as applicable, shall continue to operate and to be in force and effect.

6. **THAT** the following definitions and guidelines will apply:

6.1 Calculation of Permit Fees

- a) Permit fees payable shall be calculated based on the formula given below, unless otherwise specified in this by-law or in Schedule 'A':

Permit Fee = SI x A, where SI = Service Index for the Classification of the work proposed, as described in Schedule 'A' Classes of Permits and Permit Fees and A = Floor Area in m<sup>2</sup> of proposed work.

- b) *Floor area* is measured to the outer face of exterior walls and to the centre of party walls or demising walls for each storey of construction. No deductions shall be allowed for floor openings for such facilities as stairs, elevators, escalators, shafts and ducts. Interconnected floor spaces and atriums above their lowest level may be deducted from the calculated floor area.
- c) The Chief Building Official shall determine fees for any class of permit not described or included in Schedule 'A' (based upon 1.28% of the prescribed construction value, as determined by the Chief Building Official).
- d) Elective changes (revisions) filed after the issuance of a building permit, or prior to the issuance of a building permit and requiring the repetition of processes already commenced or completed, shall be subject to an additional Elective Changes (Revisions) fee as prescribed in Schedule 'A' as determined by the Chief Building Official.
- e) Where they serve detached, semi-detached or townhouse dwellings, no additional fee applies for attached decks, fireplaces, unfinished basements or attached garages proposed and constructed at the same time as the dwelling they serve.
- f) No additional fee applies for sprinklers, fire alarms, electromagnetic locks, or other mechanical systems or equipment proposed and installed at the same time as the construction they serve, except in the case of revisions to proposed systems, which will be charged in accordance with paragraph 6.1(d) above.
- g) For interior partitioning, floor areas used for the calculation of fees shall be the lesser of:
- i) The area contained within a rectangle encompassing the partitions being erected, or
  - ii) The actual area of the tenant space.
- h) The occupancy classifications used in this By-law are based upon the Ontario Building Code major occupancy classifications. For mixed occupancy floor areas, the fee multiplier (SI) for each occupancy applies.



## 6.2 Minimum Fee

Notwithstanding the fee calculation, a minimum fee as prescribed in Schedule 'A' shall be charged for all permit classifications, unless otherwise noted in Schedule 'A'.

## 6.3 Administrative Fee

- a) Where construction or demolition is carried out prior to permit issuance, to offset the additional investigative and administrative costs incurred by the municipality, upon issuance, the permit fee prescribed in Schedule 'A' shall be increased by the Order to Comply fee and/or the Stop Work Order Fee in Schedule 'A'.
- b) Where an inspector determines that the work for which an inspection has been requested is not sufficiently complete to allow for a proper inspection, the subsequent re-inspection fee as prescribed in Schedule 'A' will apply, payable upon receipt of a written invoice.
- c) Where a requested inspection reveals an infraction that was identified at a previous inspection and not remedied, the fee for subsequent re-inspection as prescribed in Schedule 'A' will apply, payable upon receipt of a written invoice.
- d) The fee for a Conditional Building Permit shall be 20% of the permit fee payable for the complete building permit and additional thereto. A minimum fee of \$1,700 and a maximum fee of \$25,000 apply to Conditional Building Permits.
- e) Upon request, the Chief Building Official may authorize a priority, fast track, after-hours service, at a rate of 1.5 times the permit fee prescribed herein.
- f) Upon request, the Chief Building Official may authorize special inspections outside of normal working hours at the rate prescribed in Schedule 'A', subject to a minimum 3 hour charge.
- g) Upon request, the Chief Building Official may authorize a Partial Building Permit at the rate prescribed in Schedule 'A' for the following classes of permits:
  - i) Foundation Component (no charge for Firebreak Lots);
  - ii) Foundation to Roof Component;
  - iii) Plumbing Component; and
  - iv) Drain Component (this may include drains within a building and/or mechanical component).

**PASSED IN OPEN COUNCIL ON THIS 12<sup>th</sup> DAY OF SEPTEMBER, 2022**

\_\_\_\_\_  
Gordon A. Krantz

Mayor

\_\_\_\_\_  
Meaghen Reid

Clerk

Schedule "A" to Building User Fees By-Law 081-2022

BUILDING CLASSIFICATION	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees	2027 Fees
	Effective from January 1, 2022	Effective from January 1, 2023	Effective from January 1, 2024	Effective from January 1, 2025	Effective from January 1, 2026	Effective from January 1, 2027
	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>
Minimum permit fee, unless otherwise noted	\$244.08	\$248.96	\$253.94	\$259.02	\$264.20	\$269.48
<b>A) CONSTRUCTION - New Buildings and Additions to Existing Buildings</b>						
<i>Group A (Assembly Uses)</i> All Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants (finished), Theatres, Arenas, Gymnasias, Indoor Pools	25.28	25.79	\$26.30	\$26.83	\$27.36	\$27.91
Portable Classrooms	\$ 249.38 (Flat Rate)	\$ 254.37 (Flat Rate)	\$ 259.46 (Flat Rate)	\$ 264.65 (Flat Rate)	\$ 269.94 (Flat Rate)	\$ 275.34 (Flat Rate)
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	6.17	6.29	6.42	6.55	6.68
<i>Group B (Care or Detention Uses)</i> All Group B Buildings	27.92	28.48	29.05	29.63	30.22	30.83
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	6.17	6.29	6.42	6.55	6.68
<i>Group C (Residential Uses)</i> Single/Semi-detached Dwellings, Townhouses, Duplexes and Back to Back	16.67	18.96	21.61	24.64	25.13	25.64
All other Multiple Unit Buildings (6 storey or less)	16.67	18.96	21.61	24.64	25.13	25.64
Apartment Buildings (greater than 6 storey)	16.67	17.00	17.34	17.69	18.04	18.41
Hotels, Motels	16.67	17.00	17.34	17.69	18.04	18.41
Unfinished Basement/Foundation to accommodate a Building moved from elsewhere	5.08	5.18	5.29	5.39	5.50	5.61
Detached garage or other Accessory Structure (over 27.9 m <sup>2</sup> or 300 ft <sup>2</sup> )	8.72	8.89	9.07	9.25	9.44	9.63

Schedule "A" to Building User Fees By-Law 081-2022

BUILDING CLASSIFICATION	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees	2027 Fees
	Effective from January 1, 2022	Effective from January 1, 2023	Effective from January 1, 2024	Effective from January 1, 2025	Effective from January 1, 2026	Effective from January 1, 2027
	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>
Detached garage or other Accessory Structure (up to 27.9 m <sup>2</sup> or 300ft <sup>2</sup> )	\$ 150.69 (Flat Rate)	\$ 153.70 (Flat Rate)	\$ 156.77 (Flat Rate)	\$ 159.91 (Flat Rate)	\$ 163.11 (Flat Rate)	\$ 166.37 (Flat Rate)
Attached carport or garage attached to Detached/or Semi-detached or Townhouse dwellings	\$ 150.69 (Flat Rate)	\$ 153.70 (Flat Rate)	\$ 156.77 (Flat Rate)	\$ 159.91 (Flat Rate)	\$ 163.11 (Flat Rate)	\$ 166.37 (Flat Rate)
Unenclosed deck or porch	\$ 150.69 (Flat Rate)	\$ 153.70 (Flat Rate)	\$ 156.77 (Flat Rate)	\$ 159.91 (Flat Rate)	\$ 163.11 (Flat Rate)	\$ 166.37 (Flat Rate)
<i>Group D (Business and Personal Services Uses)</i>						
Shell Only	17.00	13.67	13.94	14.22	14.51	14.80
Partitioned and/or Finished	20.62	21.03	21.45	21.88	22.32	22.77
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	7.36	7.51	7.66	7.81	7.97
<i>Group E (Mercantile Uses)</i>						
Shell Only	15.09	12.34	12.59	12.84	13.09	13.36
Partitioned and/or Finished	18.61	18.98	19.36	19.75	20.14	20.55
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	6.64	6.78	6.91	7.05	7.19
Temporary Real Estate Sales Pavilion	18.61	18.98	19.36	19.75	20.14	20.55
<i>Group F (Industrial Uses)</i>						
Under 9,999 m <sup>2</sup> :						
Shell Only	12.55	12.33	12.58	12.83	13.09	13.35
Partitioned and/or Finished	13.53	18.97	19.35	19.74	20.13	20.54
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	6.64	6.77	6.91	7.05	7.19

Schedule "A" to Building User Fees By-Law 081-2022

BUILDING CLASSIFICATION	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees	2027 Fees
	Effective from January 1, 2022	Effective from January 1, 2023	Effective from January 1, 2024	Effective from January 1, 2025	Effective from January 1, 2026	Effective from January 1, 2027
	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>
Over 10,000 m <sup>2</sup> :						
Shell Only	12.55	10.54	10.75	10.97	11.19	11.41
Partitioned and/or Finished	13.53	16.22	16.54	16.87	17.21	17.55
Alteration - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and CHANGE OF USE (No construction proposed but Change of Use results in an increase in hazard and construction is required)	6.05	5.68	5.79	5.91	6.02	6.14
Gas Station, Car Wash	13.53	13.80	14.08	14.36	14.65	14.94
Canopy over pump island, outside storage, etc.	\$ 520.42 (Flat Rate)	\$ 530.83 (Flat Rate)	\$ 541.45 (Flat Rate)	\$ 552.28 (Flat Rate)	\$ 563.32 (Flat Rate)	\$ 574.59 (Flat Rate)
Parking Garage	6.82	6.96	7.10	7.24	7.39	7.53
Farm Building	4.06	4.14	4.22	4.31	4.39	4.48
Greenhouse/Storage	4.06	4.14	4.22	4.31	4.39	4.48
Poly Hoop	2.11	2.15	2.20	2.24	2.29	2.33
<i>All Occupancies</i>						
Occupancy Permit	\$ 63.67 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 64.94 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 66.24 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 67.56 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 68.91 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)	\$ 70.29 per Dwelling Unit  (or per 300 m <sup>2</sup> or part thereof for other building types)
Permanent Tent, Air-Supported Structure	6.97	7.11	7.25	7.40	7.55	7.70
Temporary Tent (s)	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Temporary Building (trailer or buildings on construction site for office purposes, and other similar temporary buildings)	\$ 318.36 (Flat Rate)	\$ 325.24 (Flat Rate)	\$ 331.74 (Flat Rate)	\$ 338.38 (Flat Rate)	\$ 345.15 (Flat Rate)	\$ 352.05 (Flat Rate)
Move or Relocate a Building to an existing foundation (except portable classrooms)	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Designated Structures - mobile homes and those listed in the Ontario Building Code	\$ 451.01 (Flat Rate)	\$ 460.03 (Flat Rate)	\$ 469.23 (Flat Rate)	\$ 478.62 (Flat Rate)	\$ 488.19 (Flat Rate)	\$ 497.95 (Flat Rate)
Shoring (per linear metre)	-	10.97	11.19	11.41	11.64	11.87
<b>B) CHANGE OF USE</b> - No construction proposed or required	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)

Schedule "A" to Building User Fees By-Law 081-2022

	2022 Fees	2023 Fees	2024 Fees	2025 Fees	2026 Fees	2027 Fees
	Effective from January 1, 2022	Effective from January 1, 2023	Effective from January 1, 2024	Effective from January 1, 2025	Effective from January 1, 2026	Effective from January 1, 2027
BUILDING CLASSIFICATION	SERVICE INDEX (SI) (unless otherwise indicated)	SERVICE INDEX (SI) (unless otherwise indicated)	SERVICE INDEX (SI) (unless otherwise indicated)	SERVICE INDEX (SI) (unless otherwise indicated)	SERVICE INDEX (SI) (unless otherwise indicated)	SERVICE INDEX (SI) (unless otherwise indicated)
	\$/m <sup>2</sup>	\$/m <sup>2</sup>	\$/m <sup>2</sup>	\$/m <sup>2</sup>	\$/m <sup>2</sup>	\$/m <sup>2</sup>
<b>C) OTHER ALTERATIONS</b> - Alteration or Repair to existing or damaged construction, and partitioning of new or previously occupied construction, and <b>OTHER CHANGES OF USE</b> (No construction proposed but Change of Use results in an increase in hazard and construction is required):						
Finished Basement	6.05	6.17	6.29	6.42	6.55	6.68
Secondary Suites	8.85	9.03	9.21	9.39	9.58	9.77
Basement walkouts, exterior stairs	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Deck Alterations	\$ 150.69 (Flat Rate)	\$ 153.70 (Flat Rate)	\$ 156.77 (Flat Rate)	\$ 159.91 (Flat Rate)	\$ 163.11 (Flat Rate)	\$ 166.37 (Flat Rate)
Miscellaneous						
Parking Garage Repair	2.59	2.64	2.69	2.75	2.80	2.86
Farm Building Alterations	2.59	2.64	2.69	2.75	2.80	2.86
Racking (no platforms/mezzanine) (per linear metre)	-	10.97	11.19	11.41	11.64	11.87
<b>D) DEMOLITION</b>						
All Occupancies	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
<b>E) MECHANICAL WORK</b> (Heating, Ventilating, Air-conditioning and Fire Protection NOT Proposed with the Original Building)						
All Occupancies						
Heating, Ventilating, Air-Conditioning	0.92	0.94	0.96	0.98	1.00	1.02
Sprinkler System	0.92	0.94	0.96	0.98	1.00	1.02
Fire Alarm	\$ 631.42 (Flat Rate)	\$ 644.05 (Flat Rate)	\$ 656.93 (Flat Rate)	\$ 670.07 (Flat Rate)	\$ 683.47 (Flat Rate)	\$ 697.14 (Flat Rate)
Electromagnetic Locks	\$ 131.59 (Each)	\$ 134.22 (Each)	\$ 136.90 (Each)	\$ 139.64 (Each)	\$ 142.44 (Each)	\$ 145.28 (Each)
Fireplace, Woodstove	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Special Systems (Commercial Exhausts, Spray Booths, Dust Collectors, CO Detection, etc.)	\$ 477.54 (Flat Rate)	\$ 487.09 (Flat Rate)	\$ 496.83 (Flat Rate)	\$ 506.77 (Flat Rate)	\$ 516.90 (Flat Rate)	\$ 527.24 (Flat Rate)

Schedule "A" to Building User Fees By-Law 081-2022

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	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>	SERVICE INDEX (SI) (unless otherwise indicated) \$/m <sup>2</sup>
<b>F) PLUMBING (Proposed Separately)</b>						
<i>All Occupancies</i>						
New/replacement drainage system, water supply system or parts thereof	\$ 244.08 (Flat Rate)	\$ 248.96 (Flat Rate)	\$ 253.94 (Flat Rate)	\$ 259.02 (Flat Rate)	\$ 264.20 (Flat Rate)	\$ 269.48 (Flat Rate)
Site Servicing (sanitary, storm, water)	\$ 3.46 lin. m.	\$ 3.53 lin. m.	\$ 3.60 lin. m.	\$ 3.67 lin. m.	\$ 3.75 lin. m.	\$ 3.82 lin. m.
<b>G) PRIVATE SANITARY SEWAGE DISPOSAL SYSTEMS (Proposed Separately or in relation to other construction)</b>						
<i>All Occupancies</i>						
Evaluation of a Building Addition or Change of Use	\$ 189.96 (Flat Rate)	\$ 193.76 (Flat Rate)	\$ 197.64 (Flat Rate)	\$ 201.59 (Flat Rate)	\$ 205.62 (Flat Rate)	\$ 209.73 (Flat Rate)
Evaluation and Inspection related to replacement or repair of a tank or leaching bed	\$ 382.03 (Flat Rate)	\$ 389.67 (Flat Rate)	\$ 397.46 (Flat Rate)	\$ 405.41 (Flat Rate)	\$ 413.52 (Flat Rate)	\$ 421.79 (Flat Rate)
New/replacement System	\$ 764.07 (Flat Rate)	\$ 779.35 (Flat Rate)	\$ 794.94 (Flat Rate)	\$ 810.84 (Flat Rate)	\$ 827.05 (Flat Rate)	\$ 843.59 (Flat Rate)
Septic System Assessment/Inspection (Provincially Mandated)	\$ 100.81 (Flat Rate)	\$ 102.83 (Flat Rate)	\$ 104.89 (Flat Rate)	\$ 106.98 (Flat Rate)	\$ 109.12 (Flat Rate)	\$ 111.31 (Flat Rate)
<b>H) SIGNS</b>						
<i>All Signs</i>	1.6% of prescribed value or minimum \$244.08	1.6% of prescribed value or minimum \$248.96	1.6% of prescribed value or minimum \$253.94	1.6% of prescribed value or minimum \$259.02	1.6% of prescribed value or minimum \$264.20	1.6% of prescribed value or minimum \$269.48
<b>I) ADMINISTRATIVE FEES</b>						
<i>Order to Comply</i>	\$ 313.06 (Flat Rate)	\$ 319.32 (Flat Rate)	\$ 325.71 (Flat Rate)	\$ 332.22 (Flat Rate)	\$ 338.86 (Flat Rate)	\$ 345.64 (Flat Rate)
<i>Stop Work Order</i>	\$ 625.05 (Flat Rate)	\$ 637.55 (Flat Rate)	\$ 650.30 (Flat Rate)	\$ 663.31 (Flat Rate)	\$ 676.57 (Flat Rate)	\$ 690.10 (Flat Rate)
<i>Registration of Order on Title</i>	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost
<i>Discharge of Order on Title</i>	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost	Actual Legal Cost
<i>Permit Transfer</i>	\$ 159.18 (Flat Rate)	\$ 162.36 (Flat Rate)	\$ 165.61 (Flat Rate)	\$ 168.92 (Flat Rate)	\$ 172.30 (Flat Rate)	\$ 175.74 (Flat Rate)
<i>Subsequent Re-Inspection</i>	\$ 96.57 (Flat Rate)	\$ 98.50 (Flat Rate)	\$ 100.47 (Flat Rate)	\$ 102.48 (Flat Rate)	\$ 104.53 (Flat Rate)	\$ 106.62 (Flat Rate)
<i>Elective Changes (Revisions)</i>	\$ 403.26 (Flat Rate)	\$ 411.33 (Flat Rate)	\$ 419.56 (Flat Rate)	\$ 427.95 (Flat Rate)	\$ 436.51 (Flat Rate)	\$ 445.24 (Flat Rate)
<i>Special Inspections</i>	\$ 96.57 (Flat Rate)	\$ 98.50 (Flat Rate)	\$ 100.47 (Flat Rate)	\$ 102.48 (Flat Rate)	\$ 104.53 (Flat Rate)	\$ 106.62 (Flat Rate)
<i>Partial Building Permit</i>	\$ 700.40 (Flat Rate)	\$ 714.41 (Flat Rate)	\$ 728.70 (Flat Rate)	\$ 743.27 (Flat Rate)	\$ 758.14 (Flat Rate)	\$ 773.30 (Flat Rate)
<i>Limiting Distance Agreement</i>	\$ 594.28 (Flat Rate)	\$ 606.17 (Flat Rate)	\$ 618.29 (Flat Rate)	\$ 630.66 (Flat Rate)	\$ 643.27 (Flat Rate)	\$ 656.14 (Flat Rate)
<i>Alternate Solution Application</i>	\$1,310.59 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,336.80 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,363.54 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,390.81 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,418.62 (Flat Rate) (plus any additional fees incurred during evaluation process)	\$1,447.00 (Flat Rate) (plus any additional fees incurred during evaluation process)



## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 082-2022

BEING A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT OF VARIOUS RATES, FEES AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY AND TO REPEAL ALL PREVIOUS USER FEE BY-LAWS PASSED PRIOR TO SEPTEMBER 12, 2022, INCLUDING BUT NOT LIMITED TO BY-LAW 066-2021, EXCLUDING BUILDING USER FEE BY-LAW 063-2018

**WHEREAS** pursuant to section 69(1) of the *Planning Act*, R.S.O. 1990, c.P.13, the council of a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff;

**WHEREAS** pursuant to section 391 of the *Municipal Act 2001*, S.O. 2001, c.25, a council of a municipality may pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it and for the use of its property, including property under its control;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** the rates and fees for various municipal services be established as set out in Schedules attached hereto and forming part of this by-law.

Schedule 'A' – Recreation Programs

Table 'A-1' – Recreation Programs Fees Table

Schedule 'B' – Facilities and Parks

Table 'B-1' – Facilities and Parks Fees Table

Schedule 'C' – Advertising and Sponsorship

Table 'C-1' – Advertising and Sponsorship Fees Table

Schedule 'D' – Reciprocal Agreement Fees Table

Schedule 'E' – Licensing Services/Enforcement

Table 'E-1' – Licensing Services/Enforcement Fees Table

Schedule 'F' – Clerks

Table 'F-1' – Clerks Fees Table

Schedule 'G' – MEV Innovation Centre

Table 'G-1' – MEV Innovation Centre Fees Table

Schedule 'H' – Corporate Services Fees

Table 'H-1' – Corporate Services Fees Table

Schedule 'I' – Fire Services

Table 'I-1' – Fire Services Fees Table

Schedule 'J' – Engineering Services Fees

Table 'J-1' – Engineering Services Fees Table

Schedule 'K' – Planning Services  
Table 'K-1' – Planning Services Fees Table  
Schedule 'L' – Development Fees  
Table 'L-1' – Development Fees Table  
Schedule 'M' – Transit  
Table 'M-1' – Transit Fees Table  
Schedule 'N' – Town Wide Services  
Table 'N-1' – Town Wide Services Fees Table

2. **THAT** the rates and fees for 2022 as set forth in the Schedules attached hereto shall come into effect on the date or dates as specified within the Schedules and remain in effect to the date or dates as specified within the Schedules.
3. **THAT** the rates and fees for 2023 as set forth in the Schedules attached hereto shall come into effect on the date or dates as specified within the Schedules.
4. **THAT** all previous user fee by-laws passed prior to September 12, 2022, including but not limited to by-law 066-2021 be repealed, excluding Building User Fee By-law 063-2018.
5. **THAT** interest be added to rates, fees and charges, including any collection costs, that are due and unpaid after 30 days at the rate of 1.25% per month.
6. **THAT** the acceptable methods of payment will be in accordance with the Town of Milton Accounting policies and the Chief Financial Officer/Treasurer, or designate, be authorized to adjust the methods of payment as appropriate.
7. **THAT** *certified payment* shall include Money Order, Bank Draft or Certified Cheque, in a form acceptable to the Treasurer.
8. **THAT** the Chief Financial Officer/Treasurer be authorized to amend the tax treatment of rates and fees to reflect changes in Legislation.
9. **THAT** no request by any person for any information, service or activity described in the Schedules will be processed or provided unless and until the person requesting the information, service or activity has paid the applicable fee in the prescribed amount as set out in the Schedules attached to this By-law.
10. **THAT** should any part of this By-law, including any part of the Schedules, be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of the Schedules, as applicable, shall continue to operate and to be in force and effect.

8. **THAT** By-law No. 082-2022 shall come into effect on the date it is passed.
9. **THAT** should any of the provisions contained herein conflict with any other by-law, the provisions of By-law 082-2022 shall be taken as correct.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz

Mayor

\_\_\_\_\_  
Meaghen Reid

Town Clerk

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 083-2022

BEING A BY-LAW TO AMEND BY-LAW NO. 1984-1, AS AMENDED, BEING A BY-LAW TO REGULATE TRAFFIC AND PARKING ON HIGHWAYS UNDER THE JURISDICTION OF THE TOWN OF MILTON

**WHEREAS** the Council of the Corporation of the Town of Milton deems it expedient to amend By-law No. 1984-1, as amended, being a By-law to regulate traffic and parking on highways under the jurisdiction of the Town of Milton;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Schedule 1, Section 5 (3) – NO PARKING AT ANYTIME – SIGNS ON DISPLAY to By-law No. 1984-1 is amended as described in Schedule “1” to this By-law;
2. **THAT** Schedule 2, Section 5 (4)(a) – PARKING FOR RESTRICTED TIMES to By-law No. 1984-1 is amended as described in Schedule “2” to this By-law;
3. **THAT** Schedule 6, Section 5 (9)(v) – NO STOPPING AT ANYTIME – SIGNS ON DISPLAY to By-law No. 1984-1 is amended as described in Schedule “3” to this By-law;
4. **THAT** Schedule 12, Section 7 (1) – THROUGH HIGHWAYS - STOP to By-law No. 1984-1 is amended as described in Schedule “4” to this By-law;
5. **THAT** Schedule 23, Section 12 (1) – RATES OF SPEED – SIGNS ON DISPLAY to By-law No. 1984-1 is as amended as described in Schedule “5” to this By-law;
6. **THAT** Schedule 31, Section 4 (1)7(a) – COMMUNITY SAFETY ZONES – SIGNS ON DISPLAY to By-law No. 1984-1 is as amended as described in Schedule “6” to this By-law;
7. **THAT** Schedule 31, Section 4 (1)7(a) – COMMUNITY SAFETY ZONES – SIGNS ON DISPLAY to By-law No. 1984-1 is as amended as described in Schedule “7” to this By-law;
8. **THAT** Schedule 32, Section 5 (2)(a) – FIVE HOUR PARKING LIMIT EXEMPTIONS – SIGNS ON DISPLAY to By-law No. 1984-1 is as amended as described in Schedule “8” to this By-law;

9. **THAT** Schedule 32, Section 5 (2)(a) – FIVE HOUR PARKING LIMIT EXEMPTIONS – SIGNS ON DISPLAY to By-law No. 1984-1 is as amended as described in Schedule “9” to this By-law;
10. **THAT** Schedule 34, Section 11 (3) – CYCLE LANES – SIGNS, ETC ON DISPLAY to By-law No. 1984-1 is as amended as described in Schedule “10” to this By-law;
11. **AND THAT** this By-law shall come into full force and effect when the appropriate signs have been erected and are on display.
12. **AND FURTHER THAT** all other provisions of By-law No. 1984-1, as amended, remain in full force and effect.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

**Schedule "1" To By-Law No. 083-2022**

**SCHEDULE "1"  
NON-CONNECTING LINK  
SECTION 5(3)  
NO PARKING AT ANYTIME - SIGNS ON DISPLAY**

**TO BE ADDED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Location From</b>	<b>Column 3 Location To</b>	<b>Column 4 Side(s)</b>
Severn Drive	Fourth Line	Trudeau Drive	North side
Sauble Court	Trudeau Drive	North limit of road	North and west sides
Manitou Way	Severn Drive	South limit of road	East side
Moirra Crescent	Manitou Way	South limit of road	North and west sides
Havelock Garden	Moirra Crescent	South limit of road	West side
Dension Place	Havelock Garden	Manitou Way	North side
Thames Circle	Trudeau Drive	South limit of road	North, west, south sides
Muskoka Heights	Thames Circle	South limit of road	East side
Mara Circle (west intersection)	a point 88m north of Meighen Way	a point 34m easterly thereof	East, south sides

**Schedule “2” To By-Law No. 083-2022**

**SCHEDULE “2”  
NON-CONNECTING LINK  
SECTION 5(4)(a)  
PARKING FOR RESTRICTED TIMES**

**TO BE ADDED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Location From</b>	<b>Column 3 Location To</b>	<b>Column 4 Time(s)/Sides</b>	<b>Column 5 Month(s)/Sides</b>
Sauve Street	a point 66m south of Derry Road	a point 44m southerly thereof	5 minutes - 8:00 am - 4:30 pm, Monday - Friday, September 1- June 30	West
Best Road	a point 15m east of Caldwell Crescent	a point 40m easterly thereof	5 minutes - 8:00 am - 4:30 pm, Monday - Friday, September 1- June 30	North



**Schedule “3” To By-Law No. 083-2022**

**SCHEDULE “6”  
NON-CONNECTING LINK  
SECTION 5(9)(v)  
NO STOPPING AT ANYTIME - SIGNS ON DISPLAY**

**TO BE ADDED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Location From</b>	<b>Column 3 Location To</b>	<b>Column 4 Side(s)</b>
Bell School Line	14 Side Road	a point 177m southerly thereof	west side
14 Side Road	Bell School Line	a point 142m easterly thereof	south side

**Schedule “4” To By-Law No. 083-2022**

**SCHEDULE “12”  
NON-CONNECTING LINK  
SECTION 7(1)  
THROUGH HIGHWAYS - STOP**

**TO BE ADDED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Location From</b>	<b>Column 3 Location To</b>
Severn Drive	West limit of Trudeau Drive	East limit of Fourth Line
Thames Circle	East limit of Trudeau Drive	South limit of Thames Circle
Moira Crescent	West limit of Manitou Way	South limit of Moira Crescent
Manitou Way	South limit of Severn Drive	South limit of Manitou Way
Trudeau Drive	Louis St Laurent Avenue	South limit of Trudeau Drive

**Schedule “5” To By-Law No. 083-2022**

**SCHEDULE “23”  
NON-CONNECTING LINK  
SECTION 12(1)  
RATES OF SPEED - SIGNS ON DISPLAY**

**TO BE ADDED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Location From</b>	<b>Column 3 Location To</b>	<b>Column 4 Speed Limit</b>
Kovachik Boulevard	Boyd Lane	Bellflower Court (south intersection)	40 km/h September 1 - June 30 - When Flashing - 8:05 a.m. - 8:35 a.m., 12:50 p.m. - 1:35 p.m., 3:10 p.m.- 3:40 p.m

**Schedule “6” To By-Law No. 083-2022**

**SCHEDULE “31”  
NON-CONNECTING LINK  
SECTION 4(1) 7(a)  
COMMUNITY SAFETY ZONES – SIGNS ON DISPLAY**

**TO BE ADDED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Location From</b>	<b>Column 3 Location To</b>
Clark Boulevard	Thompson Road	James Snow Parkway

**Schedule “7” To By-Law No. 083-2022**

**SCHEDULE “31”  
NON-CONNECTING LINK  
SECTION 4(1) 7(a)  
COMMUNITY SAFETY ZONES – SIGNS ON DISPLAY**

**TO BE DELETED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Location From</b>	<b>Column 3 Location To</b>
Clark Boulevard	Thompson Road	Fourth Line

**Schedule “8” To By-Law No. 083-2022**

**SCHEDULE “32”  
NON-CONNECTING LINK  
SECTION 5 (2) (a)  
FIVE HOUR PARKING LIMIT EXEMPTIONS - SIGNS ON DISPLAY**

**TO BE ADDED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Side</b>	<b>Column 3 Between</b>	<b>Column 4 Times Exempted</b>	<b>Column 5 Maximum Time Limit</b>
Scott Boulevard	West	a point 18m north of Schreyer Crescent to a point 57 m northerly thereof	Anytime	15 Hours
Scott Boulevard	West	a point 22m north of Magurn Gate to a point 66m northerly thereof	Anytime	15 Hours

**Schedule “9” To By-Law No. 083-2022**

**SCHEDULE “32”  
NON-CONNECTING LINK  
SECTION 5 (2) (a)  
FIVE HOUR PARKING LIMIT EXEMPTIONS - SIGNS ON DISPLAY**

**TO BE DELETED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Side</b>	<b>Column 3 Between</b>	<b>Column 4 Times Exempted</b>	<b>Column 5 Maximum Time Limit</b>
Scott Boulevard	West	Dymott Avenue to Schreyer Crescent	Anytime	15 Hours

**Schedule “10” To By-Law No. 083-2022**

**SCHEDULE “34”  
NON-CONNECTING LINK  
SECTION 11 (3)  
CYCLE LANES – SIGNS, ETC ON DISPLAY**

**TO BE ADDED**

<b>Column 1 Highway(s)</b>	<b>Column 2 Location From</b>	<b>Column 3 Location To</b>	<b>Column 4 Sides</b>	<b>Column 5 Time(s)/Day(s)</b>
Trudeau Drive	Sauble Court	South limit of road	east and west sides	

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 084-2022**

BEING A BY-LAW TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL PURSUANT TO SECTION 50 (7) OF THE *PLANNING ACT*, IN RESPECT OF LANDS DESCRIBED AS BLOCKS 137, 138, 139, 140, 141, 142, 143, and 144; REGISTERED PLAN 20M-1234 IN THE TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (PRIMONT HOMES INC.) – FILE: PLC-03/22

**WHEREAS** Section 50 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, provides that no person shall convey part of any lot within a Plan of Subdivision;

**AND WHEREAS** Section 50(7) of the *Planning Act* provides for a Council to designate by by-law that Section 50 does not apply to certain lands within a registered plan of subdivision;

**AND WHEREAS** the Council of the Corporation of the Town of Milton deems it advisable to enact such a by-law to Blocks 137, 138, 139, 140, 141, 142, 143, and 144; Registered Plan 20M-1234, from those provisions of the *Planning Act* dealing with part lot control;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Subsection 5 of Section 50 of the *Planning Act* does not apply to lands described as Blocks 137, 138, 139, 140, 141, 142, 143, and 144; Registered Plan 20M-1234, and more particularly described in Schedule 'A' attached hereto and forming part of this by-law for the purpose of creating forty six (46) townhouse dwelling units.
2. **THAT** notwithstanding Section 1 of this By-law, this by-law shall expire 365 days from the passing thereof unless the Council of the Corporation of the Town of Milton has provided an extension by amendment to this By-law prior to its expiry.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk



## **SCHEDULE 'A' TO BY-LAW NO. 084-2022**

### **Legal Description**

**ALL AND SINGULAR** those certain parcels or tracts of land and premises situate, lying and being in the Town of Milton, in the Regional Municipality of Halton in the Province of Ontario and comprising Blocks 137, 138, 139, 140, 141, 142, 143, and 144; Registered Plan 20M-1234 being more particularly described as follows:

All of Block 137, Registered Plan 20M-1234, designated as Parts 1 to 16 inclusive on Reference Plan 20R-22169.

All of Block 138, Registered Plan 20M-1234, designated as Parts 17 to 36 inclusive on Reference Plan 20R-22169.

All of Block 139, Registered Plan 20M-1234, designated as Parts 1 to 20 inclusive on Reference Plan 20R-22166.

All of Block 140, Registered Plan 20M-1234, designated as Parts 1 to 17 inclusive on Reference Plan 20R-22170.

All of Block 141, Registered Plan 20M-1234, designated as Parts 18 to 33 inclusive on Reference Plan 20R-22170.

All of Block 142, Registered Plan 20M-1234, designated as Parts 34 to 49 inclusive on Reference Plan 20R-22170.

All of Block 143, Registered Plan 20M-1234, designated as Parts 1 to 11 inclusive on Reference Plan 20R-22167.

All of Block 144, Registered Plan 20M-1234, designated as Parts 12 to 22 inclusive on Reference Plan 20R-22167.

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 085-2022**

BEING A BY-LAW TO EXEMPT CERTAIN LANDS FROM PART LOT CONTROL PURSUANT TO SECTION 50 (7) OF THE *PLANNING ACT*, IN RESPECT OF LANDS DESCRIBED AS BLOCKS 135, 136, 137, 138, 146, 147, 148, 150 AND 151; REGISTERED PLAN 20M-1246 IN THE TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MATTAMY HOMES LIMITED) – FILE: PLC-04/22

**WHEREAS** Section 50 of the *Planning Act*, R.S.O 1990, c. P.13, as amended, provides that no person shall convey part of any lot within a Plan of Subdivision;

**AND WHEREAS** Section 50(7) of the *Planning Act* provides for a Council to designate by by-law that Section 50 does not apply to certain lands within a registered plan of subdivision;

**AND WHEREAS** the Council of the Corporation of the Town of Milton deems it advisable to enact such a by-law to Blocks 135, 136, 137, 138, 146, 147, 148, 150 and 151; Registered Plan 20M-1246, from those provisions of the *Planning Act* dealing with part lot control;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Subsection 5 of Section 50 of the *Planning Act* does not apply to lands described as Blocks 135, 136, 137, 138, 146, 147, 148, 150 and 151; Registered Plan 20M-1246, and more particularly described in Schedule 'A' attached hereto and forming part of this by-law for the purpose of creating fifty seven (57) townhouse dwelling units.
2. **THAT** notwithstanding Section 1 of this By-law, this by-law shall expire 365 days from the passing thereof unless the Council of the Corporation of the Town of Milton has provided an extension by amendment to this By-law prior to its expiry.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

## **SCHEDULE 'A' TO BY-LAW NO. 085-2022**

### **Legal Description**

**ALL AND SINGULAR** those certain parcels or tracts of land and premises situate, lying and being in the Town of Milton, in the Regional Municipality of Halton in the Province of Ontario and comprising Blocks 135, 136, 137, 138, 146, 147, 148, 150, AND 151; Registered Plan 20M-1246 being more particularly described as follows:

All of Block 135, Registered Plan 20M-1246, designated as Parts 1 to 11 inclusive on Reference Plan 20R-22222.

All of Block 136, Registered Plan 20M-1246, designated as Parts 12 to 22 inclusive on Reference Plan 20R-22222.

All of Block 137, Registered Plan 20M-1246, designated as Parts 1 to 13 inclusive on Reference Plan 20R-22223.

All of Block 138, Registered Plan 20M-1246, designated as Parts 14 to 26 inclusive on Reference Plan 20R-22223.

All of Block 146, Registered Plan 20M-1246, designated as Parts 1 to 16 inclusive on Reference Plan 20R-22209.

All of Block 147, Registered Plan 20M-1246, designated as Parts 17 to 30 inclusive on Reference Plan 20R-22209.

All of Block 148, Registered Plan 20M-1246, designated as Parts 31 to 45 inclusive on Reference Plan 20R-22209.

All of Block 150, Registered Plan 20M-1246, designated as Parts 1 to 14 inclusive on Reference Plan 20R-22200.

All of Block 151, Registered Plan 20M-1246, designated as Parts 15 to 28 inclusive on Reference Plan 20R-22200.

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 086-2022

BEING A BY-LAW TO PROVIDE FOR THE LEVY AND THE COLLECTION OF INTERIM TAXES SUBJECT TO AN AGREEMENT UNDER THE TOWN OF MILTON MONTHLY PRE-AUTHORIZED TAX PAYMENT PROGRAM FOR THE YEAR 2023 INTERIM

**WHEREAS** it is expedient to provide for the levy and collection of interim taxes for the year 2023 by installments and to impose penalties on all current levies and interest on all arrears of taxes pursuant to Section 317 of the *Municipal Act* S.O. 2001 as amended;

**AND WHEREAS** section 317 of the *Municipal Act* provides for an interim levy, on the assessment for real property according to the most recently revised assessment roll, of a sum not exceeding 50 percent of the total amount raised for all purposes in the previous year by the levying of tax rates.

**NOW THEREFORE** the Council of The Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** for the year 2023 interim, there shall be levied and collected a monthly sum calculated using the approved 2022 final tax rates against the most current available assessment subject to an agreement under the Monthly Town of Milton Pre-Authorized Tax Payment Program.
2. **AND THAT** the Treasurer is hereby authorized to adjust the interim levy of any property at the request of the property owner if the taxes imposed by this by-law significantly exceed 50% of the taxes paid by the property in 2022, adjusted to annualize any assessment changes incurred during 2022. No adjustment made shall reduce the 2023 interim levy to below 50% of the 2022 adjusted tax amount. No adjustment will be made after the final 2023 taxes for the property have been calculated.
3. **AND THAT** there may be added to the Collector's Roll all or any arrears of charges, fees, costs or other expenses as may be permitted by Provincial legislation and such arrears of charges, fees, costs or other expenses shall be deemed to be taxes, collected as taxes, or collected in the same manner as municipal taxes, or dealt with in such fashion as may be specifically authorized by the applicable statute.
4. **AND THAT** such levies made shall be due and payable as follows:  
Pre-Authorized End of Month Program: November 30, 2022; December 30, 2022; January 31, 2023; February 28, 2023; March 31, 2023; April 28, 2023; May 31, 2023

Pre-Authorized Mid Month Program: November 15, 2022; December 15, 2022; January 16, 2023; February 15, 2023; March 15, 2023; April 17, 2023; May 15, 2023

Pre-Authorized Semi Monthly Program: November 15 and 30, 2022; December 15 and 30, 2022; January 16 and 31, 2023; February 15 and 28, 2023; March 15 and 31, 2023; April 17 and 28, 2023; May 15 and 31, 2023

Pre-Authorized Instalment Due Date Program: February 28, 2023; April 28, 2023

5. **AND THAT** any installment or any part of any installment of rates, taxes and assessments not paid on or before the day prescribed by the respective section of this By-law which sets out payment of such installments, shall be subject to penalty/interest which shall be added to and collected with rates, taxes and assessments and which shall be a percentage charge of One and One Quarter (1  $\frac{1}{4}$ %) per centum for each calendar month thereafter in which default continues in the year in which the taxes were levied.
6. **AND THAT** the Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such a part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed in respect of non-payment of any taxes or any class of taxes or of any installment thereof.
7. **AND FURTHER THAT** the Treasurer is hereby authorized to mail every tax notice or cause the same to be mailed to the address of the property or directed alternative address of the person taxed.

**PASSED IN OPEN COUNCIL ON September 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 087-2022

BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY IN 2023

**WHEREAS** the Council wishes to impose an interim levy as authorized by Section 317 (1) of the *Municipal Act S.O. 2001* as amended;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** the Treasurer of the Corporation of the Town of Milton is hereby authorized to charge an interim levy in 2023 on the whole of the assessment for taxable assessment property according to the last revised assessment roll, the sum produced by applying a calculated notional tax rate (a tax rate derived from determining an amount not exceeding 50% of the 2022 approved budget when applied to the phased in assessment as delivered for 2023 taxation).
2. **THAT** the resulting tax (hereinafter referred to as the “interim levy”) shall be payable in two nearly equal instalments as follows:
  - a) First instalment – due on the 28<sup>th</sup> day of February 2023
  - b) Second instalment – due on the 28<sup>th</sup> day of April 2023
  - c) These 2023 interim tax due dates shall be imposed against all participants subject to an agreement under the Town of Milton’s Pre-Authorized Tax Payment Installment Program.
3. **THAT** the Treasurer or delegate is hereby authorized to adjust the interim levy of any property at the request of the property owner if the taxes imposed by this by-law significantly exceed 50% of the taxes paid by the property in 2022, adjusted to annualize any assessment changes incurred during 2022. No adjustment made shall reduce the 2023 interim levy to below 50% of the 2022 adjusted tax amount. No adjustment will be made after the final 2023 taxes for the property have been calculated.
4. **THAT** the taxes may be levied by this by-law on a property that is rateable for local municipality purposes for the current tax year, even if the property was not rateable for local municipality purposes for the prior tax year, including assessment of property that is added to the assessment roll after the by-law is passed.

5. **THAT** any instalment or any part of any instalment of rates, taxes and assessments not paid on or before the day prescribed by the respective section of this by-law which sets out payment of such instalments, shall be subject to a penalty which shall be added to and collected with rates, taxes and assessments and which shall be a percentage charged of One and One Quarter (1  $\frac{1}{4}$ %) per centum on the first day of default and a further One and One Quarter (1  $\frac{1}{4}$ %) per centum for each calendar month thereafter in which default continues in the year in which the taxes were levied.
6. **THAT** the Treasurer or delegate are authorized to accept part payment from time to time on account of the oldest outstanding interest, then the oldest outstanding taxes, then penalty charges and then current years taxes due, or alternatively is authorized to refuse acceptance of any such part payment.
7. **THAT** from time to time, there may be charges, fees, costs or other expenses added onto the tax roll, as set forth in the *Assessment Act* and *Municipal Act* and any other applicable *Acts* and the by-laws in force in this municipality. Such charges, fees, costs or other expenses shall be deemed to be taxes, collected as taxes, or collected in the same manner as municipal taxes, or dealt with in such fashion as may be specifically authorized by the applicable statute.
8. **THAT** the Manager of Taxation & Assessment is hereby authorized and directed to serve personally or to mail or cause to be mailed notices of the taxes hereby levied to the person or persons taxed at the person's residence or place of business or upon the premises in respect of which the taxes are payable by such person, or the ratepayer's mortgage company or third party designated by the property owner.

**PASSED IN OPEN COUNCIL ON September 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk



## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW 088-2022

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 36 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS PART OF LOT 10, CONCESSION 5, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (BROCCOLINI REAL ESTATE GROUP/SUN LIFE ASSURANCE COMPANY OF CANADA) - FILE: Z-10/22

**WHEREAS** the Council of the Corporation of the Town of Milton is empowered to enact this By-law by virtue of the provisions of Section 34 and 36 of the *Planning Act*, as amended;

**AND WHEREAS** notice of intention to remove the Holding (H57) Symbol has been provided in accordance with the regulations of the *Planning Act*, as amended;

**AND WHEREAS** it has been confirmed to the Council of the Corporation of the Town of Milton that all of the necessary conditions required for the removal of the holding provision have been satisfied;

**AND WHEREAS** the Council of the Corporation of the Town of Milton deems it appropriate to remove the Holding (H57) Symbol on the lands;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Schedule A to Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by changing the existing site-specific Business Park (M1\*306\*H57) to a site-specific Business Park (M1\*306) Zone Symbol, on the lands shown on Schedule "A" attached hereto.
2. **THAT** Section 13.2 is amended by adding the date that the holding provision applicable to Section 13.2.1.100 is lifted on the lands.
3. **THAT** this by-law shall come into force and effect on the day of its passing.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022**

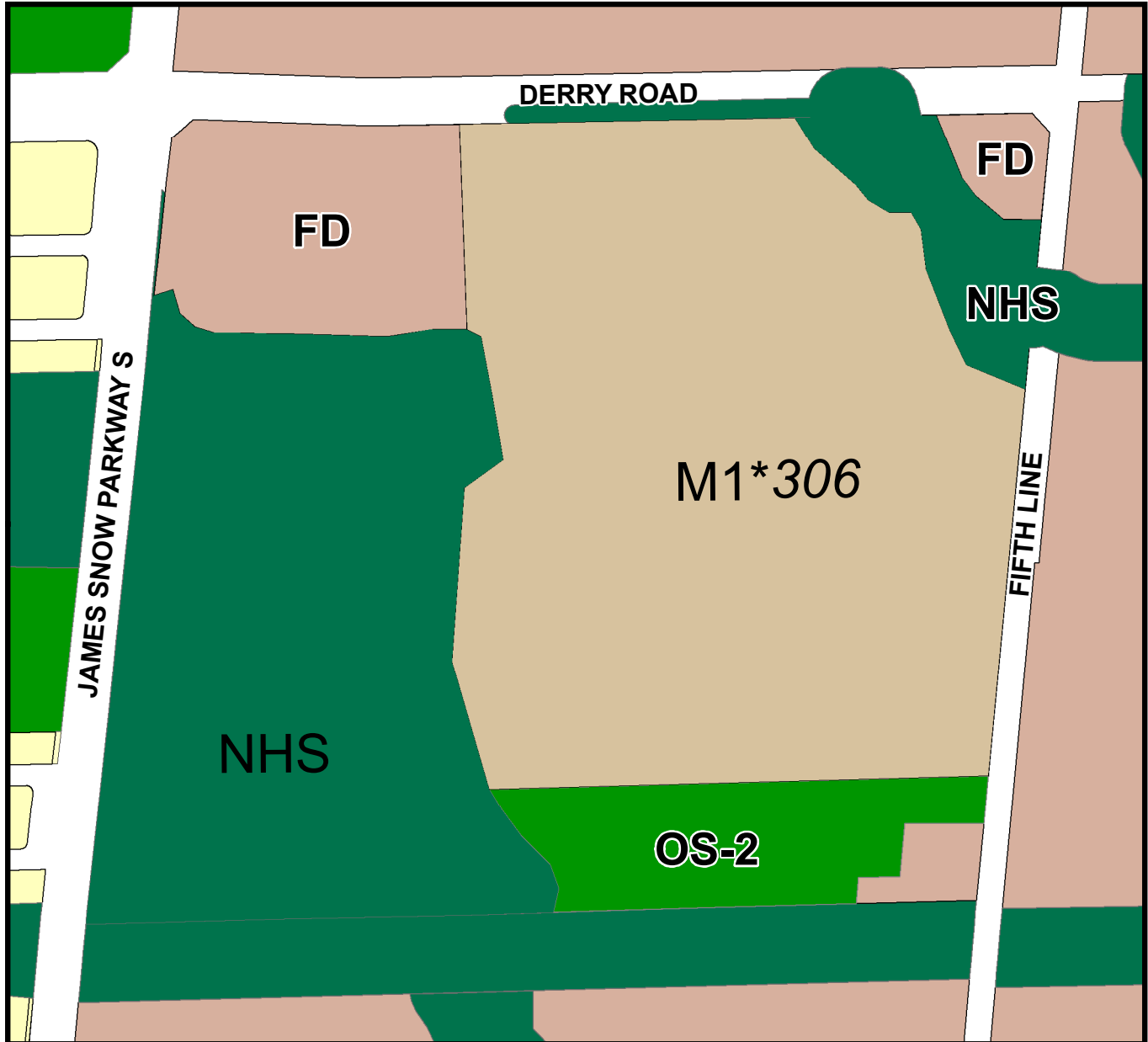
\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

SCHEDULE A  
TO BY-LAW No. 088-2022

TOWN OF MILTON  
PART OF LOT 10, CONCESSION 5 NS  
TOWN OF MILTON





*Town of Milton*



THIS IS SCHEDULE A  
TO BY-LAW NO. 088-2022 PASSED  
THIS 12TH DAY OF SEPTEMBER,  
2022.

\_\_\_\_\_  
MAYOR - Gordon A. Krantz

\_\_\_\_\_  
CLERK- Meaghen Reid

- |   |                          |
|---|--------------------------|
|  | M1*306                   |
|  | FD                       |
|  | OS-2 - Open Space Zone 2 |
|  | NHS                      |



Z-10/22

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 089-2022

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 34 OF THE *PLANNING ACT* IN RESPECT OF ALL LANDS WITHIN THE TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (TOWN FILE: Z-18/21)

**WHEREAS** the Council of the Corporation of the Town of Milton deems it appropriate to amend Comprehensive Zoning By-law 016-2014, as amended;

**AND WHEREAS** the Town of Milton Official Plan will provide for the lands affected by this by-law to be zoned as set forth in this By-law upon the approval of Official Plan Amendment No. 70;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Schedule 'A' to Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by changing parts of the existing Central Business District Secondary Commercial *Zone* (CBD-B) symbol to the Urban Growth Centre - Mixed Use *Zone* (UGC-MU) symbol; parts of the existing Urban Growth Centre - Mixed Use *Zone* (UGC-MU) symbol to the Central Business District Secondary Commercial *Zone* (CBD-B) symbol; the existing Residential High Density *Zone* (RHD) symbol to the Urban Growth Centre - Mixed Use *Zone* (UGC-MU) symbol; and by modifying the Urban Growth Centre - Mixed Use 2 *Zone* (UGC-MU-2); and by adding a (H) symbol to the Urban Growth Centre - Mixed Use *Zone* (UGC-MU) symbol and the Urban Growth Centre - Mixed Use 2 *Zone* (UGC-MU-2) symbol on the lands shown on Schedule A attached hereto.
2. **THAT** Schedule 'B1' - 'Milton GO MTSA - Cash-In-Lieu Parking Policy Area', attached hereto as Schedule B to this by-law, is added to Comprehensive Zoning By-law 016-2014, as amended.
3. **THAT** Schedule 'D' to Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by replacing it with a new Schedule 'D' and Schedule 'D1' attached hereto as Schedules C and C1 to this by-law.
4. **THAT** Schedule 'E1' - 'Milton GO MTSA - Active Frontage Areas' attached hereto as Schedule D to this by-law, is added to Comprehensive Zoning By-law 016-2014, as amended.
5. **THAT** Schedule 'G' - 'Milton GO MTSA - Minimum Block Level Densities' attached hereto as Schedule E to this by-law, is added to Comprehensive Zoning By-law 016-2014, as amended.

6. **THAT** Section 1.11.2 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by replacing Subsection 1.11.2 i) with the following:
- i) Nothing in this By-law shall prevent the erection or *use* of a *building* or *structure* for a development for which a complete application for site plan approval and/or *building* permit was filed on or prior to the date of passage of By-law NO. 081-2020 or 089-2022, whichever by-law applies to the subject property, if the development in question complies or the *building* permit application for the development is amended to comply, with the provisions of Comprehensive Zoning By-law 016-2014, as amended, as it read on the date of passage of By-law NO. 081-2020 or 089-2022, as applicable.
7. **THAT** Section 1.11.3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by replacing Subsections 1.11.3 i) and ii) with the following:
- i) Nothing in this By-law shall prevent the issuance of a *building* permit or site plan approval in accordance with both Comprehensive Zoning By-law 016-2014, as amended, as it read on the date of passage of By-law NO. 081-2020 or 089-2022, whichever by-law applies to the subject property, and a related minor variance that was granted approval by the Town of Milton Committee of Adjustment or the Ontario Land Tribunal, under Comprehensive Zoning By-law 016-2014, as amended, as it read on the date of passage of By-law NO. 081-2020 or 089-2022, as applicable, so long as the complete application for the *building* permit has been filed by the date of compliance with the conditions pursuant to the decision of the Town of Milton Committee of Adjustment or the decision of the Ontario Land Tribunal.
  - ii) Notwithstanding the provisions of Section 1.11.2 i), an application for minor variance associated with a complete application for site plan approval and/or *building* permit that was filed prior to the date of the passage of By-law NO. 081-2020 or 089-2022, whichever by-law applies to the subject property, can still be made under the provisions of Comprehensive Zoning Bylaw 16-2014, as amended, as it read on the date of passage of By-law NO. 081-2020 or 089-2022, as applicable.
8. **THAT** Section 1.11.5 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by replacing Section 1.11.5 i) with the following:
- i) Sections 1.11.2 i), 1.11.3 i), and 1.11.3 ii) are repealed two years from the date of enactment of By-law NO. 081-2020 or 089-2022, whichever by-law applies to the subject property.
9. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Ancillary Residential Uses* as follows:

**ANCILLARY RESIDENTIAL USES**

Means those uses which are supplementary to an *Apartment Building*, a *Dwelling*, *Retirement* or a *Mixed Use Building* including the common indoor

areas located within a *building* which are intended primarily for access, dining, or recreational purposes for the occupants of a *building* and includes stairs, lobbies, elevators, mail room, mechanical facilities, storage, and facilities for a concierge.

10. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Angular Plane* as follows:

**ANGULAR PLANE**

Means an imaginary inclined plane projecting over a *lot* at a specified angle from the horizontal and measured from a defined point.

11. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Compatibility Study(ies)* as follows:

**COMPATIBILITY STUDY(IES)**

Means a study that assesses potential adverse effects and recommends separation distances and mitigation measures, if needed, to limit impacts to surrounding land uses.

12. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Electric Vehicle Charging Station* as follows:

**ELECTRIC VEHICLE CHARGING STATION**

Means the minimum of a level two charging outlet for electric vehicles, as defined by SAE International J1772 or an equivalent standard.

13. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Electric Vehicle Charging Station, Roughed-In* as follows:

**ELECTRIC VEHICLE CHARGING STATION, ROUGHED-IN**

Means the installation of electric vehicle charging infrastructure during building construction to allow for the later installation of an *electric vehicle charging station*.

14. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Floor Plate Area* as follows:

**FLOOR PLATE AREA**

Means the horizontal *floor area* of a single floor measured from all the exterior walls of a *building* or *structure*, excluding *balconies*.

15. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying the defined term *Floor Space Index* as follows:

#### FLOOR SPACE INDEX

Means the ratio of the *gross floor area* of all above grade *buildings* or *structures*, including *parking structures*, to *lot area*. The *floor plate area of premises* owned by a *public authority* for a *public use* is excluded from the *gross floor area* for the calculation of *floor space index*.

16. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Guest Suite or Unit* as follows:

#### GUEST SUITE OR UNIT, APARTMENT

Means a room within an *apartment building* or a *mixed use building* that is not connected to an *apartment dwelling* that can be used temporarily by visitors to the *building* as overnight accommodation, which may include a bedroom and bathroom, but shall not include kitchen facilities. A *Guest Suite or Unit* does not constitute an *apartment dwelling* and shall not be subject to required *parking*.

17. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying the defined term *Mixed Use Building* as follows:

#### MIXED USE BUILDING

Means a *building* which contains both residential *dwelling units* and non-residential (i.e. commercial, retail, office) *uses*; and where the residential *uses* are separated horizontally and/or vertically from the non-residential *uses*. An *apartment building*, a *dwelling*, *live-work unit*, and a *building* with only *dwelling units* are not *mixed use buildings*.

18. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Parking Space, Bicycle (Long-Term)* as follows:

#### PARKING SPACE, BICYCLE (LONG-TERM)

Means a *bicycle parking space* located within a *building* for use by occupants or tenants of a *building*.

19. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Parking Space, Bicycle (Short-Term)* as follows:

#### PARKING SPACE, BICYCLE (SHORT-TERM)

Means a *bicycle parking space* for use by visitors to a *building* and may be provided either inside or outside of the *building*.

20. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Podium* as follows:

#### PODIUM

Means the base of a *building* that is distinguished from the uppermost floors of a mid-rise *building* or the *tower* portion of a tall building by being set forward or articulated architecturally.

21. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Step Back* as follows:

**STEP BACK**

Means the horizontal distance from a *main wall* on the lower floors of a *building* to a *main wall* on the uppermost floors of a mid-rise *building* or the *tower* portion of a tall *building*, projecting *balconies* excepted.

22. **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a definition for *Tower* as follows:

**TOWER**

Means the portion of a tall *building* above the *podium* including the *tower* top or crown.

23. **THAT** Section 4.5 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding *mixed use buildings* to clause ii) as follows:

ii) Notwithstanding the above, *balconies* are permitted in all *yards* for *apartment buildings* and *mixed use buildings* only, and;

24. **THAT** Section 4.16 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a new subsection ii) as follows and renumbering the remaining subsections accordingly:

ii) Notwithstanding i) above, *outdoor retail display* is permitted in a required *front* or *exterior side yard* in the UGC-MU *Zone*;

25. **THAT** Section 4.18 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a new subsection vi) as follows and renumbering the remaining subsections accordingly:

vi) Notwithstanding v) above, a *restaurant* patio is permitted 0.0m from any *street line* in the UGC-MU *Zone*;

26. **THAT** Section 4.21.1.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding “minimum *lot* density(FSI)” and “maximum surface *parking area* on a *lot*” as follows:

A *lot* in existence prior to the effective date of this By-law, or capable of being legally conveyed in accordance with the Planning Act, that does not meet the *lot area*, *lot depth*, *lot frontage*, minimum *lot* density (FSI) and/or maximum surface *parking area* on a *lot* requirements of the applicable *Zone*, may be used and *buildings* thereon may be erected, enlarged, repaired or renovated



provided the *use* conforms with the By-law and the *buildings* or *structure* comply with all of the other provisions of this By-law.

27. **THAT** Section 5.5 iii) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding 'Schedule B1' as follows:

- iii) Notwithstanding i) and ii) above, any *building* containing a permitted principal non-residential *use(s)* within the 'Cash-in-lieu Parking Policy Area' as shown on Schedule B or Schedule B1 to this By-law may provide payment to the satisfaction of the Town for cash-in-lieu of required *parking* for the non-residential *use(s)* only;

28. **THAT** Section 5.5 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding 'Section 5.5.1 Parking in the Central Business District UGC-MU and UGC-MU2 Zones' as follows:

#### 5.5.1 Parking in the Central Business District UGC-MU and UGC-MU2 Zones

- i) A surface *parking area* at grade is not permitted to occupy more than 20% of the *lot* area;
- ii) Visitor *parking* associated with a residential *use*, and client *parking* associated with a permitted non-residential *use*, may be provided in any combination of a *parking* structure and a *parking area* and may be used for any combination of residential and permitted non-residential *uses*;
- iii) No part of a *parking area* or *parking* structure is permitted within a *front yard* or an *exterior side yard*;
- iv) Notwithstanding Section 5.1 iv), a parking stacker system shall be permitted in a *parking* structure and required *parking* may be provided by means of a parking stacker system. When *parking* is provided by means of a parking stacker system, the minimum *parking* stall size shall be 2.75 metres in width and 5.8 metres in length (mechanisms and equipment associated with the parking stacker are permitted within the minimum *parking* stall dimensions), except that the lower *parking* stall and the elevated platform above such *parking space* may have dimensions of not less than 2.4 metres by 5.0 metres unobstructed;
- v) Notwithstanding Section 5.1 ix), *loading spaces* and/or areas may be provided inside of a *building*;
- vi) Notwithstanding Section 5.14, a *parking* structure that projects above *established grade* is not permitted within the first 9.0 metres of the depth of the *building* measured horizontally from the *main wall* facing a *street*, and the first 4.5 metres of *height* of the *building* measured vertically from the top of the floor of the *first storey* to the top of the floor of the second *storey* within that depth.

29. **THAT** Section 5.8 i) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying Table 5D as follows:

**TABLE 5D**

Type	REQUIRED DIMENSIONS		
	Minimum Length	Minimum Width	Minimum Vertical Clearance
Angle - <i>Parking Space</i>	6.5m	2.75m	N/A
Parallel - <i>Parking Space</i>	6.5m	2.75m	N/A
Perpendicular - <i>Parking Space</i>	5.8m	2.75m	N/A
Accessible- <i>Parking Space</i>			N/A
Type A	5.8m	3.4m (*1)	
Type B	5.8m	2.75m (*1)	
<i>Loading Space</i>	12.0m	3.5m	4.2m
<i>Loading Area</i>	6.0m	3.5m	3.0m
<i>Queuing Space</i>	6.0 m	3.0	N/A
<i>Bicycle - Parking Space (Horizontal)</i>	1.8m	0.6m	1.9 m
<i>Bicycle – Parking Space (Vertical) (*2)</i>	1.2m	0.4m	1.9 m

Footnote(s) to TABLE 5D

(\*1) An accessible aisle must be provided adjacent to an *accessible parking space* with a minimum width of 1.5m and length of 5.8m. Adjacent *accessible parking spaces* may share one access aisle.

(\*2) A *long term bicycle parking space* placed in a vertical position on a wall, structure or mechanical device.

30. **THAT** Section 5.8.1 i) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying Table 5E as follows:

**TABLE 5E**

Type or Nature of Use	Minimum Off-Street Parking Requirements
<i>Dwellings with individual driveway access from a public street</i>	<ul style="list-style-type: none"> <li>2 <i>parking spaces per dwelling unit</i></li> </ul>
<i>Apartment Buildings</i>	<ul style="list-style-type: none"> <li>1.5 <i>parking spaces per unit</i></li> <li><u>PLUS</u></li> <li>0.25 <i>parking spaces</i> for visitor <i>parking</i> in a designated visitor <i>parking area</i></li> </ul>
UGC-MU <i>Apartment Buildings (*1)</i>	<ul style="list-style-type: none"> <li>1 <i>parking space per dwelling unit</i></li> <li><u>PLUS</u></li> <li>0.20 <i>parking spaces per dwelling unit</i> for visitor <i>parking</i> in a designated visitor <i>parking area</i></li> </ul>
<i>Upper-Floor Dwelling Units</i>	<ul style="list-style-type: none"> <li>1 <i>parking space per dwelling unit</i></li> </ul>
<i>Accessory Dwelling Units</i>	<ul style="list-style-type: none"> <li>1 <i>parking space per accessory dwelling unit</i></li> </ul>

Type or Nature of Use	Minimum Off-Street Parking Requirements
All other <i>dwelling units</i>	<ul style="list-style-type: none"> <li>• 2 <i>parking spaces</i> per <i>dwelling unit</i> <u>PLUS</u></li> <li>• 0.25 <i>parking spaces</i> per unit for visitors on a <i>lot</i> with four or more <i>dwelling units</i></li> </ul>
<i>Bed and Breakfast Establishments</i>	<ul style="list-style-type: none"> <li>• 1 <i>parking space</i> for each room or suite used for the purposes of lodging for the traveling public, in addition to the required parking for the <i>dwelling unit</i></li> </ul>
<i>Shared Housing</i>	<ul style="list-style-type: none"> <li>• 1 <i>parking space</i> for each staff member per working shift in addition to the required parking for the <i>dwelling unit</i> type</li> </ul>
<i>Home occupation</i>	<ul style="list-style-type: none"> <li>• Home occupations that have customers, clients or patients attending the dwelling, shall provide one (1) parking space in addition to the required parking for the residential use.</li> </ul>
<i>Cottage Industry / Home Industry</i>	<ul style="list-style-type: none"> <li>• 1 <i>parking space</i> for each employee in addition to the parking requirements for the residential or other principal use.</li> </ul>
<i>Private Home Daycare</i>	<ul style="list-style-type: none"> <li>• No requirement</li> </ul>
<i>Long-Term Care Facility</i>	<ul style="list-style-type: none"> <li>• 0.33 <i>parking spaces</i> per bed</li> </ul>
<i>Dwelling, Retirement</i>	<ul style="list-style-type: none"> <li>• 0.5 <i>parking spaces</i> per bed</li> </ul>

31. **THAT** Section 5.8.1 i) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a footnote for Table 5E as follows:

(\*1) For lands within the UGC-MU designation shown to contain a star symbol followed by a number on schedules to this By-law, the special *parking* provisions in Section 13.1.1 of this By-Law shall only apply where the required *parking* rate is less than the *parking* requirements in Table 5E.

32. **THAT** Section 5.8.2 i) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying Table 5F as follows:

**TABLE 5F**

Zones	Minimum Off-Street <i>Parking</i> Requirements
C2, C3, C6, MC	<ul style="list-style-type: none"> <li>• 1 <i>parking space</i> per 20m<sup>2</sup> of <i>gross floor area</i></li> </ul>

<b>Zones</b>	<b>Minimum Off-Street <i>Parking</i> Requirements</b>
UGC-MU and UGC-MU-2  (applicable to buildings and the gross floor area contained therein as they legally existed on December 14, 2015 only)	<ul style="list-style-type: none"> <li>1 parking space per 40 m<sup>2</sup> of gross floor area, except for the following uses and circumstances: <ul style="list-style-type: none"> <li>- Banquet Facility;</li> <li>- Hotel;</li> <li>- Night Club;</li> <li>- Place of Entertainment;</li> <li>- Place of Worship;</li> <li>- Theatre; and,</li> <li>- Buildings for which site specific parking provisions are already contained in this By-law</li> </ul> </li> </ul>
MU (*2) <i>Mixed Use Buildings</i>	<ul style="list-style-type: none"> <li>1.25 <i>parking space per dwelling unit</i> <u>PLUS</u></li> <li>The greater of 0.25 <i>parking spaces per residential dwelling unit</i> for visitor parking or 1 <i>parking space per 25 m<sup>2</sup> of gross floor area</i> for permitted non-residential uses in a <i>mixed use building</i></li> </ul>
UGC-MU <i>Mixed Use Buildings (*1) (*2)</i>	<ul style="list-style-type: none"> <li>0.8 <i>parking space per dwelling unit</i> <u>PLUS</u></li> <li>The greater of 0.2 <i>parking spaces per dwelling unit</i> for visitor parking or 1 <i>parking space per 30 m<sup>2</sup> of gross floor area</i> for permitted non-residential uses in a <i>mixed use building</i></li> </ul>

33. **THAT** Section 5.8.2 i) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding footnotes for Table 5F as follows:

(\*1) For lands within the UGC-MU designation shown to contain a star symbol followed by a number, on schedules to this By-law, the special *parking* provisions in Section 13.1.1 of this By-Law shall only apply where the required *parking* rate is less than the *parking* requirements in Table 5F.

(\*2) The *parking* rate for *mixed-use buildings* shall apply to all *dwelling units in buildings* sharing a mutual *podium*.

34. **THAT** Section 5.10 i) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying Table 5I as follows:

TABLE 5I

Type or Nature of Use	Minimum Bicycle Parking Spaces
<i>Apartment Building and Mixed Use Building</i>	0.5 long term bicycle parking space/ unit (*1) PLUS 0.05 short term bicycle parking space/unit (*2)
UGC-MU <i>Apartment Building and Mixed Use Building</i>	1 long term bicycle parking space/ unit (*1) PLUS 0.05 short term bicycle parking space/unit (*2)
<i>Dwelling, Retirement</i>	0.1 spaces/ unit
Elementary and Secondary Schools	5% of the required parking spaces for the use or lot
All other Commercial, Employment and Institutional Uses	3% of the required parking spaces for the use or lot

Footnotes to Table 5I:

(\*1) Long-term bicycle parking spaces must be provided in a bicycle rack located in an enclosed, secure area with controlled access or within individual, secure, bicycle enclosures/lockers for use by the occupants of a *building*.

(\*2) Short-term bicycle parking spaces must be provided in a bicycle rack located in an easily accessible location and available for visitors to a *lot* or *building*.

35. **THAT** Section 5.10 vi) of Comprehensive Zoning By-law 016-2014, as amended is hereby further amended by replacing 'Central Business District' with 'Parking Policy Area shown on Schedule C' as follows:

vi) Notwithstanding Section 5.10 i) to v) the following exceptions apply:

Any property located within the Parking Policy Area shown on Schedule C shall not be subject to provide *bicycle parking spaces*, and;

36. **THAT** Section 5 of Comprehensive Zoning By-law 016-2014, as amended is hereby further amended by adding Section 5.19 'Requirements for Electric Vehicle Charging Stations in the UGC-MU and UGC-MU2 Zones' as follows:

TABLE 5O

Type or Nature of Use	Minimum EV Charging Station Requirement
UGC-MU	Where the required number of <i>parking spaces</i> is 100 spaces or more, a minimum of 25% of the required <i>parking spaces</i> shall

Type or Nature of Use	Minimum EV Charging Station Requirement
<i>Apartment Buildings, Mixed Use Buildings and Stacked Townhouses with a common parking structure</i>	have a <i>roughed-in electric vehicle charging station</i>
UGC-MU and UGC-MU2 Permitted non-residential uses	Where the required number of <i>parking spaces</i> is 100 spaces or more, a minimum of 20% of the required <i>parking spaces</i> shall have a <i>roughed-in electric vehicle charging station</i> ; and, a minimum of 1% of all the required <i>parking spaces</i> shall have an <i>electric vehicle charging station</i> installed

37. **THAT** Section 7.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying Table 7A as follows:

RHD *Uses* is removed and replaced by *Apartment Building* in the list of Residential *Uses* under the Permitted *Uses* column.

*Dwelling, Back-To-Back Townhouse; Dwelling, Live-Work Unit; Dwelling, Multiple; Dwelling, Stacked Townhouse; and Guest Suite or Unit* are added to the list of Residential *Uses* under the Permitted *Uses* column

A ‘•’ symbol followed by (\*1) and (\*8) is added to the table under the column ‘UGC-MU’ in the rows containing *Apartment Building; Dwelling, Back-To-Back Townhouse; Dwelling, Live-Work Unit; Dwelling, Multiple; Dwelling Retirement; Dwelling, Stacked Townhouse; Guest Suite; and Shared Housing*.

A number (\*9) is added to the table under the column ‘UGC-MU’ in the rows containing *Apartment Building; Dwelling, Retirement; Dwelling, Multiple; and Mixed Use Building*.

A number (\*10) is added to the table under column ‘UGC-MU’ in the rows containing *Dwelling, Back-To-Back Townhouse; Dwelling, Multiple; and Dwelling, Stacked Townhouse*.

A number (\*11) is added to the table under column ‘UGC-MU’ in the rows containing *Apartment Building* and *Mixed Use Building*.

*Home Day Care; Home Occupation; Hospital, Public or Private; Long-Term Care Facility; Mixed Use Building; School, Post-Secondary; School, Secondary; and Specialty Food Store* is added to the list of Non-Residential *Uses* under the Permitted *Uses* column.

A ‘•’ symbol is added to the table under the column ‘UGC-MU’ in the rows containing *Funeral Home; Home Day Care; Home Occupation; Hospital, Public*

or *Private; Long-Term Care Facility; Mixed Use Building; Place of Assembly; School, Post-Secondary; School, Secondary; and Specialty Food Store.*

A ‘•’ symbol followed by (\*12) is added to the table under the column ‘UGC-MU’ in the rows containing *Bank; Convenience Store; Department Store; Dry Cleaning Depot; Food Store; Personal Service Shop; Restaurant; Restaurant Take-Out; Retail Store 1; Retail Store 2; and Specialty Food Store.*

A ‘•’ symbol followed by (\*13) is added to the table under the column ‘UGC-MU’ in the rows containing *Mixed Use Building.*

38. **THAT** Section 7.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying the footnotes for Table 7A as follows:

(\*1) Not permitted on the *first storey* of a *building* where identified as *Active Frontage* in accordance with Schedule E and not permitted to occupy more than 40% of the *building front wall* on the *main floor* of a *building* where identified as *Active Frontage* in accordance with Schedule E1.

Footnote (\*8) is added as follows:

(\*8) Not permitted to replace an existing non-residential *building* as a stand alone residential building.

Footnote (\*9) is added as follows:

(\*9) A minimum of 4 square metres per *dwelling unit* of outdoor communal *amenity area* shall be provided at *grade* and/or as a rooftop *amenity area* on the *podium* and shall be maintained and operated by a common entity (such as a condominium corporation). This outdoor communal *amenity area* shall be aggregated into areas of not less than 50 square metres and have a minimum width of 6.0 metres.

Footnote (\*10) is added as follows:

(\*10) A minimum density of 100 units per net hectare and a common underground *parking structure* containing a minimum of 80% of the required parking is required

Footnote (\*11) is added as follows:

(\*11) Where residential and/or non-residential *uses* are located on the *first storey* of an *apartment building* or *mixed use building*, a minimum of one principal *building* entrance to each *dwelling unit* and *use* shall be directly accessible from, and oriented towards, a *public street*.

Footnote (\*12) is added as follows:



(\*12) Only permitted on the *first storey* of a multi-storey *Mixed-use Building* with at least one principal entrance accessible from a *public street*, or in a stand-alone *building* with a maximum *gross floor area* of 500 square metres.

Footnote (\*13) is added as follows:

(\*13) Where a *Mixed Use Building(s)* will replace an existing non-residential *building* on the same *lot*, the replacement *building* or *buildings* must contain one or more permitted non-residential *use(s)* with the same or greater *gross floor area* as the existing non-residential *use* or, where a lesser non-residential *gross floor area* is proposed, the *gross floor area* of the permitted non-residential *use(s)* must be sufficient to accommodate a similar number of jobs as the existing non-residential *use(s)* on the *lot*.

39. THAT Section 7.2 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by removing the UGC-MU and UGC-MU-2 columns from Table 7C and by adding Table 7C-1 as follows:

**TABLE 7C-1**

<b>Central Business District – Urban Growth Centre/Major Transit Station Area</b>		
<b>Regulations</b>	<b>Zones</b>	
	<b>UGC- MU</b>	<b>UGC-MU-2</b>
	Urban Growth Centre - Mixed Use	Urban Growth Centre - Mixed Use 2
<b>Lot Frontage</b> (Minimum)	50.0m	50.0m
<b>Lot Area</b> (Minimum)	3500m <sup>2</sup>	3500m <sup>2</sup>
<b>Lot Coverage</b> (Maximum)	70%	70%
<b>Floor Space Index (*1)(*2)</b>		
Minimum	See Density Schedule (*3)	See Density Schedule
Maximum	See Building Heights Schedule	See Building Heights Schedule
<b>Setbacks</b>		
<b>Front Yard</b>		
South side of Main Street East		
Minimum	6.0m (*4)	N/A
Maximum	9.0m (*4)	N/A
East side of Ontario Street South and west side of Thompson Road North		
Minimum	4.5m (*5)	N/A
Maximum	7.5m (*5)	N/A
Other streets in <i>Active Frontage Areas</i>		
Minimum	0.0m (*6)	0.0m (*6)
Maximum	3.0m (*6)	3.0m (*6)

Central Business District – Urban Growth Centre/Major Transit Station Area		
Regulations	Zones	
	UGC- MU	UGC-MU-2
	Urban Growth Centre - Mixed Use	Urban Growth Centre - Mixed Use 2
All other streets		
Minimum	2.0m (*6)	2.0m (*6)
Maximum	5.0m (*6)	5.0m (*6)
<b>Interior Side Yard</b>		
Minimum	1.8m	3.0m
	Floors 9 and above: 12.5m	
<b>Exterior Side Yard</b>		
Abutting south side of Main Street East		
Minimum	6.0m (*4)	N/A
Maximum	9.0m (*4)	N/A
All other streets		
Minimum	3.0m (*6)	3.0m
Maximum	5.5m (*6)	5.5m
<b>Rear Yard</b>		
Abutting a Residential Zone		
Minimum	7.5m (*7) Floors 1 to 3: 7.5m Floor 4: 10.5m Floor 5: 13.5m Floor 6: 16.5m	12.0m (*7)
North side of Main Street East between Ontario Street North and Thompson Road North		
Minimum	20.0m (*7) Floors 1 to 6: 20.0m Floor 7: 23.0m Floor 8: 26.0m	N/A
<b>Building Height</b>	See <i>Height Schedule</i> (*8) (*9) (*10)	See <i>Height Schedule</i> (*8) (*9)
<b>Tower Controls</b>		
Tower Separation	Each <i>tower</i> must be separated a minimum of 25.0 metres from any other <i>tower</i> located on the same <i>lot</i> , measured horizontally from the <i>main wall</i> of one <i>tower</i> to the other, projecting <i>balconies</i> excepted.	
Tower Floor Plate Area	Any <i>tower</i> portion of a <i>building</i> between a <i>height</i> of 9 <i>storeys</i> and 15 <i>storeys</i> inclusive must not exceed a <i>floor plate area</i> of 1,000 square metres on the <i>lot</i> .	

Central Business District – Urban Growth Centre/Major Transit Station Area		
Regulations	Zones	
	UGC- MU	UGC-MU-2
	Urban Growth Centre - Mixed Use	Urban Growth Centre - Mixed Use 2
	Any <i>tower</i> portion of a <i>building</i> above a <i>height</i> of 15 storeys must not exceed a <i>floor plate area</i> of 750 square metres or 40 linear metres measured diagonally on the <i>lot</i> .	
<b>Landscaped Open Space</b> % of Lot Area (Minimum)	15%	15%
<b>Landscape Buffer</b> (Minimum) <i>Abutting a street line</i>	0.0m	0.0m
<i>Abutting a Residential Zone</i>	4.5m	4.5m

40. THAT Section 7.2 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding footnotes for Table 7C-1 as follows:

(\*1) Does not apply to an *elementary, secondary or post-secondary school*.

(\*2) Where development proceeds on the basis of individual development envelopes on a portion of the Zone or *lot*, the development density standards shall be calculated on the basis of the area of each individual development envelope rather than on the basis of the area of the entire *lot*.

(\*3) For *Dwelling, Back to Back Townhouse; Dwelling, Multiple; and Dwelling Stacked Townhouse* the minimum density shall be 100 units per net hectare.

(\*4) A minimum *step back* of 10 metres is required above a *height* of 19.5 metres or 6 storeys.

(\*5) A minimum *step back* of 3 metres is required above a *height* of 19.5 metres or 6 storeys.

(\*6) A minimum *step back* of 1.5 metres is required above a *height* of 13.5 metres or 4 storeys.

(\*7) Where *abutting* a residential *zone*, a sun shadow analysis shall be provided.

(\*8) Minimum height of a non-residential *first storey* (measured from top-of-slab to top-of-slab) of a *mixed used building* is 4.5 metres.

(\*9) Multiple *towers* on the same *lot* shall have a *height* difference of at least 4 *storeys* and 12.0 metres between the *height* of the tallest *tower* and the shortest *tower* on the *lot*.

(\*10) A pedestrian impacts wind study shall be provided for *buildings* greater than 8 storeys or 25.5 metres in *height*.

41. **THAT** Section 13.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a new Subsection 13.1.1.268 iii. h), as follows:

13.1.1.268	079-2019	C2	*268
1050 BRONTE STREET SOUTH, LEGALLY DESCRIBED AS PART OF LOT 8, CONCESSION 1, FORMER GEOGRAPHIC SURVEY OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MANAMAN CENTRE INC) - FILE Z-04/17			
<p>i. Additional Permitted Uses:</p> <p>Notwithstanding Section 7.1, Table 7B to the contrary, the following uses shall also be permitted:</p> <ul style="list-style-type: none"> <li>a. mixed use buildings</li> <li>b. apartment buildings</li> </ul> <p>ii. Notwithstanding the Zone regulations of Section 7.2, Table 7D to the contrary, the following Zone Regulations shall apply:</p> <ul style="list-style-type: none"> <li>a) Maximum lot coverage – 35%</li> <li>b) Minimum front yard setback for a building oriented along Bronte Street South – 3 metres</li> <li>c) Maximum front yard setback for a building oriented along Bronte Street South– 10 metres</li> <li>d) Minimum exterior side yard setback for a building oriented along Louis Saint Laurent Avenue – 3 metres</li> <li>e) Maximum exterior side yard setback for a building oriented along Louis Saint Laurent Avenue – 10 metres</li> <li>f) Notwithstanding the Gross Floor Area requirements of Table 7D, the following regulations shall apply: <ul style="list-style-type: none"> <li>i) Maximum Permitted Non-residential Gross Floor Area– 7,917 m<sup>2</sup></li> </ul> </li> <li>g) Maximum building height – 6 storeys to a maximum of 25 metres</li> <li>h) Maximum residential density – 185 units per hectare</li> <li>i) Minimum landscaped open space – 10%</li> <li>j) A landscape buffer abutting a public or private street line shall not be required</li> <li>k) Minimum landscape buffer abutting a residential zone – 1.25 metres</li> </ul> <p>iii. Special Zone Provisions</p> <ul style="list-style-type: none"> <li>a) Non-residential uses shall only be permitted on the first storey of a multi-storey mixed-use building.</li> <li>b) Maximum length of a main wall shall not exceed 115 metres.</li> <li>c) Notwithstanding Section 5.14.1 to the contrary, the underground parking structure may be located within 1.5 metres of a street line or lot line.</li> <li>d) Notwithstanding Section 5.8.1, Table 5E to the contrary, the parking requirement for an apartment building shall be a minimum of: <ul style="list-style-type: none"> <li>1.0 spaces per 1 bedroom dwelling unit</li> <li>1.0 spaces per 1 bedroom plus den dwelling unit</li> <li>1.25 spaces per 2 bedroom dwelling unit</li> <li>1.25 spaces per 2 bedroom plus den dwelling unit</li> <li>plus 0.25 visitor parking spaces per dwelling unit.</li> </ul> </li> </ul>			

- e) Notwithstanding Section 5.8.1, Table 5E to the contrary, the parking requirement for a mixed use building shall be a minimum of:
  - 1.0 spaces per 1 bedroom dwelling unit
  - 1.0 spaces per 1 bedroom plus den dwelling unit
  - 1.25 spaces per 2 bedroom dwelling unit
  - 1.25 spaces per 2 bedroom plus den dwelling unit
 PLUS the Greater of 0.25 parking spaces per residential dwelling unit for visitor parking OR 1 parking space per 25 m2 of GFA for the non-residential component in a mixed use building.
- f) Shared parking provision – Visitor parking associated with a residential use, and client parking associated with a permitted non-residential use, may be provided in any combination of a parking structure and a surface parking area and may be used for any combination of residential and permitted non-residential uses.
- g) Notwithstanding Section 5.1 ix), loading spaces and loading areas may be provided inside of a building;
- h) Section 4.18 iv, v & vii shall not apply.
- i) At grade patios are permitted for retail and restaurant uses facing an arterial road or a driveway.
- j) Notwithstanding Section 4.5, to the contrary, balconies are permitted in all yards.
- k) Notwithstanding Section 4.19.5 (i) (Table 4 H), mixed use buildings shall have the same encroachment permissions as apartment buildings.
- l) Notwithstanding Section 5.12 (Table 5L), the parking area may be setback 0.0 metres for the shared driveway on the west side of the subject lands that provides access to/from Louis St. Laurent.
- m) Minimum first storey height of a Mixed Use Building, measured from floor to floor shall be 4.0 metres.
- n) Notwithstanding Section 5.10, Table 5I to the contrary, the minimum Bicycle Parking Space requirement for residential dwelling units shall be:
  - 0.7 spaces per unit of Long Term Parking
  - 0.06 spaces per unit of Short Term Parking
- o) Notwithstanding Section 5.10, Table 5I to the contrary, the minimum Bicycle Parking Space requirement for non-residential uses shall be 3% of retail vehicle parking requirement.
- p) Notwithstanding Section 5.10, to the contrary, the terms “long term” bicycle parking space and “short-term” bicycle parking space have the following meaning:
  - a. “long term” bicycle parking spaces are bicycle parking spaces for use by the occupants or tenants of a building and shall be located within a building or structure, a secure area such as a supervised parking lot or enclosure with a secure entrance, or bicycle lockers; and,
  - b. “short-term” bicycle parking spaces are bicycle parking spaces for use by visitors to the building, and shall be located within accessible and highly visible locations near the entrance of a building.
- q) Notwithstanding Section 5.10, Long Term Bicycle parking spaces shall:
  - a. Be located in an area dedicated to bicycle parking only; and
  - b. Not be located within a *dwelling unit*, on a *balcony* or in a general storage locker.

42. **THAT** Section 13.2 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding (H) Holding Provisions, as follows:

“H71” - Shall not be removed until a site plan application has been approved by the Town of Milton including a Sun-Shadow Analysis, a Pedestrian

Impacts Wind Study, and an Urban Design Brief, where required, and the Owner has entered into a site plan agreement with the Town with respect to the proposed development and has posted the associated securities.

“H72” - Shall not be removed until a Noise and Vibration Study associated with a site plan application for development on lands abutting the CP rail line has been conducted and written confirmation has been provided by a qualified acoustical engineer that the required noise mitigation measures have been completed in accordance with the approved Study.

“H73” - Shall not be removed until a Land Use Compatibility Study associated with a site plan application for development of a sensitive land use within the area of influence of a major facility has been conducted and any pre-construction mitigation measures that are required are completed.

“H74” - Shall not be removed until an Employment Study associated with a site plan application for the redevelopment of an existing non-residential use or building has been provided to the satisfaction of the Town of Milton and the Region of Halton. The Employment Study will be required to assess the existing or potential number of jobs accommodated on the proposed development site and demonstrate how a similar number of jobs will be accommodated in the same Zones to which this holding provision applies. The hold shall not be removed until the owner has entered into a site plan agreement to provide the replacement non-residential use(s) or building.

43. **THAT** Section 13.2.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding the following:

13.2.1.114	UGC-MU UGC-MU-2	089-2022	H1; H2; H4; H31; H71; H72; H73; H74	September 12 2022
Lands identified as Milton GO MTSA/Downtown Milton UGC on Schedule A of this By-Law				
For lands zoned UGC-MU or UGC-MU-2 and subject to one or more of the holding zones listed above, the only uses permitted prior to the lifting of the Holding provisions are as follows: a) legally established existing uses; b) uses permitted in the UGC-MU-2 zone.				

41. **THAT** the Owner be permitted to apply for Minor Variance(s) to the Town of Milton Committee of Adjustment, if required, before the second anniversary of the day on which the implementing Zoning By-law for the subject lands comes into effect, to permit minor adjustments to the implementing Zoning By-law.

42. **THAT** pursuant to Section 34(21) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, this by-law comes into effect the day after the last day for filing a notice of appeal, following enactment of Official Plan Amendment 70 and, if no appeal is filed pursuant to Subsection 34(19) of the *Planning Act*, as amended. Where one or more appeals have been filed under Subsection 34(19) of the said Act, as

amended, this Zoning By-law Amendment comes into effect when all such appeals have been withdrawn or finally disposed of in accordance with the direction of the Ontario Land Tribunal.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

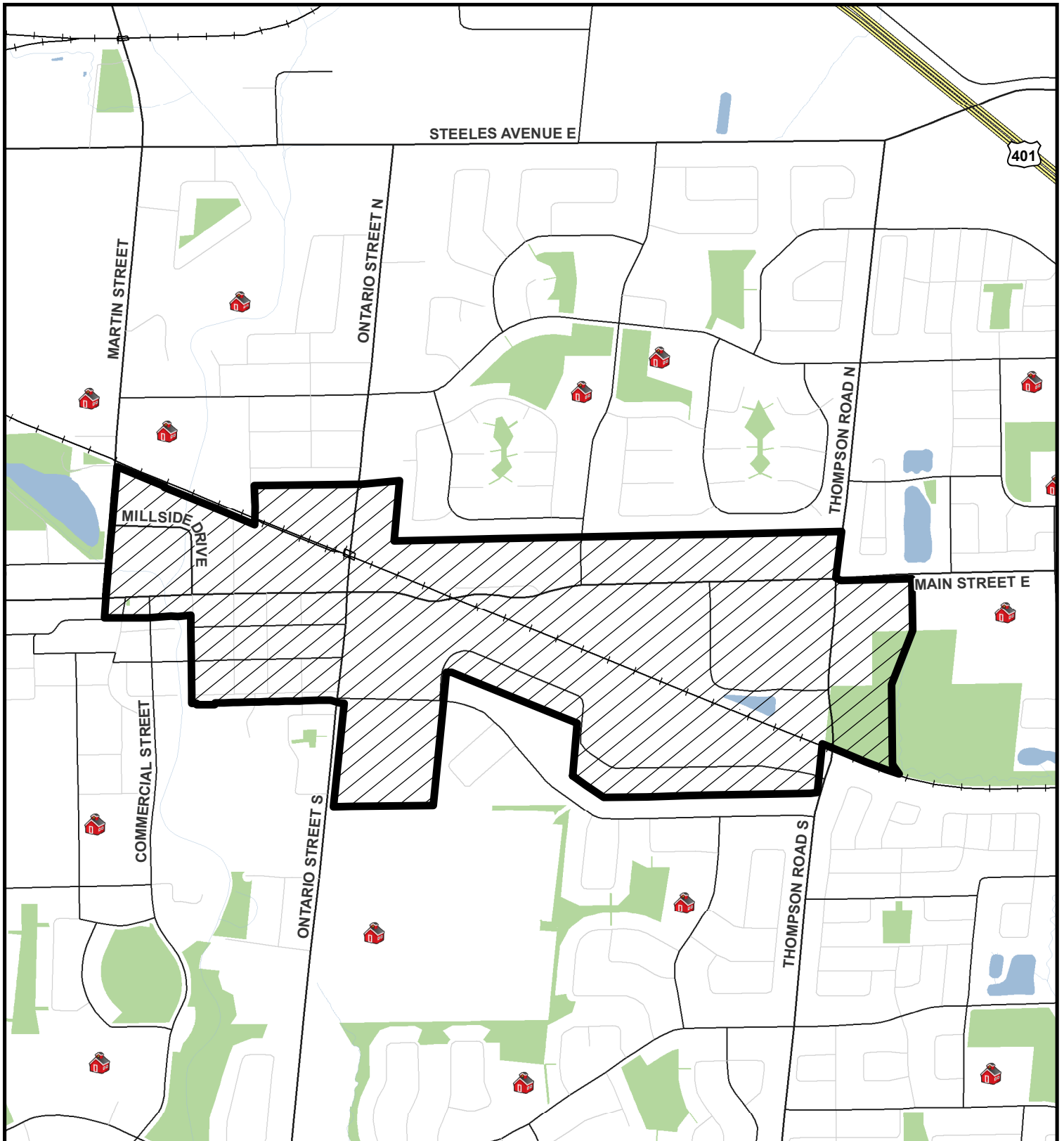
\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk





# FIGURE 1 LOCATION MAP



Council Meeting Date:	Scale: 1: 15,000	Files:	Development Services Department
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Subject Area  
Page 988 of 1065

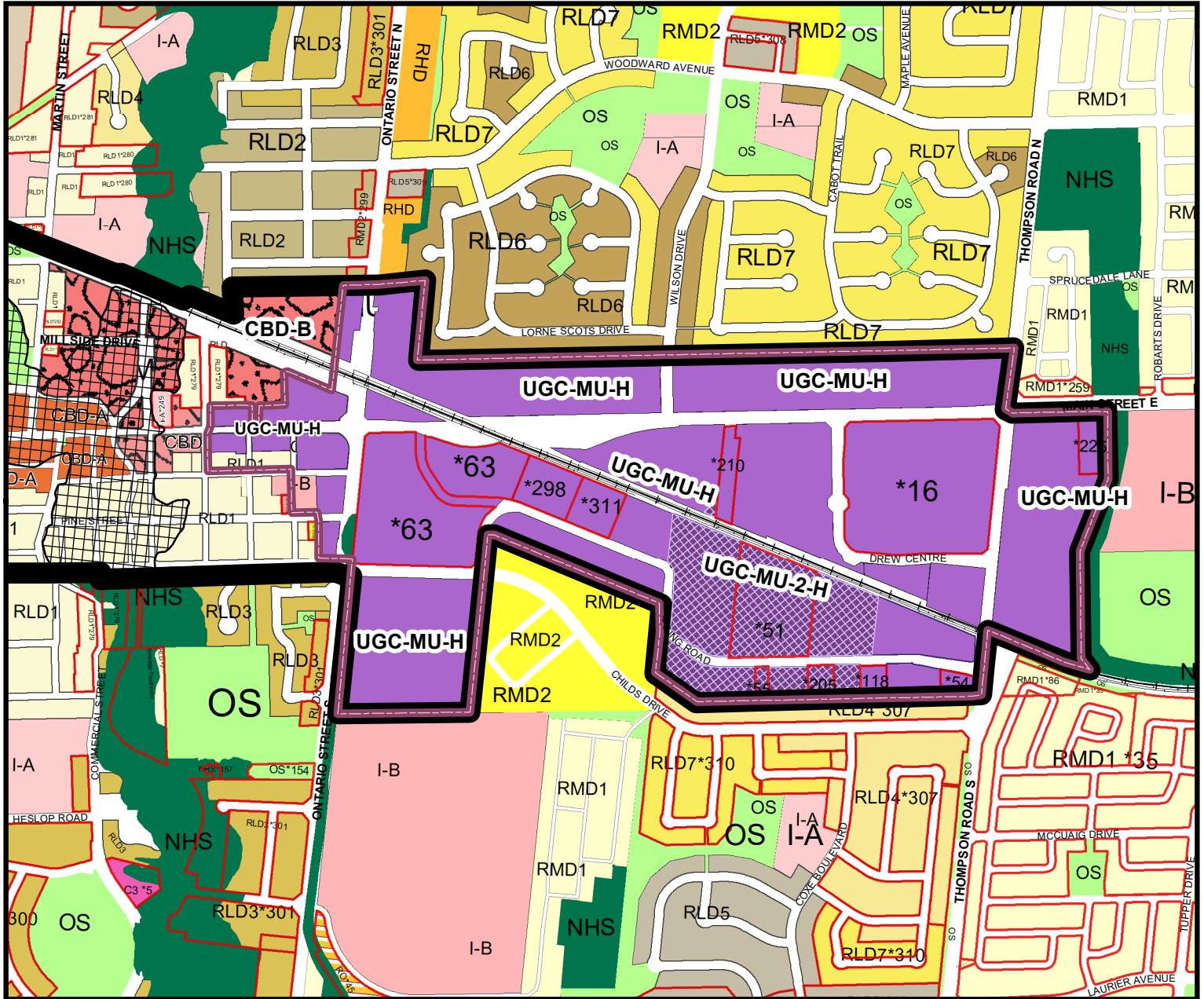
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Page 21 of 28 of By-law 089-2022

# SCHEDULE A TO BY-LAW No. 089-2022 TOWN OF MILTON

Milton GO MTSA/Downtown Milton UGC Lands

*Town of Milton*



THIS IS SCHEDULE A  
TO BY-LAW NO. 089-2022 PASSED  
THIS 12TH DAY OF SEPTEMBER,  
2022.

MAYOR - Gordon A. Krantz

CLERK- Meaghen Reid



CBD-B - Central Business District Secondary Commercial Zone



UGC-MU-H - Urban Growth Centre Mixed Use Zone with Holding Provision



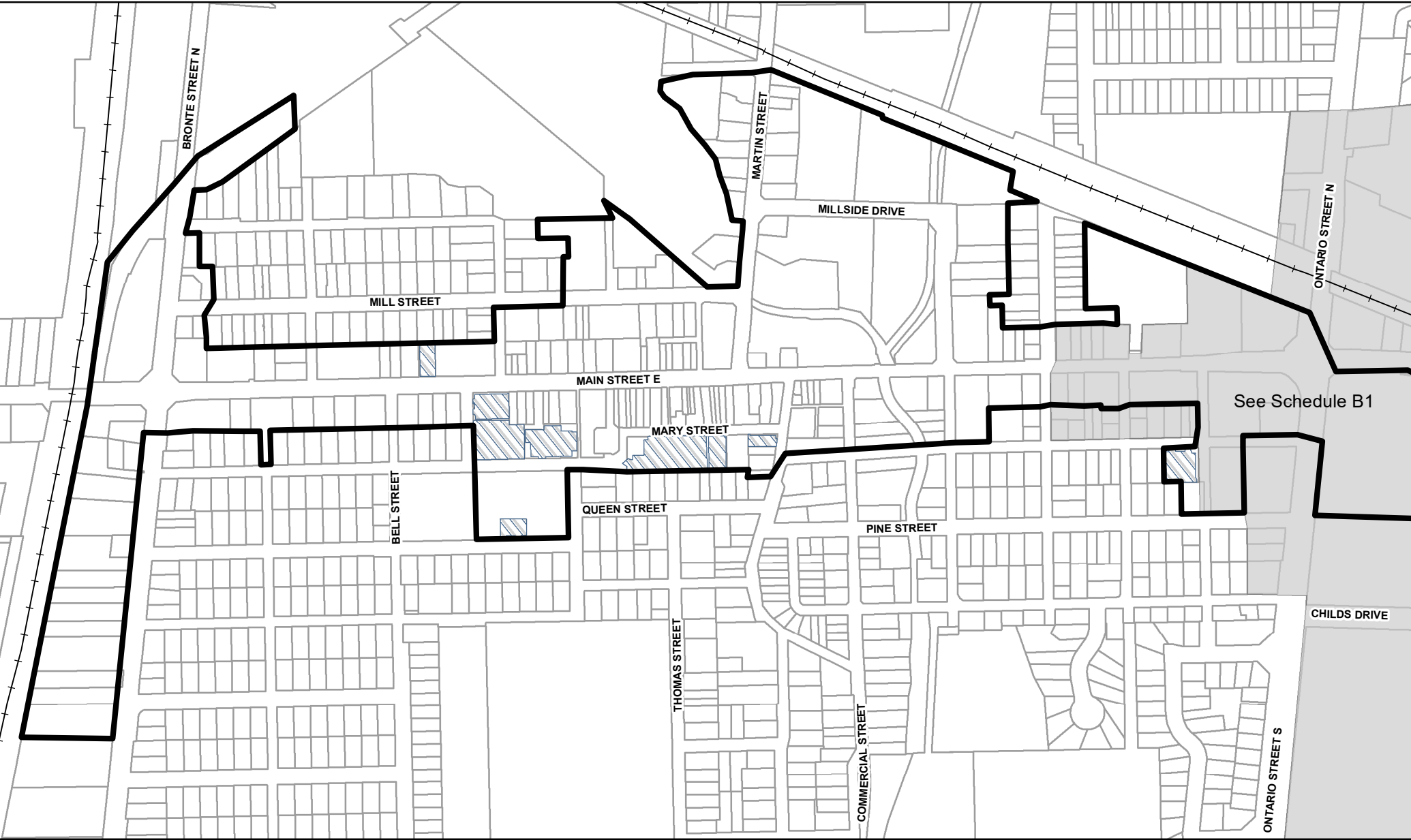
UGC-MU-2-H - Urban Growth Centre Mixed Use 2 Zone with Holding Provision



Milton GO MTSA/Downtown Milton UGC

Page 999 of 1065

Central Business District






Town of Milton  
Zoning By-law 016-2014  
(HUSP Urban Area)

Date: 2022-08-30

## Schedule B

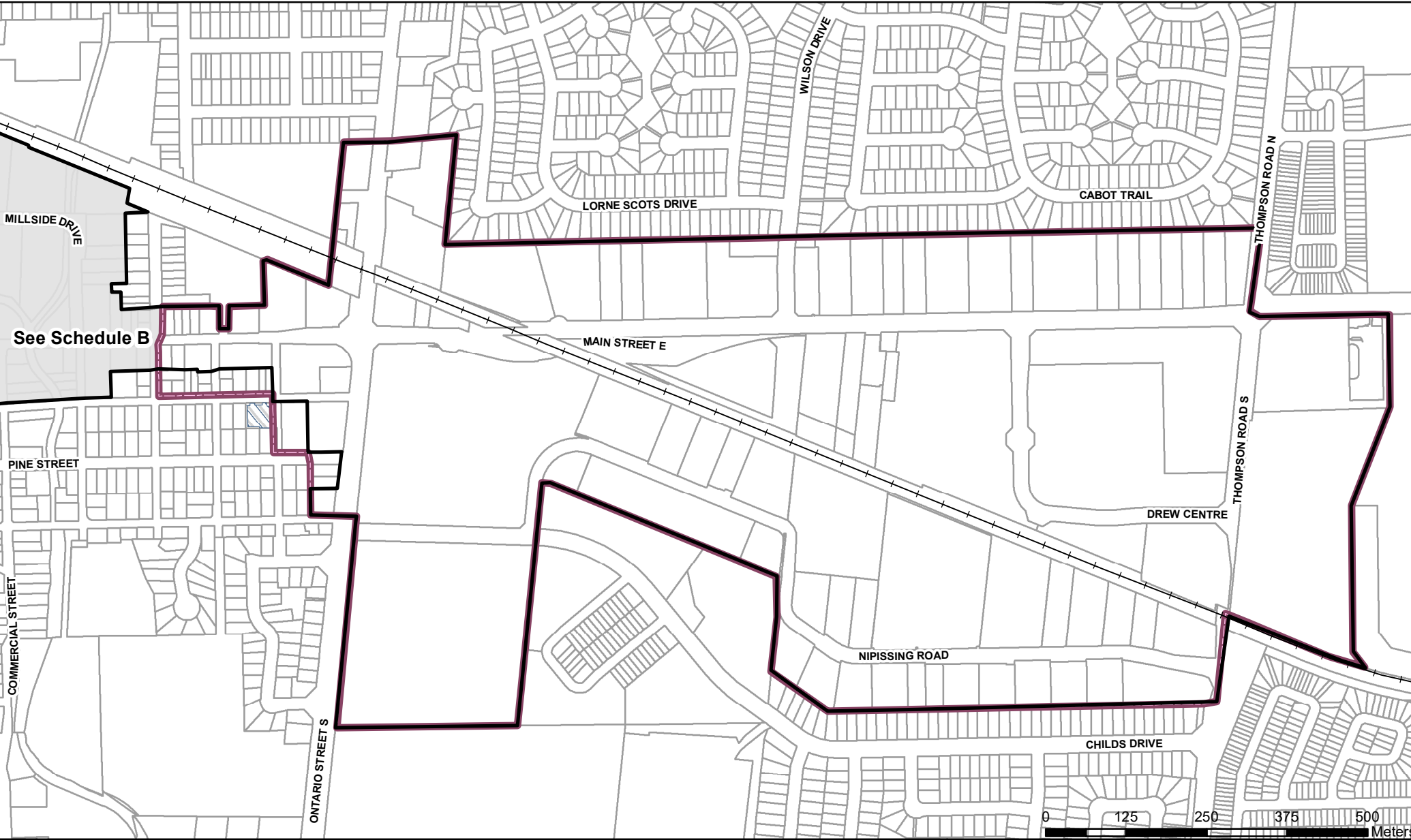
### Cash-in-Lieu Parking Policy Area

Page 990 of 1065  
Page 23 of 28 of By-law 089-2022

-  Cash-In-Lieu Parking Policy Area
-  Municipal Parking
-  See Schedule B1

0 90 180 270 360 Meters

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Town of Milton  
Zoning By-law 016-2014  
(HUSP Urban Area)





Date: 2022-08-30

# Schedule B1

## Cash-in-Lieu Parking Policy Area

### Milton GO MTSA/Downtown Milton UGC

Page 24 of 28 of By-law 089-2022

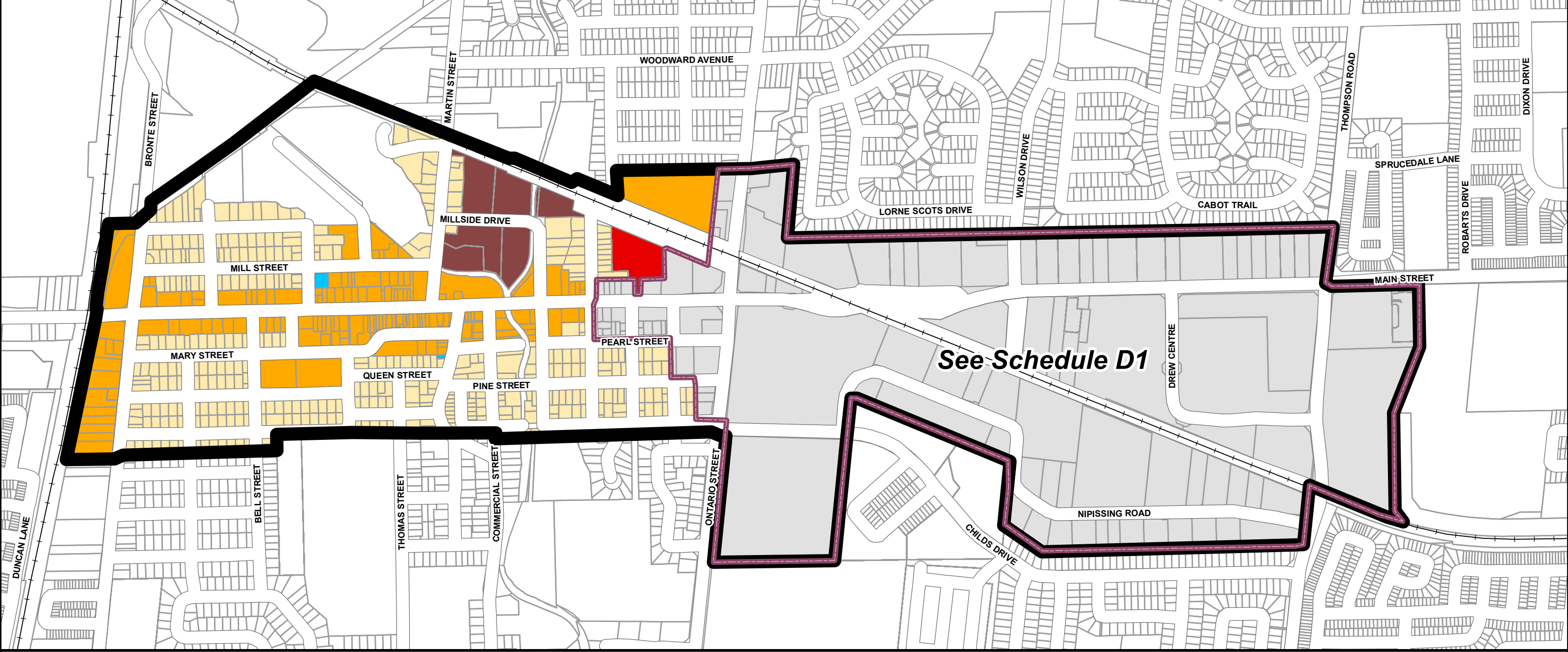
-  Cash-In-Lieu Parking Policy Area
-  Milton GO MTSA/Downtown Milton UGC
-  See Schedule B
-  Municipal Parking

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# SCHEDULE D

## Central Business District - Building Heights



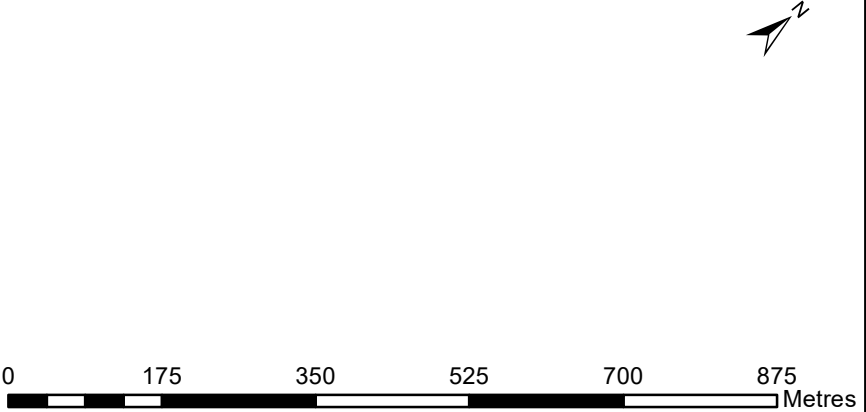
### Town of Milton

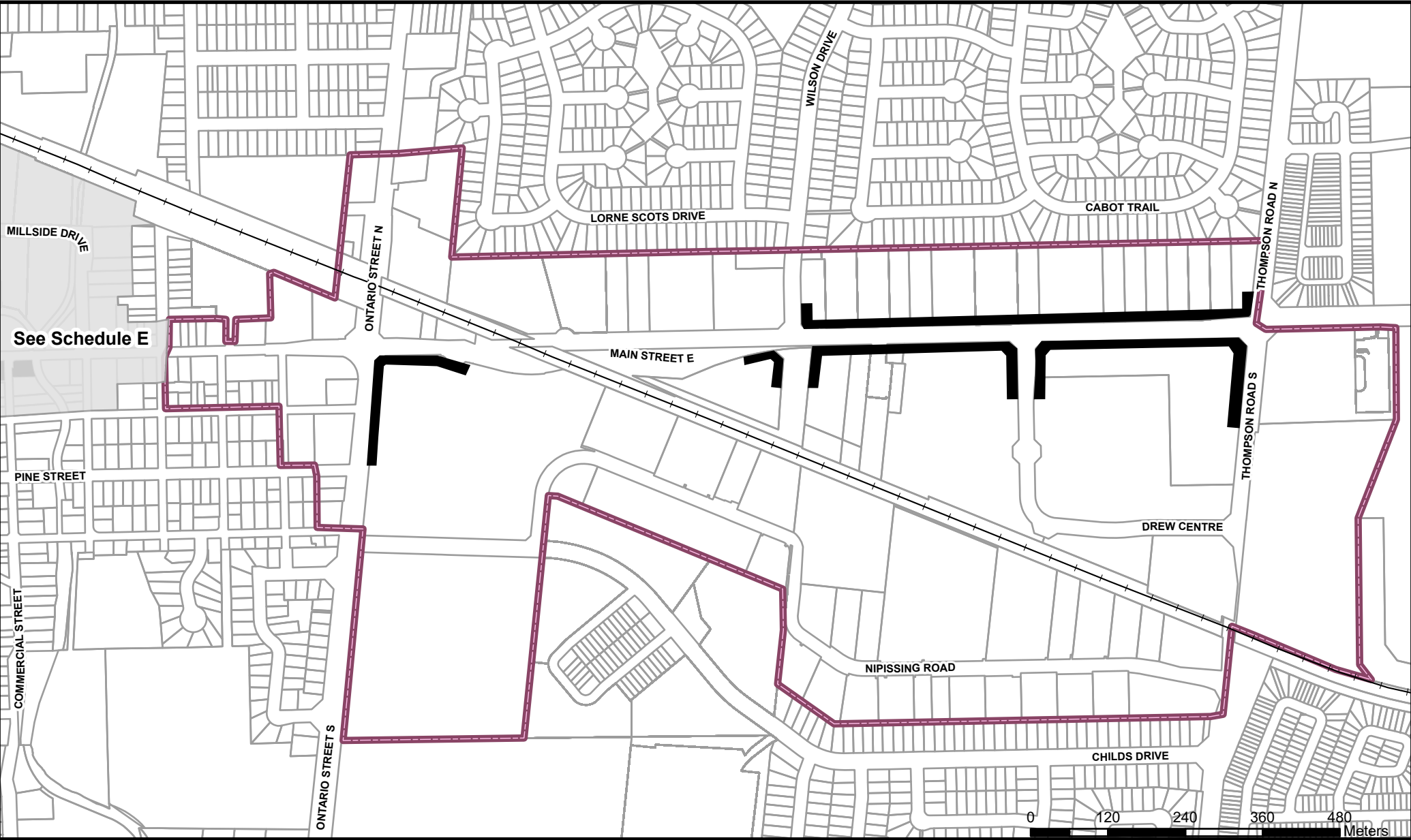
### Zoning By-law 016-2014

### (HUSP Urban Area)

- 2 Storeys and 9.5m
- Max 2 Storeys; height in accordance with the provisions of Table 6B
- Min 3 Storeys and 10.5m  
Max 4 Storeys and 16.5m
- Min 6 Storeys and 19.5m  
Max 8 Storeys and 29m

- Min 10 Storeys and 31.5m  
Max 14 Storeys and 42m
- Central Business District
- Milton GO MTSA/Downtown Milton UGC
- See Schedule D1

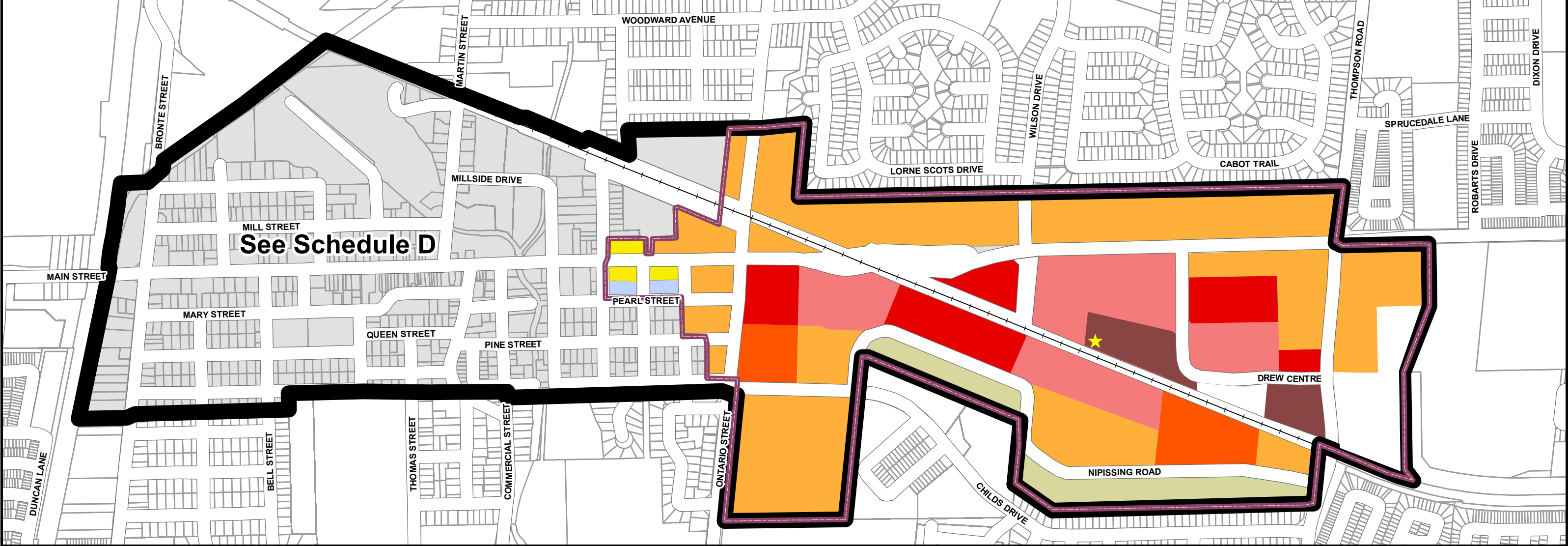






# SCHEDULE D1

## Central Business District - Building Heights







### Town of Milton

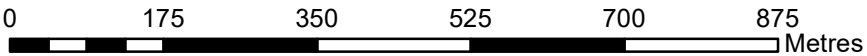
### Zoning By-law 016-2014

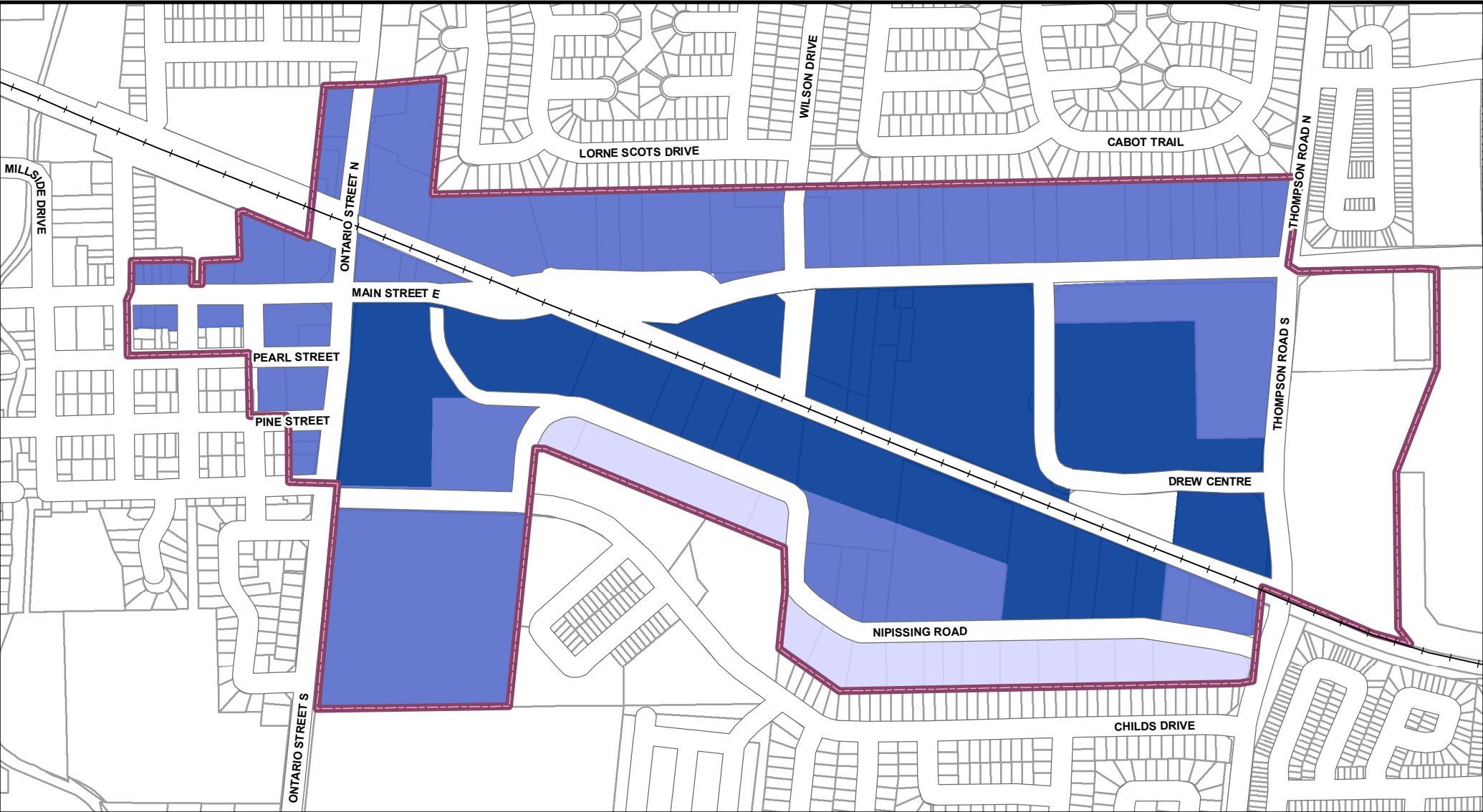
### (HUSP Urban Area)

Date: 2022-08-30  
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Maximum Heights		Maximum Density
	4 Storeys and 14m	2.0 FSI
	6 Storeys and 20m	3.0 FSI
	8 Storeys and 26m	4.0 FSI
	15 Storeys and 47m	5.0 FSI
	23 Storeys and 72m	5.0 FSI
	27 Storeys and 84m	6.0 FSI
	31 Storeys and 95m	6.0 FSI
	33 Storeys and 101m	6.0 FSI

-  RLD1, Max 2 Storeys; height in accordance with the provisions of Table 6B
-  Central Business District
-  Milton GO MTSA/Downtown Milton UGC
-  See Schedule D





# Schedule G Milton GO MTSA Minimum Block Level Densities'

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 090-2022

BEING A BY-LAW TO ASSUME SUBDIVISION PLAN 20M-1189 – SOUTHPLEX LANDS INC. AND BEING A BY-LAW TO LIFT AND ASSUME AS PART OF THE PUBLIC HIGHWAY SYSTEM .3 METRE RESERVES KNOWN AS BLOCK 323 AND BLOCK 324 ON PLAN 773 AND BLOCK 212 ON PLAN 788

**WHEREAS** By-law No. 071-2016 delegates authority to the Town Clerk to bring forward by-laws to assume services and works within subdivisions upon sign-off by required departments;

**AND WHEREAS** signoff from required departments was received respecting the assumption of works and services within the jurisdiction of the Town within Subdivision Plan 20M-1189;

**AND WHEREAS** the Town of Milton acquired three .3 metre reserves known as Block 323 and Block 324 on Plan 773 and Block 212 on Plan 788;

**AND WHEREAS** Council deems it appropriate to lift the said .3 metre reserves;

**AND WHEREAS** Council is desirous of assuming the former .3 metre reserves known as Block 323 and Block 324 on Plan 773 and Block 212 on Plan 788 as part of the Town of Milton's public highway system.

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Subdivision Plan 20M-1189 – Southplex Lands Inc. is hereby assumed and all roads, works and services under the jurisdiction of the Town of Milton within the said Plan of Subdivision is accepted and becomes the property of the Town of Milton.
2. **THAT** the Mayor and the Town Clerk are hereby authorized to execute, on behalf of the Town of Milton, any partial release of the subdivision agreement, if applicable, for each of the lots within the registered plan of subdivision.
3. **THAT** the following .3 metre reserves are hereby lifted:
  - Block 323, Plan 773
  - Block 324, Plan 773
  - Block 212, Plan 788

4. **THAT** Block 323 and Block 324 on Plan 773 and Block 212 on Plan 788 are hereby assumed as part of the Town of Milton's public highway system.
5. **THAT** this By-law shall come into full force and effect on the date of its registration in the Land Registry Office for the Land Titles Division of Halton (No. 20).

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz                      Mayor

\_\_\_\_\_  
Meaghen Reid                      Town Clerk

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 091-2022**

BEING A BY-LAW TO PARTIALLY ASSUME SUBDIVISION PLAN 20M-1082 – MATTAMY (WILLMOTT) LIMITED PHASE 1, SPECIFICALLY BLOCK 390

**WHEREAS** By-law No. 071-2016 delegates authority to the Town Clerk to bring forward by-laws to assume services and works within subdivisions upon sign-off by required departments;

**AND WHEREAS** signoff from required departments was received respecting the partial assumption of works and services within the jurisdiction of the Town within Subdivision Plan 20M-1082;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Subdivision Plan 20M-1082 – Mattamy (Willmot) Limited Phase 1, specifically Block 390, is hereby assumed and all works and services under the jurisdiction of the Town of Milton within the specified block are accepted and becomes the property of the Town of Milton.
2. **THAT** the Mayor and the Town Clerk are hereby authorized to execute, on behalf of the Town of Milton, any partial release of the subdivision agreement, if applicable, for each of the lots within the registered plan of subdivision.
3. **THAT** this By-law shall come into full force and effect on the date of its registration in the Land Registry Office for the Land Titles Division of Halton (No. 20).

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 092-2022**

BEING A BY-LAW TO PARTIALLY ASSUME SUBDIVISION PLAN 20M-1097 – MATTAMY (WILLMOTT) LIMITED. PHASE 2 SPECIFICALLY BLOCK 84

**WHEREAS** By-law No. 071-2016 delegates authority to the Town Clerk to bring forward by-laws to assume services and works within subdivisions upon sign-off by required departments;

**AND WHEREAS** signoff from required departments was received respecting the partial assumption of works and services within the jurisdiction of the Town within Subdivision Plan 20M -1097;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Subdivision Plan 20M - 1097 – Mattamy (Willmott) Limited. Phase 2 specifically Block 84, is hereby assumed and all works and services under the jurisdiction of the Town of Milton within the specified block are accepted and become the property of the Town of Milton.
2. **THAT** the Mayor and the Town Clerk are hereby authorized to execute, on behalf of the Town of Milton, any partial release of the subdivision agreement, if applicable, for each of the lots within the registered plan of subdivision.
3. **THAT** this By-law shall come into full force and effect on the date of its registration in the Land Registry Office for the Land Titles Division of Halton (No. 20).

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 093-2022

BEING A BY-LAW TO PARTIALLY ASSUME SUBDIVISION PLAN 20M -1053 – MATTAMY ( ESCARPMENT) LIMITED CIVIERO PHASE 1 SPECIFICALLY LOTS 283 TO 290 INCLUSIVE, BLOCKS 291 TO 309 INCLUSIVE AND BLOCKS 311 TO 313 INCLUSIVE AND BEING A BY-LAW TO LIFT AND ASSUME AS PART OF THE PUBLIC HIGHWAY SYSTEM .3 METRE RESERVES KNOWN AS BLOCK 323, 324, 331 AND 332 ON PLAN NUMBER 20M-1053

**WHEREAS** By-law No. 071-2016 delegates authority to the Town Clerk to bring forward by-laws to assume services and works within subdivisions upon sign-off by required departments;

**AND WHEREAS** signoff from required departments was received respecting the partial assumption of works and services within the jurisdiction of the Town within Subdivision Plan 20M -1053;

**AND WHEREAS** the Town of Milton acquired four .3 metre reserves known as Block 323, 324, 331 and Block 332 on Plan 20M-1053;

**AND WHEREAS** Council deems it appropriate to lift the said .3 metre reserves;

**AND WHEREAS** Council is desirous of assuming the former .3 metre reserves known as Block 323, 324, 331 and Block 332 on Plan 20M-1053 as part of the Town of Milton's public highway system.

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Subdivision Plan 20M-1053 – Mattamy ( Escarpment) Limited Civiero Phase 1 specifically Lots 283 to 290 inclusive, Blocks 291 to 309 inclusive and Blocks 311 to 313 inclusive ,are hereby assumed and all works and services under the jurisdiction of the Town of Milton within the specified lots and/or blocks are accepted and becomes the property of the Town of Milton.
2. **THAT** the Mayor and the Town Clerk are hereby authorized to execute, on behalf of the Town of Milton, any partial release of the subdivision agreement, if applicable, for each of the lots within the registered plan of subdivision.
3. **THAT** the following .3 metre reserves are hereby lifted:
  - Block 323, Plan 20M-1053
  - Block 324, Plan 20M-1053
  - Block 331, Plan 20M-1053



- Block 332, Plan 20M-1053
4. **THAT** Block 323, 324, 331 and Block 332 on Plan 20M-1053 are hereby assumed as part of the Town of Milton's public highway system.
  5. **THAT** this By-law shall come into full force and effect on the date of its registration in the Land Registry Office for the Land Titles Division of Halton (No. 20).

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz                      Mayor

\_\_\_\_\_  
Meaghen Reid                      Town Clerk

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW NO. 094-2022

BEING A BY-LAW TO PROHIBIT AND REGULATE THE PLACING, DEPOSITING, CUTTING OR REMOVAL OF FILL OR THE ALTERING OF GRADES OR DRAINAGE ON ANY LANDS

**WHEREAS** Council determines it necessary to enact a by-law for prohibiting or regulating the placing, depositing, cutting or removal of fill or the altering of grades or drainage on any lands within the Corporation of the Town of Milton to limit erosion, the use of improper fill, the degradation of agricultural lands, interference and damage to watercourses, drainage systems and water supplies, and to limit impacts on neighbouring and surrounding properties, the environment and municipal infrastructure;

**AND WHEREAS** section 11(2) of the *Municipal Act, 2001, S.O., c.25*, as amended, provides that the Council of a local municipality may pass by-laws respecting the environmental well-being of the municipality, including respecting climate change, and the protection of property;

**AND WHEREAS** section 11(3) of the *Municipal Act, 2001, S.O., c.25*, as amended, provides that the Council of a local municipality may pass by-laws respecting drainage and flood control;

**AND WHEREAS** section 142 of the *Municipal Act, 2001, S.O., c.25*, as amended, provides that the Council of a local municipality may pass by-laws prohibiting or regulating the placing or depositing of fill, removal of topsoil or alteration of the grades of the land in any defined area or on any class of; and

**AND WHEREAS** to the extent any legislative powers or quasi-judicial powers are delegated in this by-law, said powers have been determined by Council to be minor in nature, having regard to the factors set out in section 23.2 of the *Municipal Act, 2001, S.O., c.25*;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

## **Index**

### **Introduction**

The following is an index of the contents of this by-law.

1. Definitions
  2. General Prohibitions and Provisions
  3. Exemptions
  4. Site Alteration Application Process
  5. Permit Review and Issuance
  6. Permit Compliance and Changes
  7. Permit Terms and Conditions
  8. Fees and Securities
  9. Request for Review
  10. Expiry, Renewal Revocation and Transfer of Permits
  11. Inspection
  12. Orders and Notices
  13. Offences and Penalties
  14. Severability
  15. Effective Dates and Repeal of Predecessor By-laws
- Schedule "A"- Control Plan
- Schedule "B"- Designated Inspectors
- Schedule "C"- Additional Site Design Guidelines
- Schedule "D"- Lot Grading Design and Drawing Requirements

## 1. Definitions

In this by-law the following italicized words are defined as follows:

- 1.1. “*adjacent lands*” means any *lot* owned by a *person*, other than the *applicant*, that shares a *lot* boundary with the *applicant*;
- 1.2. “*agricultural operation*” means an agricultural, aquacultural, horticultural or silvicultural operation that is carried on in the expectation of gain or reward and is registered under *Farm Registration and Farm Organizations Funding Act*, 1993, S.O. 1993, c.21;
- 1.3. “*applicant*” means the *owner* of the *lot* for which a *permit* is being applied for and includes a *person* authorized in writing to act on behalf of the *owner* to apply for a *permit*;
- 1.4. “*body of water*” includes any bodies of flowing or standing water, whether naturally or artificially created;
- 1.5. “*Building Permit*” means a permit issued under section 8 of the *Building Code Act*, 1992, S.O. 1112, c.23.
- 1.6. “*catch basin*” means a buried receptacle designed to prevent obstructive material from entering and blocking the sewer and diverts overland water flows into a sewer system. For clarity, a *catch basin* may be located on public *property* or on private *property* including within the rear or side yard of a *lot*;
- 1.7. “*calculated site alteration volume*” means the sum of both the *fill* operation and the *cut* operation being *undertaken* on the *site alteration lot*;
- 1.8. “*Commissioner*” means the Commissioner of Development Services and shall include any successor positions thereto as well as any *person* authorized by said Commissioner to carry out any of the Commissioner’s powers or duties pursuant to this by-law;
- 1.9. “*Conservation Authority*” means a body established pursuant to the provisions of the *Conservation Authorities Act*, R.S.O. 1990, c.27, as amended and includes the Halton Region Conservation Authority and the Grand River Conservation Authority;
- 1.10. “*contaminants of concern*” means:
  - (1) one or more contaminants found on, in or under a *property* at a concentration that exceeds the applicable *site* condition standards for the

*property* set under Part IX (*site* Condition Standards and Risk Assessment) of O.Reg. 153/04 made under part XV.1 of the *EPA*; or

- (2) one or more contaminants found on, in or under a *property* for which no applicable *site* condition standard is prescribed under Part IX (*site* Condition Standards and Risk Assessment) of O.Reg. 153/04 made under part XV.1 of the *EPA* and which are associated with potentially contaminating activity;

- 1.11. “*control plan*” is a drawing or drawings, written summary and other documents, provided in accordance with Schedule A;
- 1.12. “*corporation*” includes a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society, organization or any other legal entity that is not an *individual*;
- 1.13. “*Council*” means the Council of the Corporation of the *Town* of Milton;
- 1.14. “*cut*” and “*cutting*” means to remove by digging, scraping or scooping;
- 1.15. “*development*” means the construction of buildings or structures, paved areas, above or underground services such as roads, parking lots, driveways, watermains, storm and sanitary sewers, utilities, general grading works and similar facilities on any lands in the *Town*;
- 1.16. “*deposit*” or “*depositing*” means the movement, placement or dumping of *fill*;
- 1.17. “*Director*” includes the Director of Development Engineering and the Director of Infrastructure for the *Town* and shall include any successor positions thereto as well as any *person* authorized by said Directors to carry out any of their powers or duties pursuant to this by-law;
- 1.18. “*drainage system*” includes areas of land surface that contribute water flow to a particular point or area and all works appurtenant thereto;
- 1.19. “*electronic tracking technology*” means an electronic device similar to a geographic positioning system (GPS) that is attached to a vehicle, allowing their whereabouts to be monitored and downloaded;
- 1.20. “*Environmental Protection Act*” or “*EPA*” means the *Environmental Protection Act*, R.S.O. 1990, c. E.19 and Regulations, as amended;
- 1.21. “*excess soil*” means *soil*, or *soil* mixed with rock, that has been excavated and removed from the *source site*;
- 1.22. “*fill*” means any type of material capable of being removed from or deposited on

lands, including *excess soil, soil, topsoil*, stone, sod, turf, clay, sand, gravel, debris, construction debris, asphalt, brick, or *waste*;

- 1.23. “*grade*” means the elevation of the ground surface and shall be more particularly defined as follows:
- (1) “*approved grade*” means the elevation of ground surface of the lands as set out in a grading plan approved by the *Town* in respect of a *permit*, development approval issued under the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or the issuance of a *Building Permit*;
  - (2) “*existing grade*” means the elevation of the existing ground surface of the lands prior to *site alteration*;
  - (3) “*proposed grade*” means the proposed finished elevation of ground surface illustrated on the control plan, in accordance with this by-law; and
  - (4) “*finished grade*” means the elevation of ground surface of the lands after a *site alteration*;
- 1.24. “*haul route*” means the route along public roads designated or approved by the *Town* for the purposes of ingress or egress to a *site*;
- 1.25. “*individual*” means a natural person;
- 1.26. “*Inspector*” means any *person* designated pursuant to Schedule “B” of this by-law, subject to any limitations set out therein;
- 1.27. “*key features*” are those natural heritage and hydrological features identified as key features in the *Town’s Official Plan*. For clarity, *key features* include mapped and unmapped significant habitat of endangered and threatened species, *provincially significant wetlands*, significant coastal wetlands, significant woodlands, significant valleylands, significant wildlife habitat, significant areas of natural and scientific interest, and fish habitat as those terms are defined in the *Official Plan*;
- 1.28. “*local board*” means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;
- 1.29. “*lot*” means a parcel of land, described in a deed or other document legally capable of being conveyed under the *Planning Act*, R.S.O. 1990, c. P.13, including a lot or

block on a registered plan of subdivision;

- 1.30. “*Ministry of the Environment*” means the Ontario Ministry of the Environment, Conservation and Parks and any successor ministry;
- 1.31. “*Ministry of Natural Resources*” means the Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry and any successor ministry;
- 1.32. “*Natural Heritage System*” or “*NHS*” means the interconnected system of natural heritage features and areas in the *Town* Official Plan, consisting of the Regional Natural Heritage System and the Greenbelt Natural Heritage System as defined in the Official Plan;
- 1.33. “*NEC*” means the Niagara Escarpment Commission and any successor agency;
- 1.34. “*normal farm practice*” means a practice carried out as part of an *agricultural operation* that,
- (1) is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar *agricultural operations* under similar circumstances, or
  - (2) makes use of innovative technology in a manner consistent with proper advanced farm management practices; and
  - (3) is not a practice that is inconsistent with a regulation made under the *Nutrient Management Act, 2002*, or its regulations;
- 1.35. “*order*” means an *order* issued under this by-law, or By-law 33-2004, and includes both a *work order* and *stop work order*;
- 1.36. “*owner*” means any *person* who is the registered or beneficial *owner* of a *lot* or who leases, rents, occupies, manages, receives rent from or otherwise controls a *lot*;
- 1.37. “*property*” shall have the same meaning as *lot*;
- 1.38. “*permit*” means a *site alteration permit* issued pursuant to this by-law;
- 1.39. “*person*” includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;
- 1.40. “*provincially significant wetland*” means a *wetland* area identified as provincially significant by the *Ministry of Natural Resources* using evaluation procedures established by the Province, as amended from time to time;



- 1.41. “*Qualified Person*” means a licensed professional as set out in sections 5 or 6 of O. Reg. 153/04 made under the *EPA* and subject to the requirements in sections 6.1 and 7 of the regulation;
- 1.42. “*receiving site*” means the *lot* where *fill* is transported to;
- 1.43. “*security*” or “*securities*” means a financial *security* in a form and amount to be determined by the *Town*, to secure performance of the *owner’s* obligations under this by-law and any *permit* issued hereunder;
- 1.44. “*site*” means the lands which are the subject of an application for a *site alteration permit* pursuant to this by-law;
- 1.45. “*site control measures*” means erosion and siltation control measures imposed by the *Director* pursuant to this by-law;
- 1.46. “*site alteration*” means:
- (1) the *depositing of fill*, the *cutting* or removal of *fill*, the leveling or compaction of *fill*, or any combination of these activities; or
  - (2) changes in the elevation of the ground surface of 25mm resulting from the *depositing of fill*, the *cutting* or removal of *fill*, compaction or levelling of *fill*, or any combination of these activities;
- 1.47. “*soil*” means material commonly known as earth, *topsoil*, loam, subsoil and includes unconsolidated naturally occurring mineral particles and other naturally occurring materials resulting from the natural breakdown of rock or organic matter by physical, chemical or biological processes that are smaller than two (2) millimetres in size or that pass the US #10 sieve;
- 1.48. “*Soil, Ground Water and Sediment Standards*” means the Soil, Ground Water and Sediment Standards for use under Part XV.1 of the *EPA*;
- 1.49. “*source site*” means the *lot* where the *fill* is derived from;
- 1.50. “*stockpiling*,” “*stockpiled*” or “*stockpile*” means the temporary above ground storage of materials for the purposes of transporting off-site for commercial use or sale. For clarity, *stockpiling* shall not include any material that is graded, leveled, buried or material that is *dumped* on the *site* or *lot* in a manner suggesting the material is not intended for temporary storage for off-site use;
- 1.51. “*swale*” means a shallow depression in the ground sloping to a place of disposal of surface water for the purpose of providing a method of conveying drainage;

- 1.52. “*topsoil*” means the upper, outermost layer of *soil*, usually the top 5 - 20 cm, containing organic material and includes deposits of partially decomposed organic matter such as peat;
- 1.53. “*Town*” means the Corporation of the *Town* of Milton;
- 1.54. “*Town development agreement*” means a *site* plan agreement, subdivision agreement, servicing, pre-servicing Agreement or other *development* agreement entered into with the *Town* pursuant to sections 41, 51, 53 or 70.2 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended;
- 1.55. “*undertake*,” “*undertaken*” or “*undertaking*” when used in relation to a *site alteration* means to cause, permit, allow, order, direct, manage, conduct, work on, *dump fill* for or otherwise take part in a *site alteration* in any way;
- 1.56. “*User Fee By-Law*” means the *Town* by-law or by-laws setting out fees for use of *Town* services and other matters, as amended;
- 1.57. “*watercourse*” means an identifiable depression in the ground in which the flow of water regularly or continuously occurs;
- 1.58. “*waste*” includes ashes, garbage, refuse, domestic waste, industrial waste, or municipal refuse and such other materials as are designated in the regulations to the *EPA* as *waste*;
- 1.59. “*waste disposal site*” means,
- (1) any land upon, into, in or through which, or building or structure in which, waste is deposited, disposed of, handled, stored, transferred, treated or processed, and
  - (2) any operation carried out or machinery or equipment used in connection with the depositing, disposal, handling, storage, transfer, treatment or processing referred to in subsection 1.59(1);
- 1.60. “*wetlands*” means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case, the presence of abundant water has caused the formation of hydric *soils* and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of *wetlands* are swamps, marshes, bogs and fens. Periodically soaked or *wetlands* being used for agricultural purposes, which no longer exhibit wetland characteristics, are not considered to be *wetlands* for the purposes of this definition.

## 2. General Prohibitions and Provisions

- 2.1. This by-law applies to the entire *Town* including those areas which are subject to regulations made under section 28(1) of the *Conservation Authorities Act*, R.S.O. 1990, c.27, as amended.
- 2.2. This by-law shall be administered and enforced by the *Director* and by those persons designated as *Inspectors* under Schedule “C” of this by-law. The *Director* is hereby delegated authority by Council to add or amend the schedules to this by-law from time to time and set application requirements and forms for the purposes of fulfilling the objectives of this by-law.
- 2.3. No *person* shall *undertake*, a *site alteration* in the *Town*, including any lands which are submerged under any *watercourse* or other *body of water*, without a *permit* issued by the *Director*, unless this by-law states that such a *permit* is not required.
- 2.4. No *person* shall fail to comply with an *order* issued under this by-law.
- 2.5. No *person* shall alter, remove or obstruct a *catch basin*, *swale*, ditch, *drainage system* or *watercourse* that is subject to an easement, depicted as an *approved grade* in a plan of subdivision or site plan, including where depicted as an *approved grade*, under the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or is depicted on plans submitted in relation to an approved *Building Permit* application.
- 2.6. No *person*, in the performance of a *site alteration*, shall injure or destroy a municipal tree or any other tree which is subject to tree protection measures except to the extent that such injury or destruction is specifically and expressly authorized in a *permit* or *Town development agreement* and all applicable laws and municipal by-laws for the protection of trees are complied with.
- 2.7. No *person* shall *undertake* the transportation, hauling or *depositing* of *fill* in a manner contrary the requirements of O. Reg. 406/19: *ON-SITE AND EXCESS SOIL MANAGEMENT* or applicable *Ministry of the Environment* rules, standards, policies and guidelines.
- 2.8. No *person* shall *deposit waste* or *undertake* the *depositing* of waste except at a *waste disposal site* authorized under the EPA.
- 2.9. No *person* shall remove *topsoil* for sale or exchange without first having obtained a *permit*.
- 2.10. No *person* shall *undertake* a *site alteration*:
  - (1) during any period in which a wind warning for the area has been issued by Environment Canada;

- (2) during any period in which a smog advisory for the area has been issued by the *Ministry of the Environment*, as confirmed in writing and provided to the *permit* holder by the *Director*;
- (3) within 24 hours of receiving 15 mm or more of precipitation within a 24 hour period;
- (4) for any purpose not permitted by the applicable *Town* zoning by-law; or
- (5) in a manner that violates an applicable by-law of the *Town*, including a *Town* noise by-law.

2.11. No *person* shall construct a new or expand an existing parking area or private road without a *permit*.

2.12. No *person* shall construct a new or expand an existing driveway beyond what is permitted in the applicable *Town* Zoning by-law.

2.13. Every *person* who transports or hauls *fill* to or from a *lot* within the *Town* shall maintain at all times within their vehicle a record that includes the following information:

- (1) the location at which the *fill* was loaded for transportation;
- (2) the date and time the *fill* was loaded for transportation;
- (3) the quantity of the *fill* in the load;
- (4) the name of an individual who may be contacted to respond to inquiries regarding the load, including inquiries regarding the *soil* quality;
- (5) the name of the corporation, partnership or firm transporting the *fill* and the name of the driver of the vehicle;
- (6) the location at which the *fill* is to be *dumped*; and
- (7) where the location of the *fill* to be *dumped* is within the *Town*:
  - (a) written authorization of the *owner* or agent of the *owner* of each *receiving site* to deposit the *fill*;
  - (b) written confirmation from *owner* or agent of the *owner* of each *receiving site* that said *person* is aware of the source of the *fill*,

complete with the address of the *source site*;

- (c) written confirmation from each source or *receiving site* that the *owner* has a *permit* under this by-law for the *site alteration* associated with the *fill*, or the *site alteration* falls under one of the exemptions to this by-law. In the case of an exemption, the document shall list the section and subsection number of the applicable exemption.

- 2.14. Every *owner* of a *lot* within the *Town* that receives *fill* shall maintain at all times a record that sets out the information required by subsection 2.13.
- 2.15. Every *owner* of a *lot* within the *Town* shall ensure that a contravention of this by-law does not occur with respect to said *lot*, and in the event of a contravention shall take all steps necessary to rectify the contravention and to prevent the continuation or repetition of the contravention.
- 2.16. Every *permit* holder shall ensure that the *permit*, including any conditions thereto, and all provisions of this by-law that apply to the *permit* are fully complied with, and in the event of a contravention shall take all steps necessary to rectify the contravention and to prevent the continuation or repetition of the contravention.
- 2.17. Every *person* who transports or hauls *fill* to or from a *lot* within the *Town* and every *owner* who received *fill*, shall forthwith provide the documents required by subsections 2.13 and 2.14 upon the request of the *Director* or an *Inspector*.
- 2.18. No *person* may charge or receive a fee for allowing the placement or *depositing* of *fill* on a *property* unless the *property* is zoned under a *Town Zoning* by-law to permit a commercial landfill or *waste disposal site* and is being operated pursuant to a valid approval issued under the *EPA* for that *property*.
- 2.19. No *person* shall hinder or obstruct, or attempt to hinder or obstruct, the *Director* or an *Inspector* from carrying out inspections of land to ensure compliance with this by-law.
- 2.20. No *person* shall provide false or misleading information to the *Director* or an *Inspector* in respect of any matter subject to this by-law.

### **3. Exemptions**

#### ***By-law Exemptions***

- 3.1. The provisions of this by-law do not apply to:

- (1) a *site alteration undertaken* by a Crown agency as defined in the *Crown Agency Act*, R.S.O. 1990, c.C.48, as amended, a municipality or a *local*

*board* of a municipality on lands owned or under the control of the Crown agency, municipality or *local board*;

- (2) a *site alteration* imposed after December 31, 2002 as a condition to the approval of a site plan, a plan of subdivision or consent or a *development* permit under sections 41, 51, 53 or 70.2, respectively, of the *Planning Act*, R.S.O. 1990, c. P.13, as amended or as a requirement of a *Town development agreement* entered into under those sections;
- (3) emergency measures *undertaken* by a *Conservation Authority* or any other Federal, Provincial or Regional agency, to prevent or control flooding, erosion, slipping of *soil* or damage to trees;
- (4) a *site alteration undertaken* by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act*, S.O. 1998, c.15, for the purpose of constructing and maintaining a transmission system or a distribution system as those terms are defined in that section;
- (5) a *site alteration undertaken* as an incidental part of drain construction under the *Drainage Act*, R.S.O. 1990, c.D.17, as amended or the *Tile Drainage Act*, R.S.O. 1991, c.T.8, as amended;
- (6) the removal of *topsoil* as an incidental part of a *normal farm practice* taking place as part of an *agricultural operation*, provided that the removal is not for sale, exchange or disposal of the *topsoil*;
- (7) a *site alteration undertaken* on lands in order to lawfully establish, operate, rehabilitate or enlarge any lawful pit or quarry where:
  - (a) for lands designated under the *Aggregate Resources Act*, R.S.O. 1990, c.A.8, as amended or a predecessor of that Act, the lands are described in a licence for a pit or quarry or a *permit* for a wayside pit or wayside quarry; or
  - (b) for lands not designated under the *Aggregate Resources Act*, R.S.O. 1990, c.A.8, as amended or a predecessor of that Act, the operation of the pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended; or
- (8) a *site alteration* that is an authorized part of construction or operations as identified by:
  - (a) the *Ontario Energy Board Act*, S.O. 1998, c.15, Schedule B, as amended or any successor legislation thereto; or

- (b) a waste management system or waste disposal *site* authorized or approved under Part V of *EPA* or its regulations, as amended.

### ***Permit Exemptions***

3.2. Notwithstanding subsection 2.3, a *permit* is not required for:

- (1) a *site alteration* by a *Conservation Authority* on lands within its jurisdiction to prevent or control flooding, erosion or slipping of *soil*;
- (2) for the *depositing* of *fill* in an excavation, following the demolition or removal of a building or structure for which a *Building Permit* has been issued, provided the *filling* is limited to three (3) metres outside the previously existing building perimeter and the *finished grade* is the same as the previously *existing grade* at that building perimeter;
- (3) a *site alteration* that is an incidental part of any construction of any form of underground utilities or other public services where the *fill* is removed and held for subsequent backfill replacement;
- (4) a *site alteration* authorized under a *development* permit issued by a *Conservation Authority* under section 28 of the Conservation Authorities Act in an area of the *Town* provided the conditions in subsection 3.3 are met; or
- (5) a *site alteration* authorized under a *development* permit issued by the NEC in an area of the *Town* provided the conditions in subsection 3.3 are met.

3.3. An exemption under subsection 3.2(4) or 3.2(5) applies only if the following conditions are met:

- (1) the *development* permit issued by the *Conservation Authority* or NEC as the case may be is fully complied with including all conditions; and
- (2) no *site alteration* shall occur outside the area permitted under the development permit without a *permit* under this by-law,

### ***Land Use Based Exemptions***

3.4. A *permit* is not required on any *lot* within the Rural Area of the *Town*, for the following *site alterations*, provided the requirements below are met:

- (1) the *depositing, cutting* or removal of *topsoil* on lands for the purpose of lawn



maintenance, landscaping or adding to flower beds or vegetable gardens, provided that the *approved grade* (or *existing grade*, where there is no *approved grade*) of the lands is not increased by more than 0.15m; there is no significant change in the direction or rate of drainage to or from neighbouring properties; the *site alteration* does not take place within 0.6m of any *lot* line, and the cumulative total of the *topsoil* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive four (4) month period the lesser of 20 m<sup>3</sup> or 2 triaxle truck loads;

- (2) the construction of walkways along sideyards, adjacent to a dwelling or garage, provided that there is no altering of *grades*, drainage patterns or drainage within 0.6m of the *lot* line; or
- (3) maintenance of driveways, roads or parking areas with imported asphalt or granular material (including native granular, recycled aggregate, recycled asphalt or recycled concrete), provided the previously *existing grades* are being reinstated, the size of driveway, road or parking area is not increased; the dimensions remain unaltered, and the cumulative total of the *fill* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive 12 month period the lesser of 20 m<sup>3</sup> or 2 triaxle truck loads.

3.5. A *permit* is not required on any *lot* zoned for agricultural use within the Rural Area of the *Town*, for the following *site alterations* provided the requirements below are met:

- (1) the *depositing*, *cutting* or removal of *topsoil* on lands for the purpose of an *agricultural operation* provided that the *approved grade* (or *existing grade*, where there is no *approved grade*) of the lands is not increased by more than 0.15m; there is no significant change in the direction or rate of drainage to or from neighbouring properties; the *site alteration* does not take place within 0.6m of any *lot* line, and the cumulative total of the *topsoil* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive four (4) month period the lesser of 20 m<sup>3</sup> or 2 triaxle truck loads; and
- (2) the dredging of existing ponds on properties within the Rural Area, provided the surface area of the pond is not increased and the pond depth is not increased beyond its original depth and no piles or berms of dredged material is created adjacent to the pond. Where possible, the dredged material should be worked into adjacent fields without changing drainage patterns.

3.6. A *permit* is not required on any *lot* zoned for residential use within the Urban Area of the *Town*, for the following *site alterations*:

- (1) the *depositing, cutting* or removal of *topsoil* on lands for the purpose of lawn maintenance, landscaping or adding to flower beds or vegetable gardens, provided that the *approved grade* (or *existing grade*, where there is no *approved grade*) of the lands is not increased by more than 0.15m; there is no significant change in the direction or rate of drainage to or from neighbouring properties, the *site alteration* does not take place within 0.6m of any *lot* line; and the cumulative total of the *topsoil* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive four (4) month period the lesser of 5 m<sup>3</sup> or ½ of a triaxle truck load;
- (2) the construction of walkways along sideyards, adjacent to a dwelling or garage, provided that there is no altering of *grades*, drainage patterns or drainage within 0.6m of *lot* line; or
- (3) maintenance of driveways, roads or parking areas with imported asphalt or granular material (including native granular, recycled aggregate, recycled asphalt or recycled concrete), provided the previously *existing grades* are being reinstated, the size of driveway, road or parking area is not increased; the dimensions remain unaltered, and the cumulative total of the *fill* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive 12 month period the lesser of 5 m<sup>3</sup> or ½ of a triaxle truck load.

3.7. A *permit* is not required on any *lot* zoned for industrial, commercial, employment or institutional use for the following *site alterations*:

- (1) the *depositing, cutting* or removal of *topsoil* on lands for the purpose of lawn maintenance, landscaping or adding to flower beds, provided that the *approved grade* (or *existing grade*, where there is no *approved grade*) of the lands is not increased by more than 0.15m there is no significant change in the direction or rate of drainage to or from neighbouring properties; the *site alteration* does not take place within 0.6m of any *lot* line, and the cumulative total of the *topsoil* placed or *dumped* pursuant to all applicable *permit* exemptions does not exceed in any consecutive four (4) month period the lesser of 5 m<sup>3</sup> or ½ of a triaxle truck load;
- (2) the *stockpiling* of *soil*, compost, and related landscaping materials for commercial landscaping purposes, provided said *lot* is permitted to store landscaping materials for sale to the public by the applicable zoning and land use by-laws of the *Town* as well as Conservation Authority and NEC policies where applicable;
- (3) the *stockpiling* of recycled aggregate, asphalt or concrete as part of a contractor's yard, provided said land use is permitted by the applicable

zoning and land use by-laws of the *Town*, as well as Conservation Authority regulations and NEC policies where applicable;

- (4) the construction of walkways adjacent to a building, provided that there is no altering of *grades*, drainage patterns or drainage within 0.6m of *lot* line; or
- (5) maintenance of driveways, roads or parking areas with imported asphalt or granular material (including native granular, recycled aggregate, recycled asphalt or recycled concrete), provided the previously *existing grades* are being reinstated, the size of driveway, road or parking area is not increased; the dimensions remain unaltered; and the cumulative total of the *fill* placed or *dumped* does not exceed in any consecutive 12 month period the lesser of 20 m<sup>3</sup> or 2 triaxle truck loads.

3.8. In addition to the limitations set out under subsections 3.4 to 3.7, no *site alteration undertaken* pursuant to those sections shall:

- (1) alter or obstruct a *watercourse*, ditch, *swale*, *drainage system*, *Town* easement or *catch basin*;
- (2) alter or obstruct sheet flow or drainage across *lot* lines;
- (3) cause water normally contained on the *lot* to drain off *site*;
- (4) involve the *dumping* or *stockpiling*, as the case may be, of *fill* that is composed of materials other than those authorized under the applicable subsection, and without limiting the generality of the forgoing, such material shall be clean and free of any glass, plastics, rubber, metals, construction debris, demolition debris, liquid other than water, broken concrete, asphalt, *waste*, garbage or *contaminants of concern* unless such materials are expressly authorised by the applicable subsection.

#### ***Proof of Exemption Application, Required***

3.9. In order to qualify for the *permit* exemptions set out under subsections 3.2, 3.3, 3.4, 3.5 or 3.7, of this by-law, any *person* that carries out a *site alteration* without a *permit* pursuant to an exemption shall:

- (1) maintain sufficient documents or other information, including other permits or authorisations, photographs, measurements, invoices, test results, etc, as to provide proof of the applicability of the exemption and compliance with any conditions or limitations on the exemption;

- (2) maintain a record of the source, composition and volume of any *fill dumped* or hauled to the *lot* that claims the exemption; and
- (3) provide the documents or other information to the *Director* or an *Inspector* upon request within the timeframe stipulated by the *Director* or *Inspector*.

3.10. Notwithstanding any other provision of this by-law, any *person* that fails to comply with subsection 3.9 shall be in violation of subsection 2.3 of this by-law.

#### **4. Site Alteration Application Process**

##### ***Pre-consultation***

4.1. An *applicant* or *owner* applying for a *permit* shall arrange for a pre-consultation meeting with the *Director* and any other persons or agencies that the *Director* or *Inspector* determines necessary to review a proposed *site alteration* to assess if a *permit* is required, or if a *permit* could be issued pursuant to this by-law and *permit* requirements. The requirement to hold a pre-consultation may be waived by the *Director*.

##### ***Site Alteration Application Requirements***

4.2. An *owner* or *applicant* applying for a *permit* shall submit the following to the *Director*:

- (1) a completed application in a form approved by the *Director*;
- (2) the municipal address of the *lot* where the *site alteration* is to occur and the *lot* size;
- (3) the name, address and contact information of the *owner* of the *lot* where the *site alteration* is to occur;
- (4) the name, address and contact information of the consultant engineers authorized by the *owner* of the land upon which the *fill* is to be placed, *dumped*, *cut* or removed or other *site alteration* is to occur;
- (5) the name, address and contact information of the *Qualified Person* authorized by the *owner* of the land upon which the *fill* is to be placed, *dumped*, *cut* or removed or other *site alteration* is to occur;
- (6) where the *applicant* is not the *owner*, a signed authorization by the *owner* of the land, on which the work is to be performed, certifying the *applicant* is authorized to act as an agent on the *owner's* behalf in the application process and in the performance of the *site alteration* work;

- (7) the name, address and contact information of the contractor authorized by the *owner* of the *lot* to *undertake* the *site alteration*;
- (8) a work schedule for the proposed *site alteration*;
- (9) a *control plan*, in accordance with Schedules A and D;
- (10) a brief description of the *site alteration*, including identification of its purpose;
- (11) proof that the purpose of the *site alteration* is for a land use permitted on the subject lands under *Town* zoning by-laws or under an NEC *development* permit as the case may be;
- (12) all source location(s) of the *fill* being *dumped* including environmental *soil* tests and *soil* permeability tests if required by the *Director*;
- (13) an indemnity, in a form approved by the *Town*, which releases and indemnifies the *Town* with respect to any and all liability which may arise in the event that any *fill* contains *contaminants of concern* within the meaning of the *EPA* or the *site alteration* causes damage to nearby properties;
- (14) a copy of the NEC *development* permit, if any *site alteration* is proposed to occur within regulated lands of the NEC;
- (15) a copy of the *Conservation Authority development* permit, if any *site alteration* is proposed to occur within *Conservation Authority* regulated lands;
- (16) where the *site alteration* is proposed as part of a *normal farm practice*, proof that the subject land is part of an *agricultural operation*, including documents such as tax returns and Ontario farm business registration providing proof of farm income and such additional documents, information or reports necessary to provide proof that the proposed *site alteration* is part of a *normal farm practice*;
- (17) the prescribed fees for the *permit* in accordance with the *Town's User Fee By-Law*; and
- (18) such other documents, reports or information as the *Director* deems appropriate in order to evaluate the application.

4.3. Where application requirements, including any additional reports or information

required by the *Director*, have not been fulfilled with one year of the date the application was first submitted in whole or in part, the *Director* may deem the application abandoned upon 30 days notice to the *applicant*.

- 4.4. Where an application has been deemed abandoned, it may be re-opened within a period of 3 months from the date of expiry upon the submission of a written request to the *Director* accompanied by a payment of any additional fees required by the *Town User Fees By-law*.
- 4.5. Notwithstanding any other provisions of this by-law, the *Director* may at his or her sole discretion, waive certain *permit* requirements, after taking into consideration the proposed works, the anticipated impacts to the *site*, adjacent properties, the surrounding environment, Town infrastructure and *normal farm practices*.

### **Supporting Documentation Requirements**

- 4.6. If required by the *Director*, a *person* applying for a *permit* shall submit the following in a form acceptable to the *Director*:
  - (1) any other study, report, plan, drawing or material related to the application, as deemed necessary by the *Director*;
  - (2) Phase I, Phase II and other Environmental Site Assessment reports;
  - (3) detailed plans including but not limited to a Soil Management Plan, Fill Management Plan, and an environmental *soil* testing plan, all prepared and certified by a *Qualified Person*, in accordance with *Ministry of the Environment rules*, standards, policies and guidelines;
  - (4) Traffic and Transportation Management Plan prepared and certified by a professional engineer;
  - (5) a signed authorization of a grantee(s) of any easements within the *lot* accepting the placing or *depositing* of *fill* or other *site alteration* on or abutting any easements;
  - (6) a report by an archaeologist licensed by the Ontario Ministry of Tourism and Culture or its successor of any significant archaeological features on the *site*, in the areas affected by the *site alteration*; and
  - (7) such other reports, plans or documents as the *Director* deems necessary to evaluate the *permit* application.

## **5. Permit Review and Issuance**

5.1. In reviewing any application, the *Director* may:

- (1) seek comments from and approvals of other applications by the NEC, Conservation Authorities, the *Ministry of Natural Resources*, *Ministry of the Environment*, Department of Fisheries and Oceans, Halton Region, adjacent municipalities and any other agencies deemed appropriate. Such comments and approvals shall form part of the application review; and
- (2) require all or part of an application, including without limitation, cost estimates provided for the purpose of assessing securities, to be reviewed by a qualified third party consultant or consultants. In the event the *Director* deems it necessary to engage consultants to assist with the review, the *applicant* shall be responsible for the review costs, including administration fees, and the *Director* may require pre-payment or a deposit for said costs and fees as a condition of processing the application.

5.2. The *Director* shall render a decision on a complete *application* in writing. A *permit* may be issued, or issued subject to conditions, where the *Director* is satisfied that:

- (1) the *applicant* has complied with or will comply with all of the requirements of this by-law and provided *securities* in accordance with this by-law;
- (2) the *applicant* has provided a road damage deposit in an amount and upon such terms as determined by the *Director* in accordance with the *Town User Fee By-Law* for any damage or fouling of municipal roads;
- (3) the concerns of the NEC, Conservation Authorities, *Ministry of Natural Resources*, *Ministry of the Environment*, Department of Fisheries and Oceans, Halton Region, adjacent municipalities and any other relevant agencies have been addressed;
- (4) the work proposed under the *permit* and the purpose of the *site alteration* will not involve contravention of federal, provincial or municipal legislation, regulations, by-laws including zoning by-laws, guidelines or policies;
- (5) where other federal, provincial or municipal approvals are required, such other approvals have been obtained and proof has been submitted prior to the issuance of the *permit*; and
- (6) the *site alteration* is not likely to result in negative effects to nearby properties, surface water, ground water, drainage, erosion, the natural environment, agricultural production, *soil* quality or public and municipal infrastructure.

## **6. Permit Compliance and Changes**



- 6.1. The *applicant* and *owner* shall maintain a copy of the approved *permit* posted on *site* in a location visible to all those conducting work on the *site*, including those transporting *fill* to or from the *site*, and shall provide copies upon request to all persons carrying out the *site alteration* or transporting *fill*.
- 6.2. No *site alteration* may proceed where subsection 6.1 has not been complied with.
- 6.3. Where a *permit* has been issued under this by-law authorizing *site alteration* on lands, no *person* shall *undertake* the *site alteration* except in accordance with:
- (1) the plans, documents and any other information required for the issuing of the *permit*;
  - (2) the terms and conditions of the *permit*; and
  - (3) all other provisions of this by-law.
- 6.4. Notwithstanding the issuance of a *permit* pursuant to this by-law, an *applicant* and *owner* shall comply with all other applicable legislation, regulations and *Town* or Halton Region by-laws.
- 6.5. Where an *applicant* proposes a change to a plan, document, specifications, *haul route* locations, *source site*, dates or times, or any other information following the issuance of a *permit*, no work may commence until such time as:
- (1) *the applicant* has submitted such revised drawings, reports and other documents or information as the *Director* deems appropriate;
  - (2) *the applicant* has paid any additional fees required by the *Town User Fee By-Law*; and
  - (3) the *Director* has approved the change and issued an amended *permit*.

## **7. Permit Terms and Conditions**

- 7.1. In addition to any other terms and conditions or design guidelines that may be imposed by the *Director*, *permits* are subject to the terms and conditions set out in subsections 7.2 of this by-law, unless expressly exempted in writing by the *Director*.

### ***Standard Terms and Conditions***

- 7.2. In addition to any other terms and conditions or design guidelines that may be imposed by the *Director*, *permits* are subject to the following terms and conditions,

unless expressly exempted in writing by the *Director*.

- (1) environmental *soil* testing of *fill* by a *Qualified Person*, is *undertaken* prior to its *deposit* upon, or removal from the *site*, according to *Ministry of the Environment* rules, standards, policies and guidelines;
- (2) the testing of *fill* shall be performed by a certified environmental laboratory. The *applicant* will be responsible for all costs associated with the testing;
- (3) compliance with the Additional Site Design Requirements in Schedule C;
- (4) ensure that the work which is the subject of the *permit* does not foul any municipal roads and, in the event that this occurs, ensure that the road or roads effected are cleaned to the satisfaction of the *Director* within 24 hours of any request by the *Director* or *Inspector* for such cleaning;
- (5) the *site* shall be rehabilitated including replanting, to a condition which is substantially similar to or improved from the condition of the *site* prior to the *undertaking* of the work which is the subject of the *permit*, immediately upon completion of *site alteration*;
- (6) following the completion of the *site alteration*:
  - (a) it is the responsibility of the professional engineer or Ontario land surveyor, who completed the certificate on the *control plan*, to visit the *site* and record the required elevations to verify that the grading has been completed in accordance with the *control plan* submitted and that the finished project does not detrimentally affect drainage on adjacent properties. This shall be provided in the form of an "As Constructed" *control plan* provided to the *Director*; and
  - (b) it is the responsibility of the *Qualified Person* retained by the *owner* or *applicant* to certify compliance with O. Reg. 406/19: *ON-SITE AND EXCESS SOIL MANAGEMENT* and applicable *Ministry of the Environment* rules, standards, policies and guidelines; and
- (7) the daily record of deliveries shall be maintained in a format acceptable to the *Director* and provided to the *Director*., including:
  - (a) the date of each delivery of *fill*;
  - (b) the point of origin of each delivery of *fill*;

- (c) the placement location of each delivery of *fill*;
- (d) the hauling routes;
- (e) the volume of each delivery of *fill*;
- (f) the content of material of each delivery of *fill*, including *fill* placement location; and
- (g) any other information required by the *Director*.

### ***Additional Terms and Conditions***

7.3. The *Director* may impose additional terms and conditions or design guidelines upon the issuance of a *permit* as the *Director* deems appropriate to achieve the purposes of this by-law.

7.4. Without limitation to the *Director's* authority to issue a *permit*, subject to any condition the *Director* deems appropriate to achieve the purposes of this by-law, the *Director* may require the *applicant* or *owner* to comply with one or more of the following, either prior to or after *permit* issuance as the case may be:

- (1) notify the *Director* in writing within 48 hours of commencing any work;
- (2) require that the *site alteration* be completed by a specific date as noted in the *permit*;
- (3) arrange for inspections with the *Director* or *Inspector* at the commencement and completion of the work or at stipulated intervals in between;
- (4) construct retaining walls, safety fences or any other structures as may be required to ensure the safety and stability of the *site alteration*, and obtain any other permit as may be required prior to commencing work;
- (5) ensure that the *finished grade* surface is protected by sod, seeding for grass, vegetation, asphalt, concrete or other similar means, or combination thereof and where grass seed is used, prior written approval of the seed mix is required from the *Director* prior to seeding;
- (6) ensure that no trench in which piping is laid forming part of the *drainage system* shall be covered and backfilled until the work has been inspected and approved by the *Director* or *Inspector*;
- (7) install all tree protection measures required by the approved *site alteration* plan prior to commencing any work and maintain these tree

protection measures throughout the entire duration of the work;

- (8) install and maintain *site control measures* as identified in the approved *site alteration* plan and the latest guidelines for erosion measures of the applicable Conservation Authority;
- (9) ensure if the *site* is designated agriculture or rural that the *site alteration* does not result in a reduction of the *soil* quality of the *site*;
- (10) provide testing of the permeability of any *fill* to be used as part of a *site alteration*, to ensure the permeability of the imported *fill* does not adversely affect the existing underlying native *soil*;
- (11) restrict the daily volume of truck loads to ensure traffic safety or avoid nuisance impacts;
- (12) require use of *electronic tracking technology* by those hauling or transporting *fill*; or
- (13) restrict the hours of operation.

## **8. Fees and Securities**

- 8.1. All fees applicable to the processing, administration, extension, renewal and inspection for a *permit* shall be in accordance with the *Town User Fee By-Law*.
- 8.2. Prior to issuing a permit, a financial security, in accordance with the applicable *Town* policy requirements shall be required by the *Director* to cover 100% of the estimated cost to supply, install and maintain *site control measures*, stabilize the *site* and *undertake* other works as identified by the *Director*.
- 8.3. The *applicant* shall provide a cost estimate by a properly qualified professional to the satisfaction of the *Director* of the amount of *securities* required to meet the requirements of subsection 8.2.
- 8.4. Having regard to the cost estimate, applicable *Town* policies and such other information as the *Director* deems appropriate the *Director* shall determine the amount of *securities* payable by the *applicant*.
- 8.5. The *Director* may request an updated cost estimate from time to time and having regard to the cost estimate, applicable *Town* policies and such other information as the *Director* deems appropriate may increase the amount of *securities* required from time to time.
- 8.6. Notwithstanding subsections 8.3, 8.4 and 8.5, for *site alterations* involving 50

m<sup>3</sup> of *fill* or less, the *Director* may waive the requirements related to cost estimates, and determine the amount of *securities*.

- 8.7. The *securities* must remain in effect for the full duration of the *permit* and until such time as an inspection has been carried out and the approval of the *Director* has been received in accordance with subsections 8.8 and 8.9.
- 8.8. It is the responsibility of the *permit* holder to obtain the approval of the *Director* that the *site* has been adequately reinstated and stabilized in accordance with this by-law, the plans accompanying the *permit*, the terms and conditions and design guidelines of the *permit*, and to request that the *Town* carry out a final inspection of the *site* and obtain the written approval of the *Director* that this by-law and terms and conditions of the *permit* have been complied with by the *permit* holder.
- 8.9. When the *Director* has issued a written approval in accordance with subsection 8.8, the *permit* holder's *security* shall be released in accordance with the applicable *Town* policy governing release of *securities*.
- 8.10. Where an *applicant* fails to comply with any of the provisions of this by-law or the terms and conditions of any *permit*, the *Town* may draw on the *securities* to satisfy the costs, administrative costs and interest of any removal, repair, alteration, corrective action or work *undertaken* pursuant to subsection 12 of this by-law and any such costs in excess of the amount of *securities* shall constitute a charge under the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, and may be added to the tax roll of *lot* held by the *owner* in the manner provided for therein.

## **9. Request for Review**

- 9.1. An *applicant* for a *permit* under this by-law may seek a review by the *Commissioner* of:
  - (1) a refusal by the *Director* to issue a *permit*; or
  - (2) any conditions included by the *Director* in a *permit*.
- 9.2. An *applicant* seeking a review of a decision of the *Director* under subsection 9.1, must within fifteen (15) days after the *applicant* received notice of the *Director's* decision under subsection 5.2:
  - (1) send a request for a review to the *Commissioner* in writing in accordance with subsection 9.4; and

- (2) pay the required review fee pursuant to the *Town User Fee By-Law*.
- 9.3. Where a review is not requested in accordance with requirements and timelines set out in subsections 9.2 and 9.4, the decision of the *Director* shall be final and binding.
- 9.4. The request for a review shall be in writing and contain the following information:
  - (1) the name of the *applicant*;
  - (2) the decision of the *Director*;
  - (3) the detailed grounds for the review; and
  - (4) any documents that the *applicant* seeks to rely on.
- 9.5. On a review under subsection 9.1, the *Commissioner* shall have all of the powers of the *Director*, pursuant to this by-law.
- 9.6. The *Commissioner* may seek and obtain any information from the appellant or the *Director* that the *Commissioner* considers potentially necessary or relevant to the review.
- 9.7. Upon reviewing the decision of the *Director* and the information provided by the *applicant* and the *Director*, the *Commissioner* shall render a decision in writing.
- 9.8. The decision of *Commissioner* shall be final and binding on the *applicant*.
- 9.9. Where a review has been requested in accordance with subsections 9.2 and 9.4, no work or *site alteration* may be conducted and no *fill* may be transported or hauled to or from the *lot* that is the subject of the *application* until such time as the *Commissioner's* decision is rendered.

## **10. Expiry, Renewal, Revocation and Transfer of *Permits***

### ***Expiry, Extension and Renewal***

- 10.1. Any *permit* issued pursuant to this by-law, shall be valid for a period of one (1) year from the date of issuance unless noted otherwise by the *Director*.
- 10.2. A *permit* which has expired may be renewed by the *Director* within a period of six (6) months from the date of expiry upon the submission of a written request to the *Director* accompanied by a payment of any additional fees required by the *Town User Fee By-Law*. A *permit* which has been renewed in accordance with this subsection shall thereafter be treated as a new *permit* except that it shall not again be renewed.

## ***Revocation***

10.3. The *Director* may revoke or amend the *permit* for any of the following reasons:

- (1) it was obtained on mistaken, false or incorrect information;
- (2) it was issued in error or the *Director* otherwise learns of new information that if known prior to issuance would have impacted the issuance of the *permit*;
- (3) the *owner* or *permit* holder requests in writing that it be revoked;
- (4) the terms of a *permit* under this by-law have not been complied with;
- (5) work authorized under the *permit* has not been commenced prior to its expiry date; or
- (6) the *owner* has failed to comply with the provisions of this by-law.

10.4. Where a *permit* has been revoked or expired under this subsection or for any other reason pursuant to this by-law, the *permit* holder shall forthwith cease all work under the revoked *permit* and restore the *site* to conditions acceptable to the *Director*.

## ***Transfer***

10.5. A *permit* shall expire upon the transfer of ownership of the *site* unless prior to transfer, the new *owner* provides written commitment to comply with all conditions under which the *permit* was issued to the satisfaction of the *Director*, and provide *security* in a form and amount acceptable to the *Director*, at which time any *security* previously provided by the original *permit* holder pursuant to this by-law shall be released.

10.6. A *permit* is not transferable to another *site*.

## **11. Inspection**

11.1. For the purpose of ensuring compliance with this by-law, the *Director* or an *Inspector* may, at all reasonable times, enter upon and inspect any land, including without limitation privately owned land, to determine whether or not the following are being complied with:

- (1) this by-law;
- (2) a *permit* or *order* issued under this by-law; or



- (3) a prohibition order made under s. 431 of the *Municipal Act*, S.O. 2001, c.25, as amended;

11.2. The *Director*, or an *Inspector* may, for the purposes of the inspection under subsection 11.1:

- (1) require the production for inspection of documents or things relevant to the inspection;
- (2) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (3) require information in writing or otherwise concerning a matter related to the inspection; or
- (4) alone or in conjunction with a *person* possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

11.3. Any cost incurred by the *Town* in exercising its authority to inspect, including but not limited to the cost of any examination, test, sample or photograph necessary for the purposes of the inspection, shall be paid by the *owner* of the *property* where the inspection takes place and may be added to the tax roll in accordance with subsection 12.10(2).

11.4. The *Director* or an *Inspector* may *undertake* an inspection pursuant to an *order* issued by a provincial judge or justice of the peace under section 438 of the *Municipal Act*, S.O. 2001, c.25, as amended where he or she has been prevented or is likely to be prevented from carrying out an inspection under subsection 11.1 of this by-law.

## **12. Orders and Notices**

12.1. The *Director* and an *Inspector* shall have all powers necessary to carry out the enforcement of this by-law, including without limitation, issuing *orders*. For clarity, where this by-law provides that the *Town* may take any action or do anything:

- (1) the action or thing may be taken or done at the direction of either the *Director* or an *Inspector*, unless this by-law or its schedules specifies otherwise;
- (2) the *Director* or an *Inspector* may, unless this by-law or its schedules specifies otherwise, enlist such forces as deemed appropriate to *undertake* that action or thing, including third party contractors, agents or suppliers of goods and services.

- 12.2. Where the *Town* has reason to believe that any *person* is or will be in contravention of this by-law, or any term or condition of a *permit*, the *Town* may issue a *stop work order* directing the activities cease immediately upon service of the *order* on the *person* or *persons* listed in the *order*.
- 12.3. Where the *Town* has reason to believe that any *person* is in contravention of this by-law, or any term or condition of a *permit*, the *Town*, may issue a *work order* directing the person or persons to take such actions as are necessary to comply with this by-law or the *permit* as the case may be, within such time as is set out in the *order*, including without restriction, removal of *fill*, filling in of excavations or ponds or restoring the land to its prior state.
- 12.4. Where the *Town* has reason to believe that a contravention of this by-law or any term or condition of a *permit*, which may result in the issuing of a *work order*, poses a risk to public health or safety, the *work order* may provide that the actions set out therein be taken immediately.
- 12.5. An *order* shall contain:
- (1) the municipal address and legal description of the land;
  - (2) reasonable particulars of the contravention(s);
  - (3) the period within which there must be compliance; and
  - (4) the time frame in which the work or actions contained in the *order* must be carried out.
- 12.6. Any *person* to whom an *order* is issued pursuant to this by-law shall comply with the terms of such order.
- 12.7. Any *person* to whom an *order* is issued shall provide notice of the order to any and all persons who participated in the *site alteration*, including *fill* haulers, workers and trades.
- 12.8. No *person* who has notice or is aware of an *order* shall assist in any way in the violation of the terms of an order, regardless of whether the person is named in the *order*.
- 12.9. Where the *person* or *persons* to whom a *work order* is issued fails to perform the work required by the *order* within the time stipulated in the *order*, the *Town*, in addition to all other remedies it may have, may without further notice perform such work as it deems appropriate.
- 12.10. Where the *Town* undertakes any removal, repair, alteration, corrective action or

work pursuant to an *order*.

- (1) anything removed may be destroyed or disposed of without notice or compensation to any *person*; and
- (2) the *owner(s)* of the land shall be responsible for all costs of the *Town* incurred in the exercise of the powers thereunder, including administrative costs and interest. Such costs, as determined by the *Director*, shall constitute a charge under the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, and may be added to the tax roll of the *property* held by the *owner* in the manner provided for therein.

12.11. An *order*, or any notice or document under this by-law may be served by the Town by any of the following means:

- (1) delivered personally;
- (2) posted on the subject lands;
- (3) emailed to the last known email address of the *person* to whom the order is directed;
- (4) deposited in the mailbox or mail slot of the *person* to whom the order is directed;
- (5) sent by prepaid regular mail to the last known address of the *person* to whom the order is directed; or
- (6) sent by registered mail to the last known address of the *person* to whom the order is directed.

12.12. Where service is effected by:

- (1) regular mail, it shall be deemed to be made on the fifth (5th) day after the date of mailing;
- (2) registered mail, it shall be deemed to be made on the second (2nd) day after the date of mailing;
- (3) any other means, it shall be deemed effective on the day the document served was delivered, posted, emailed or *deposited*; or
- (4) service by multiple means, it shall be deemed effective on earliest applicable date set out in this subsection.

12.13. Where an *order* is posted on the subject lands, no *person* may remove the *order*

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without the written authorization of the *Director*.

### **13. Offences and Penalties**

#### ***Offences***

- 13.1. Every *person* who contravenes any provision of this by-law or an *order* issued pursuant to this by-law is guilty of an offence as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended and the *Municipal Act*, 2001, S.O. 2001, c. 25. Where a contravention of a provision of this by-law or an order is committed on or continues for more than one day, the *person* who commits the contravention is liable to be convicted for a separate offence for each day on which it is committed or continued. For clarity, in the case of an order, where a failure to comply continues, every day or part of a day past the compliance date set out in the order is a separate offence.
- 13.2. If a *corporation* commits an offence under subsection 13.1, a director, officer, employee or agent of the *corporation* who directed, authorized, allowed, assented to, acquiesced in or failed to take all reasonable care to prevent the commission of the offence, or who participated in the commission of the offence, is also guilty of the offence, whether the corporation has been prosecuted for the offence or not. The onus for demonstrating that all reasonable care was taken to prevent the commission of the offence shall be on the director, officer, employee or agent of the *corporation* as the case may be.

#### ***Penalties***

- 13.3. A *person* convicted under Part I of the of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine in accordance with the Act of not less \$500 and no more than \$1,000.
- 13.4. Every *individual* convicted under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine of not less than \$500 and not more than \$25,000 in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 13.5. Every *corporation* convicted under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine of not less than \$500 and not more than \$100,000 in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 13.6. Despite subsections 13.3 and 13.4, an individual or corporation convicted of a continuing offence is liable to a fine, in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25., of no less than \$500 and no more than \$10,000 for each day or part of a day on which the offence occurs or continues, but the total of all daily fines is not subject to a limit.

13.7. Where a conviction is entered for contravention of the by-law, in addition to any other remedy or any penalty provided by law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order:

- (1) prohibiting the continuation or repetition of the offence by the *person* convicted; and
- (2) requiring the *person* convicted to correct the contravention in the manner and within the period that the court considers appropriate, including without restriction:
  - (a) rehabilitate the land;
  - (b) remove *fill*;
  - (c) restore the *grade* of the land to its original condition; and
  - (d) replace damaged trees, shrubs, etc., including any silvicultural treatment necessary to re-establish the trees.

#### **14. Interpretation and Severability**

- 14.1. This by-law shall be interpreted as being remedial and shall be given such fair, large and liberal interpretation as best ensures the attainment of its objects. In the event of an ambiguity, the ambiguity shall be resolved in favour of the interpretation that best accords with the objects of this by-law as set out in the Preamble hereto.
- 14.2. In the event that any provision or part of a provision in this by-law is found to be invalid or unenforceable for any reason whatsoever, then:
- (1) if the provision or part of a provision in this by-law is capable of being read down so as to be rendered valid or enforceable, it shall be read down accordingly; or
  - (2) in the event the provision or part of a provision in this by-law is not capable of being read down, the particular provision or part of a provision in this by-law or part thereof shall not be deemed to be severed from the remainder of the by-law and all other provisions or parts thereof shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

## **15. Effective Dates and Repeal of Predecessor by-laws**

15.1. By-law 33-2004 is repealed upon the coming into full effect and force of this By-Law.

15.2. This by-law shall come into full effect and force on January 1<sup>st</sup>, 2023.

### ***Transition – Permits***

15.3. A *permit* issued under By-law 33-2004 shall be deemed a *permit* under this by-law, until such time as it is expired and all the provisions of this by-law shall apply to said *permit*, with the exception that no new conditions shall be deemed imposed on said *permit* unless the *permit* holder is notified by the *Director* in writing. The *Director* shall not *permit* any extensions or renewals of *permits* issued under this predecessor by-law.

### ***Transition – Orders***

15.4. An *order* issued under By-law 33-2004 shall be deemed an *order* under this by-law and all the provisions of this by-law, including without restriction, subsections 11, 12 and 13, shall apply to said *order*.

15.5. Notwithstanding any other provision of this by-law, where the *Town* has reason to believe that any *person* contravened By-Law 33-2204 and the contravention has not been fully rectified at the time this by-law comes into full effect and force, the preconditions for issuing an *order* under subsections 12.2, 12.3 or 12.4 of this by-law shall be deemed to have been met and an *order* under this by-law may be issued.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz

Mayor

\_\_\_\_\_  
Meaghen Reid

Town Clerk





## Schedule A Control Plan Requirements

A *control plan*, to be submitted as part of the *permit* application, shall include the following:

1. a key plan showing the location of the *site* and a minimum of 30 meters beyond the *site*;
2. the scale of the drawing;
3. *lot* lines of the lands where the proposed *site alterations* are to be *undertaken*, including dimensions and the number of hectares of the *site*;
4. the location, dimensions, elevations and use of buildings and other structures existing or proposed to be erected on the *site*;
5. the current and proposed use of the *site* as well as the location, dimensions and use of buildings and other structures adjacent to the *site*;
6. detailed locations, including dimensions, identifying the proposed locations for the placement of *fill* on the lands;
7. a scale drawing of any proposed retaining wall including a description, dimensions and materials to be used in the construction of such retaining wall, that may be required by the *Director* if:
  - (1) erosion on *adjacent lands* may occur as a result of the work which is the subject of the *permit*; or
  - (2) the *finished grade* of the *site* is of a higher elevation at a *lot* line than that of the existing *grade* at the same *lot* line of *adjacent lands*.
8. a topographic survey producing a 0.5 m contour interval, certified by a licensed professional engineer or Ontario land surveyor, defining all material and man-made features, including top and bottom of slopes, drainage patterns, tree lines, buildings, and *stockpiles* on the lands and 30 m beyond the *lot* lines to clearly show the detailed existing topography of the *property* and the *adjacent lands*;
9. the location of any lakes, streams, channels, *watercourses* or *wetlands* within 15 m of the *lot* lines for *sites* less than 0.2 ha, and 30 m of the *lot* lines for *sites* greater than 0.2 ha;
10. the location of any *NHS* designated lands or *key features* within 120 m of the *lot*;

11. the location, dimensions and invert elevations of any source water protection areas, existing and proposed storm water *drainage systems*, swales, ditches, *Town* easements, sewers, drainage pipes, culverts, inlet chambers, drainage tiles, septic beds and natural drainage patterns within 15 m of the *lot* lines for *sites* less than 0.2 ha, and 30 m of the *lot* lines for *sites* greater than 0.2 ha;
12. the location and dimensions of utilities, roads and highways within 30m of a *site*;
13. the location, diameter, species and drip line of all trees with a caliper measuring 100 mm or greater measured at height of 1.37m above ground, all other vegetation and field crops are to be identified in masses showing the outline of the canopy or vegetation limit created by the massing;
14. all existing vegetation 3 m beyond the *lot* lines including *Town* trees, individually locating all trees with a caliper measuring 100 mm or greater at breast height. All other vegetation to be identified in masses showing outline of canopy or vegetation limit created by the massing;
15. the location and description of the predominant *soil* types;
16. the location and dimensions, of all proposed temporary *soil* or *fill* storage locations;
17. the location, dimensions, height and slopes of any proposed berms;
18. the proposed final elevations of the *site alteration* works;
19. the location and dimensions of all proposed land disturbances;
20. the location of all floodplains, shoreline, top of bank features and approximate *Conservation Authority* regulation limits, if applicable;
21. the regulatory limits of the NEC, if applicable;
22. the location, dimensions, design, details, design calculations and estimated costs for the supply, installation and maintenance of all *site control measures* necessary to meet the requirements of this by-law;
23. a schedule of the anticipated start and completion dates for each land disturbance, including the installation of *site control measures* needed to meet the requirements of this by-law;
24. details regarding the provisions for regular maintenance of the *site control*

*measures during site alteration activities;*

25. all tree protection measures for the *site alterations*;
26. all proposed ground covering to be used for *site* restoration, including seed mix if grass, upon completion of the *site alterations*;
27. specific details regarding trucking to and from the *site*, including the routes to be used, volume and types of trucks to be used and the times these routes will be used;
28. all other *site* design requirements as detailed in “Schedule C” – Additional Site Design Guidelines; and
29. a stamped, signed certificate as detailed in Schedule “D” – Lot Grading Design & Requirements.

## **Schedule B**

### **Designated Inspectors**

The following *Town* employees are hereby designated as an *Inspector* for the purposes of this by-law and are authorized to carry out all the duties of an *Inspector*, including the issuing of orders:

1. *Director*;
2. *Town* Infrastructure & Development Engineering Staff; and
3. *Town* of Milton Municipal Law Enforcement Officers;

The following are hereby designated as *Inspectors* for the purposes of this by-law and are authorized to carry out all the duties of an *Inspector*, except for the issuing of orders:

1. Halton Regional Police Service Officers;
2. other *Town* staff as authorized by the *Director* to act on behalf of the *Director*; and
3. non-*Town* staff retained by the *Director* to act on behalf of the *Director*.

## Schedule C

### Additional Site Design Requirements

The following guidelines shall be met on all *sites*, to the satisfaction of the *Director*, where a *site alteration permit* is required:

1. Site Dewatering: water pumped from the *site* shall be treated by temporary sedimentation basins, grit chambers, sand filters, upflow chambers, swirl concentrators or other appropriate controls.
2. Drain Inlet Protection: *catch basins*, rear lot storm drain inlets or any other inlets, shall be protected with filter fabric, or equivalent barriers.
3. Site Erosion Control: The following criteria apply to land disturbances that result in stormwater runoff leaving the *site* or draining onto the *site* from adjacent properties:
  - (1) runoff from adjacent areas passing through the *site* shall be diverted around disturbed areas, if practical. Otherwise, the channel shall be protected by filter fences being placed along the channel edges to reduce sediment reaching the channel;
  - (2) all activities on the *site* shall be conducted in a logical sequence to minimize the area of bare *soil* exposed at any one time;
  - (3) any *soil* or dirt storage piles containing more than 100 m<sup>3</sup> of material shall not be located within a downslope drainage length of less than 10 m to a roadway or drainage channel. If remaining for more than 30 days, said *soil* or dirt storage piles shall be stabilized by mulching, vegetative cover, tarps or other means. Erosion from *soil* or dirt storage piles which will be in existence for less than 30 days shall be controlled by filter fence barriers around the pile;
  - (4) runoff from the entire disturbed area on the *site* shall be controlled as follows:
    - (a) all disturbed ground left inactive shall be stabilized by seeding, sodding, mulching or covering, or other equivalent control measure. The period of time of inactivity shall be at the discretion of the *Director*, but shall not exceed 30 days or such longer period as deemed advisable at the discretion of the *Director*;
    - (b) notwithstanding paragraph 4.4(a), a *permit* holder or *applicant* for a *permit* who has applied for but not yet received a *B Building Permit* or any other necessary *permit*, may be granted an

extension to the permitted period of inactivity, at the discretion of the *Director*, provided that said *applicant* or *permit* holder provides satisfactory proof that he has made his best efforts to have said building or other necessary *permit* issued;

- (c) for *sites* located adjacent to existing residential areas, a sediment control fence may be required around the entire perimeter of the *site*;
  - (d) the sediment control guidelines prepared by the applicable Conservation Authority and the *Ministry of Natural Resources*, for the Province of Ontario, are to be followed closely; and
  - (e) for *sites* with extensive *fill* requirements, the *Director* may waive the requirements for stabilization of disturbed land within 30 days of inactivity provided that the sediment control measures are implemented and maintained to the satisfaction of the *Director*.
- (5) All other conditions or restrictions as required by the *Director*.

**Schedule “D”**  
**Lot Grading Design and Drawing Requirements**

1. The *control plan* shall be submitted in PDF format showing existing elevations of the *lot* and sufficient elevations of adjacent properties to indicate existing drainage patterns. All grading plans are to be metric with all information legible and clear.
2. On the *control plan*, the new proposed *site alteration* will be superimposed, indicating the proposed elevations along with any proposals that may be necessary to eliminate potential drainage problems to the subject *lot*, or any adjacent *lot*. The *control plan* must be in accordance with the requirements of Schedule A of this by-law.
3. All elevations shall be tied into existing *Town* benchmarks and be related to geodetic datum.
4. A certificate on the *control plan*, executed by a registered professional engineer or a registered Ontario Land Surveyor shall be in the following form:

“I have prepared and reviewed the *control plan* for the construction of *[fill in blank]* located at *[fill in blank]* and have prepared and reviewed this *control plan* to indicate the compatibility of the *proposed grades* with existing adjacent properties and municipal services. It is my belief that adherence to the *proposed grades*, as shown, will produce adequate surface drainage and proper facility of the municipal services without any detrimental effect to the existing drainage patterns or adjacent properties.



# THE CORPORATION OF THE TOWN OF MILTON

## BY-LAW NO. 095-2022

### BEING A BY-LAW TO REGULATE THE USE OF MUNICIPAL STORMWATER INFRASTRUCTURE IN THE TOWN OF MILTON

**WHEREAS** pursuant to s. 4, item 4.e of the Table in s. 11 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, the collection of stormwater and other drainage from land is assigned to all upper-tier municipalities non-exclusively;

**AND WHEREAS** pursuant to s. 30(1) of the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40, every *person* that discharges or causes or permits the discharge of any material of any kind into or in any waters or on any shore or bank thereof or into or in any place that may impair the quality of the water of any waters is guilty of an offence;

**AND WHEREAS** the Council of the Corporation of the Town of Milton deems it desirable to pass a by-law to regulate the use of municipal stormwater infrastructure in order to:

- protect the Town's stormwater collection system from undue deterioration, damage and obstruction;
- protect the public, workers and properties from hazardous materials and dangerous conditions; and,
- protect the natural environment from deleterious substances;

### NOW, THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON ENACTS AS FOLLOWS:

#### Short Title

Stormwater Management (SWM) Bylaw.

#### 1. Definitions

1.1 In this by-law the following words are defined as follows:

(1) "*acute hazardous waste chemical*" means a material which is an *acute hazardous waste chemical* within the meaning of Ontario Regulation 347;

(2) "*adverse effect*" shall have the same meaning as in the *Environmental Protection Act*, R.S.O. 1990, c. E.19;

- (3) "*animate products of biotechnology*" means a living organism created through the practice of biotechnology, and includes material which has been genetically modified using techniques that permit the direct transfer or removal of genes in that organism;
- (4) "*appurtenance*" means an accessory item that may or may not be essential to be added to a piece of equipment to ensure its proper function;
- (5) "*authorized representative of the Town*" means any *Town* employee or representative designated by the *Town* to act on behalf of the *Town* for the purposes of this By-law;
- (6) "*biomedical waste*" means *biomedical waste* as defined in the Ontario Ministry of Energy and the Environment Guideline C-4 entitled "The Management of Biomedical Waste in Ontario" dated April 1994, as amended;
- (7) "*blowdown water*" means recirculating water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would or might impair the operation of the system;
- (8) "*carpet cleaner waste*" means a combination of liquid and solid wastes, generated by carpet or furniture cleaning, that are collected in a mobile holding tank or are discharged to a sewer;
- (9) "*catch basin*" means a buried receptacle designed to prevent obstructive material from entering and blocking the sewer and diverts overland water flows into a sewer system. For clarity, a *catch basin* may be located on public property or on private property within an easement, including within the rear or side yard of a residential property;
- (10) "*combustible liquid*" means a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius;
- (11) "*connection*" or "*drain*" means that part or those parts of any pipe or system of pipes leading directly to the *stormwater* collection system;
- (12) "*Consolidated Linear Infrastructure Environmental Compliance Approval*" or "*CLI-ECA*" means an approval granted by the *MECP* for a system wide sewage works *discharge*;

(13) “*corporation*” includes a company, *corporation*, cooperative, partnership, firm, sole proprietorship, association, society, organization or any other legal entity that is not an individual;

(14) “*Director*” includes the *Director* of Development Engineering and the *Director* of Infrastructure for the *Town* and shall include any successor positions thereto as well as any *person* authorized by said *Directors* to carry out any of their powers or duties pursuant to this by-law;

(15) “*discharge*” when used alone as a verb, includes add, deposit, release or emit and, when used alone as a noun, includes an addition, deposit, release or emission;

(16) “*domestic waste*” means any debris, rubbish, refuse, sewage, effluent, discard or garbage of any type arising from a residence belonging to, or associated with a house or use of a house, or residential property, including, but not limited to, garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements, deteriorating or decaying on a property due to exposure to the weather;

(17) “*Environmental Compliance Approval*” means an approval granted by the *MECP* for individual sewage works *discharge*;

(18) “*fuel*” means alcohol, gasoline, naphtha, diesel *fuel*, *fuel* oil or any other ignitable substance intended for use as a *fuel*;

(19) “*groundwater*” means water beneath the earth’s surface accumulating as a result of seepage;

(20) “*Halton Region*” means the Regional Municipality of Halton;

(21) “*hailed sewage*” means waste removed from a sewage system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a sewage holding tank but does not include *sludge* removed from wastewater treatment plants;

(22) “*hailed liquid waste*” means sewage that is suitable for treatment in a sewage works and is transported to a sewage works for disposal and includes *hailed sewage*;

(23) “*hazardous industrial waste*” means a material which is a *hazardous industrial waste* within the meaning of Ontario Regulation 347;

(24) “*hazardous waste chemical*” means a material which is a *hazardous waste chemical* within the meaning of Ontario Regulation 347;

- (25) “*individual*” means a natural *person*;
- (26) “*ignitable waste*” means a material which,
- (a) is a liquid, other than an aqueous solution containing less than 24 per cent alcohol by volume and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method;
  - (b) is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
  - (c) is an ignitable compressed gas (Class 2, Division D) as defined in the regulations made under the *Transportation of Dangerous Goods Act*, 1992 (S.C. 1992, c. 34);
  - (d) is an oxidizing substance (Class 5, Divisions 1 and 2) as defined in the regulations made under *Transportation of Dangerous Goods Act*, 1992 (S.C. 1992, c. 34);
- (27) “*industrial*” means of or pertaining to industry, manufacturing, commerce, trade, business or institutions as distinguished from domestic or residential;
- (28) “*inspector*” means a *person* authorized by the *Town* to carry out observations and inspections as prescribed by this By-law;
- (29) “*matter*” includes any solid, liquid or gas;
- (30) “*MECP*” means the Ministry of the Environment, Conservation and Parks;
- (31) “*oil and grit interceptor*” or “*OGS*” means an underground device that captures oils and sediments from *stormwater* runoff and snowmelt;
- (32) “*owner*” means any *person* who is the registered or beneficial owner of a property or who leases, rents, occupies, manages, receives rent from or otherwise controls a property;
- (33) “*pathological waste*” means a material which is a *pathological waste* within the meaning of Regulation 347 or any material which may be designated in writing by the Chief Medical Officer of Health;

- (34) "*PCBs*" means any monochlorinated or poly-chlorinated biphenyl or any mixture of these or mixture that contains one or more of them;
- (35) "*person*" includes a natural *person* and a company, *corporation*, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;
- (36) "*pesticides*" means a *pesticide* regulated under the *Pesticides Act*, R.S.O. 1990, c. P.11, as amended or any successor legislation thereto;
- (37) "*pH*" means the logarithm to the base 10 of the reciprocal of the concentration of hydrogen ions in moles per litre of solution;
- (38) "*prohibited discharge*" means any *discharge* prohibited under section 3.1 of this by-law;
- (39) "*Town*" means the Corporation of the *Town* of Milton;
- (40) "*severely toxic waste*" means waste containing any contaminant listed in Schedule 3 of Regulation 347;
- (41) "*sewage*" means any liquid waste containing animal, vegetable, chemical or mineral *matter* in solution or in suspension, but does not include *stormwater* or uncontaminated water;
- (42) "*sludge*" means wastewater containing more than 0.5% total solids, but does not include material which has been pumped out of a septic tank;
- (43) "*spill*" means a direct or indirect *discharge* or deposit to the *stormwater collection system* or the natural environment which is abnormal in quantity or quality in light of all circumstances of the *discharge*;
- (44) "*storm sewer*" means pipes used for the collection and transmission of *stormwater*, drainage from land or from a watercourse of any combination thereof that is owned, operated or maintained by the *Town* or over which the *Town* holds easement rights;
- (45) "*storm sewer lateral*" means the underground storm drainage piping that has been extended from the storm water collection system to a private property;
- (46) "*stormwater*" means water from rainfall, other natural precipitation, drainage or from the melting of snow or ice;

(47) “*stormwater collection system*” any works for the collection, transmission, storage, treatment or disposal of *stormwater* or runoff, including *storm sewers*, *storm sewer laterals*, *OGS*, *stormwater management facilities* or ponds (including Mill Pond), *stormwater conveyance channels*, culverts, catch basis, water courses, drainage piping, or other *appurtenances*, that are owned, operated or maintained by the *Town* or over which the *Town* holds easement rights;

(48) “*stormwater conveyance channel*” means an open channel, swale or ditch designed and built for the conveyance of *stormwater*;

(49) “*stormwater management system*” means a *stormwater* disposal system that has been professionally designed, constructed and maintained such that the rate of run-off from specific blocks of land or lots is controlled to *discharge* into a municipal storm drainage facility at a reduced flow rate;

(50) “*User Fee By-Law*” means the *Town* by-law or by-laws setting out fees for use of *Town* services and other matters, as amended; and

(51) “*waste disposal site leachate*” means leachate, namely liquid containing dissolved or suspended contaminants which emanates from waste and is produced by water percolating through waste or by liquid in waste, from any *waste disposal site*.

## **2. Interpretation**

- 2.1 Nothing in this by-law shall be interpreted so as to permit the *discharge* of anything, which by the provision of any applicable *Act*, regulation or by-law is otherwise prohibited.

## **3. General Prohibitions**

- 3.1 No *person* shall directly or indirectly *discharge* or cause or permit the *discharge* or deposit of a substance of any type or at any temperature or in any quantity other than *stormwater* into the *stormwater collection system* where any of the following apply:

- (1) to do so may cause or result in:
  - (a) damage any part of the *stormwater collection system*;
  - (b) interfere with the operation of any part of the *stormwater collection system*;

- (c) obstruct, partially obstruct, restrict or partially restrict any part of the *stormwater collection system* or the flow therein;
  - (d) a health or safety hazard or other *adverse effect* to any *person*, animal, property, vegetation or the natural environment;
  - (e) impair the quality of the water in any well, lake, river, pond, spring, stream, aquifer, wetland, reservoir or other watercourse;
  - (f) contravene any approval issued under the *Ontario Water Resources Act*, R.S.O. 1990, c. 0.40, or the *Environmental Protection Act* (Ontario), R.S.O. 1990, c. E.19, as amended,; or
  - (g) contravene the *Fisheries Act*, R.S.C. 1985, c.F.14,;
- (2) the substance has one or more of the following characteristics:
- (a) two or more separate liquid layers;
  - (b) visible film, sheen, foam or discolouration;
  - (c) two or more separate layers;
  - (d) a temperature greater than 40 degrees Celsius; or
  - (e) a *pH* less than 6.0 or greater than 9.0;
- (3) where water has been added to the substance or source of the *discharge* for the purposes of dilution; or
- (4) the substance contains one or more of the following:
- (a) *acute hazardous waste chemicals*;
  - (b) *animate products of biotechnology*;
  - (c) *biomedical waste*;
  - (d) *blowdown water*;
  - (e) *carpet cleaner waste*;
  - (f) *combustible liquids*;
  - (g) concrete mixtures;
  - (h) *domestic waste*;



- (i) dyes or colouring materials, except where the dye is used by the *Town*, or an agent working on behalf of the *Town*, as a tracer;
- (j) floating debris;
- (k) *fuel*;
- (l) *hauled sewage*;
- (m) *hauled liquid waste*;
- (n) *hazardous industrial waste*;
- (o) *hazardous waste chemicals*;
- (p) *ignitable waste*;
- (q) material discharged from a *groundwater* remediation system;
- (r) motor oil;
- (s) nuclear waste;
- (t) organic solvents;
- (u) paint;
- (v) *pathological waste*;
- (w) *PCBs*;
- (x) *pesticides*;
- (y) reactive waste;
- (z) *severely toxic waste*;
- (aa) *sewage*;
- (bb) *sludge*;
- (cc) solvent extractable *matter* of animal, vegetable origin, mineral or synthetic origin;
- (dd) *waste disposal site leachate*;
- (ee) waste water from an *industrial* operation;

- (ff) a substance from raw materials, intermediate or final product, used or produced in, through or from an *industrial* process;
- (gg) a substance used in the operation or maintenance of an *industrial* site;
- (hh) contaminants from the raw materials, intermediate or final products or wastewater from an *industrial* operation; or
- (ii) E.coli colonies in excess of 200 per 100ml.

3.2 Without limiting the generality of section 3.1, every *owner*, or *person* undertaking work on a property shall undertake all necessary measures to prevent the following from resulting in a *prohibited discharge*:

- (1) erosion or sediment runoff from a property;
- (2) outside storage activities; or
- (3) the placement of any substance on a property that may result in a direct or indirect *discharge* to the stormwater system;
- (4) the *discharge* of any substance on a property that may result in a direct or indirect *discharge* to the *stormwater* system.

3.3 No *person* shall directly or indirectly obstruct any part of the *stormwater collection system*.

3.4 No part of a *stormwater management system* shall be constructed and no *connection* shall be made to the *stormwater collection system*:

- (1) until all applicable approvals by the *Town* and any other approving bodies required (including but not limited to Region of Halton, Conservation Halton, the *MECP*) have been issued; and
- (2) except in accordance with the plans and conditions of approval of the *Town* and other approving bodies.

3.5 No *person* shall construct or permit the construction of any structure or landscaping which will impede the flow of *stormwater* to the *stormwater* collection system or any part thereto.

3.6 No *person* may alter, remove or obstruct a *catch basin* or *stormwater conveyance channel* that is on private lands if the *catch basin* or *stormwater conveyance channel* is subject to an easement, or depicted in a plan of subdivision or site plan under the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

- 3.7 No unauthorized *person* shall break, damage, destroy, uncover, deface or tamper with any structure, *appurtenance*, equipment or thing which is part of the *stormwater collection system*.
- 3.8 No *person* may enter a *storm sewer* without the express authorization of the *Town*.
- 3.9 No *person* may use a public or private *stormwater management* facility or pond for skating, swimming, fishing, wading, bathing or any other recreational use.
- 3.10 All private *stormwater management* facilities or ponds shall have signage as identified within the *Town* of Milton's Engineering and Parks Standards Manual as amended, identifying prohibited uses and emergency information at each pond. Signage shall be maintained in general good condition and legible.
- 3.11 No *person* shall provide false or misleading information to the *Town* or any employee or agent of the *Town* in respect of any *matter* subject to this by-law

#### **4. Additional Requirements**

- 4.1 Every *owner* or operator of a restaurant or other *industrial*, commercial or institutional premises where food is cooked, processed or prepared, shall take all necessary measures to ensure that oil, grease and sediment are prevented from entering the *stormwater collection system*, including without limitation installing an OGS in any piping system on its premises that connects directly or indirectly to the *stormwater collection system*.
- 4.2 Every *owner* or operator of a motor vehicle service station, repair shop, car wash or garage or of an *industrial*, commercial or institutional premises where motor vehicles are repaired, lubricated, maintained or cleaned shall take all necessary measures to ensure that oil, grease, soap, sediment or any other substances are prevented from entering the *stormwater collection system*, including without limitation installing an OGS designed to prevent motor oil, lubricating grease, soap, sediment or any other substance from directly or indirectly entering a *stormwater collection system*.
- 4.3 Every *owner* or operator of a premises from which sediment may directly or indirectly enter a sewer, including but not limited to premises using ramp or area *drains* and car and vehicle wash establishments, shall take all necessary measures to ensure that such sediment is prevented from entering the *drain* or stormwater collection system including without limitation an OGS designed to prevent sediment from directly or indirectly entering the *stormwater collection system*.
- 4.4 Every *owner* or operator required to install an OGS shall ensure:

- (1) every OGS is installed in compliance with the requirements of the *Ontario Building Code*, 1992, S.O. 1992, c. 23 as amended;
- (2) every OGS is operated and properly maintained in good working according to the manufacturer's recommendations;
- (3) establish a regular maintenance schedule for each OGS;
- (4) keep a record of all maintenance for the lifetime of the OGS, including proof of interceptor clean-out and oil and grease disposal location; and
- (5) provide all required documentation to the *Town* for review upon request.

## **5. Spill Notification and Prevention**

- 5.1 In the event of a *spill* that has entered or has the potential to enter any part of the *stormwater collection system*, the *person* responsible and the *person* having charge, management and control of the *spill* shall immediately notify the *Director* and provide any information with regard to the *spill* that is requested.
- 5.2 The *person* responsible for the *spill* into the *stormwater collection system* and the *person* having charge, management and control of the *spill* shall do everything reasonably possible to contain the *spill*, minimize damage to property, protect the environment, clean up the *spill* and contaminated residue and restore the affected areas to its condition prior to the *spill*.
- 5.3 For any *spill* for which the *person* is required to forthwith notify the *Director*, the notification shall include the following information:
  - (1) the location where *spill* occurred;
  - (2) name and telephone number of *person* who reported the *spill* and the location
  - (3) and time where that *person* can be contacted;
  - (4) date and time of *spill*;
  - (5) material *spilled*;
  - (6) characteristics of material *spilled*;
  - (7) volume of material *spilled*;

(8) work completed and/or still in progress in the mitigation of the *spill*;  
and

(9) whether the *spill* was reported to the *MECP*, the Region of Halton and any other agency and, if so, the date and time such report was made.

5.4 The *person* shall provide a detailed report on the *spill* to the *Director* within five (5) days after the *spill*, containing the following information to the best of the *person's* knowledge:

(1) location where *spill* occurred;

(2) name and telephone number of *person* who reported the *spill*;

(3) date and time of *spill*;

(4) material *spilled*;

(5) characteristics of material *spilled*;

(6) volume of material *spilled*;

(7) duration of *spill* event;

(8) work completed and/or still in progress in the mitigation of the *spill*;  
and

(9) preventative actions being taken to ensure the situation does not occur again.

5.5 Upon receipt of the detailed report specified in section 5.4, the *Director* may require a further more detailed submission by the responsible *person* outlining preventative actions being undertaken which, at the sole discretion of the *Director*, may require the development of a *spills* response plan which must be updated on an as needed basis and copies submitted to the *Director* within thirty (30) days of the *spill*.

5.6 *Spills* procedures shall be carried out in accordance with the *Environmental Protection Act*, R.S.O. 1990, c. E.19 *MECP* *spills* response protocols and guidelines and applicable *Halton Region* By-laws regarding wastewater and *spills*, as may be amended from time

## **6. Permitting**

6.1 No *person* may alter, modify, add to, optimize or expand any part of the *Town's* *stormwater collection system* that is subject to an *CLI-ECA* except in accordance with a permit issued by the *Director*;

- 6.2 Any *person* applying for a permit to alter, modify, add to, optimize or expand any part of the *Town's stormwater collection system* that is subject to an *CLI-ECA* shall:
- (1) complete an application in a form prescribed the *Director*,
  - (2) provide all information, drawings, designs, reports, calculations or other documents as are required by the *Director* in order to comply with the requirements of the *Town's CLI-ECA* as well as the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40 and the *Environmental Assessment Act*, R.S.O. 1990, c. E.18 - Ontario.ca and their respective regulations;
  - (3) shall pay such fees as are prescribed by the *User Fee Bylaw*;
  - (4) if the *Director* deems it necessary to retain a third party consultant to review the application, shall pay in advance the estimated costs of the consultant.
- 6.3 Upon review of a complete application in accordance with section 6.2 of this by-law, the *Director* may, after considering whether the application complies with the *Town's CLI-ECA* as well as any applicable requirements of the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40 and the *Environmental Assessment Act*, R.S.O. 1990, c. E.18 - Ontario.ca and their respective regulations:
- (1) approve the proposed works;
  - (2) deny the proposed works; or
  - (3) approve the proposed works subject to conditions.
- 6.4 Where a *permit* has been issued under this by-law authorizing *site alteration* on lands, no *person* shall *undertake* the *site alteration* except in accordance with:
- (1) the plans, documents and any other information required for the issuing of the permit;
  - (2) the terms and conditions of the permit; and
  - (3) all other provisions of this by-law.
- 6.5 The *Director* may revoke or amend the *permit* for any of the following reasons:
- (1) it was obtained on mistaken, false or incorrect information;

- (2) it was issued in error or the *Director* otherwise learns of new information that if known prior to issuance would have impacted the issuance of the permit;
- (3) the terms of a permit under this by-law have not been complied with;
- (4) work authorized under the permit has not been commenced prior to its expiry date; or
- (5) the *owner* has failed to comply with the provisions of this by-law.

## 7. Inspection

7.1 For the purpose of ensuring compliance with this by-law, the *Director*, or a *Town* Municipal Law Enforcement Officer, may, at all reasonable times, enter upon and inspect any land, including without limitation private property, to determine whether or not the following are being complied with:

- (1) this by-law;
- (2) an order made under this by-law;
- (3) a permit issued under this by-law or
- (4) a prohibition order made under s. 431 of the *Municipal Act*, S.O. 2001, c.25, as amended;

7.2 The *Director*, or a *Town* Municipal Law Enforcement Officer may, for the purposes of the inspection under section 7.1:

- (1) require the production for inspection of documents or things relevant to the inspection;
- (2) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (3) require information in writing or otherwise concerning a matter related to the inspection; or
- (4) alone or in conjunction with a *person* possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

7.3 Any cost incurred by the *Town* in exercising its authority to inspect, including but not limited to the cost of any examination, test, sample or photograph necessary for the purposes of the inspection, shall be paid by the *owner* of the property



where the inspection takes place and may be added to the tax roll in accordance with section 8.11(2).

- 7.4 The *Director*, a or a *Town* Municipal Law Enforcement Officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under section 438 of the *Municipal Act*, S.O. 2001, c.25, as amended where he or she has been prevented or is likely to be prevented from carrying out an inspection under section 7.1 of this by-law.
- 7.5 No *person* shall hinder or obstruct, or attempt to hinder or obstruct, the *Director*, or a Municipal Law Enforcement Officer, from carrying out inspections of property to ensure compliance with this By-law.

## **8. Orders and Notices**

- 8.1 The *Director*, and *Town* Municipal Law Enforcement Officers shall have all powers necessary to carry out the enforcement of this by-law, including without limitation, issuing orders. For clarity, where this by-law provides that the *Town* may take any action or do anything:
- (1) the action or thing may be taken or done at the direction of either the *Director*, a or a *Town* Municipal Law Enforcement Officer or, unless this by-law specifies otherwise;
  - (2) the *Director*, a or a *Town* Municipal Law Enforcement Officer may, unless this by-law or its schedules specifies otherwise, enlist such forces as deemed appropriate to undertake that action or thing, including third party contractors, agents or suppliers of goods and services.
- 8.2 Where, the *Town* has reason to believe that a *discharge* is occurring that is prohibited under this by-law, the *Town* may without notice and without limitation to any other *Town* power under this by-law:
- (1) disconnect or block any *connection* to the *Town* *stormwater collection system* carrying the *prohibited discharge* until such time as measures satisfactory to the *Town* are undertaken to eliminate the *prohibited discharge*; or
  - (2) undertake any remedial or corrective action it deems necessary within the confines of the *stormwater collections system* or any *Town* road allowance, easement or property.
- 8.3 Where the *Town* proceeds to disconnect or block a *connection* under section 8.2 of this by-law without notice, the *Town* shall provide notice to the *owner* of the land subject to the disconnection as soon as reasonably practicable.

- 8.4 Where the *Town* has reason to believe that any *person* is or will be in contravention of this by-law, or any term or condition of a permit, the *Town* may issue a stop order directing the activities cease immediately upon service of the order on the *person* or *persons* listed in the order. Without limiting the generality of the forgoing, a stop order may require that:
- (1) an activity cease;
  - (2) direct *person(s)* to leave an area; or
  - (3) require *person(s)* to remove equipment or any other thing relating to a prohibited activity.
- 8.5 Where the *Town* has reason to believe that any *person* is in contravention of this by-law, or any term or condition of a permit, the *Town*, may issue a work order directing the *person* or *persons* to take such actions as are deemed necessary to comply with this by-law within such time as is set out in the order, including without limitation:
- (1) study of *stormwater* quantity and/or quality;
  - (2) modification and/or construction of *stormwater* facilities;
  - (3) adoption and implementation of pollution prevention techniques and measures;
  - (4) removal and/or disposition of anything that has been deposited, thrown, stored, placed or allowed to accumulate leading to *discharges* contrary to any provision of this by-law, including without restricting the generality of the forgoing, any fill, waste or litter; or
  - (5) any other action or work required to correct the contravention.
- 8.6 Where the *Town* has reason to believe that a contravention of this by-law that may result in the issuing of a work order, poses an imminent risk to public health or safety, the work order may provide that the actions set out therein be taken immediately.
- 8.7 An order shall contain:
- (1) the municipal address and legal description of the land;
  - (2) reasonable particulars of the contravention(s); and
  - (3) the time frame in which the work or actions contained in the order must be carried out.

- 8.8 Any *person* to whom an order is issued pursuant to this by-law shall comply with the terms of such order.
- 8.9 No *person* who has notice or is aware of an order issued pursuant to this by-law shall assist in any way in the violation of the terms of an order regardless of whether said *person* is named in the order.
- 8.10 Where the *person* or *persons* to whom a work order is issued fails to perform the work required by the order within the time stipulated in the order, the *Town*, in addition to all other remedies it may have, may without further notice perform such work as it deems appropriate.
- 8.11 Where the *Town* undertakes any removal, repair, disconnection, remedial work, alteration, corrective action or other work pursuant to sections 8.2, 8.4, 8.5, 8.6 and 8.10:
- (1) anything removed may be destroyed or disposed of without notice or compensation to any *person*; and
  - (2) the *owner(s)* of the land subject to the order or *Town* action under sections 8.2, 8.4, 8.5, 8.6 and 8.10, shall be responsible for all costs of the *Town* incurred in the exercise of the powers thereunder, including administrative costs and interest. Such costs, as determined by the *Director*, shall constitute a charge under the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, and may be added to the tax roll of property held by the *owner* in the manner provided for therein.
- 8.12 An order, or any notice or document under this by-law may be served by the *Town* by any of the following means:
- (1) delivered *personally*;
  - (2) posted on the subject lands;
  - (3) emailed to the last known email address of the *person* to whom the order is directed;
  - (4) deposited in the mailbox or mail slot of the *person* to whom the order is directed;
  - (5) sent by prepaid regular mail to the last known address of the *person* to whom the order is directed or
  - (6) sent by registered mail to the last known address of the *person* to whom the order is directed.

8.13 Where service is effected by:

- (1) regular mail, it shall be deemed to be made on the fifth (5th) day after the date of mailing;
- (2) registered mail, it shall be deemed to be made on the second (2nd) day after the date of mailing;
- (3) any other means, it shall be deemed effective on the day the document served was delivered, posted, emailed or deposited; or
- (4) service by multiple means, it shall be deemed effective on earliest applicable date set out in this section.

8.14 Where an order is posted on the subject lands, no *person* may remove the order without the written authorization of the *Director*.

8.15 Where anything has been deposited, thrown, stored, placed or allowed to accumulate on or within *stormwater* infrastructure contrary to any provision of this By-law and without previous consent of the *Town*, the item or items may be removed without notice to any *person*.

## 9. Offences

9.1 Every *person* who contravenes any provision of this by-law, a permit or permit condition issued under this by-law or an order issued pursuant to this by-law is guilty of an offence as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended and the *Municipal Act*, 2001, S.O. 2001, c. 25. Where a contravention of a provision of this by-law or an order is committed on or continues for more than one day, the *person* who commits the contravention is liable to be convicted for a separate offence for each day on which it is committed or continued. For clarity:

- (1) in the case of an order, where a failure to comply continues, every day or part of a day past the compliance date set out in the order is a separate offence; and
- (2) in the case of a *discharge* prohibited under this by-law, every day or part of a day in which a *discharge* occurs or continues is a separate offence.

9.2 If a corporation commits an offence under subsection 9.1, a director, officer, employee or agent of the corporation who directed, authorized, allowed, assented to, acquiesced in or failed to take all reasonable care to prevent the commission of the offence, or who participated in the commission of the offence, is also guilty of the offence, whether the corporation has been prosecuted for the

offence or not. The onus for demonstrating that all reasonable care was taken to prevent the commission of the offence shall be on the director, officer, employee or agent of the corporation as the case may be.

- 9.3 A *person* convicted under Part I of the of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine in accordance with the *Act* of not less \$500 and no more than \$1,000.
- 9.4 Every *individual* convicted under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine of not less than \$500 and not more than \$25,000 in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 9.5 Every *corporation* convicted under Part III of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, is liable to a fine of not less than \$500 and not more than \$100,000 in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 9.6 Despite sections 9.4 and 9.5, an *individual* or *corporation* convicted of a continuing offense is liable to a fine, in accordance with section 429 of the *Municipal Act*, 2001, S.O. 2001, c. 25., of no less than (\$500) and no more than Ten Thousand Dollars (\$10,000) for each day or part of a day on which the offence occurs or continues, but the total of all daily fines is not subject to a limit.
- 9.7 Where a conviction is entered for contravention of the by-law, in addition to any other remedy or any penalty provided by law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order:
- (1) prohibiting the continuation or repetition of the offence by the *person* convicted; and
  - (2) requiring the *person* convicted to correct the contravention in the manner and within the period that the court considers appropriate, including without restriction

## **10. Severability**

- 10.1 This by-law shall be interpreted as being remedial and shall be given such fair, large and liberal interpretation as best ensures the attainment of its objects. In the event of an ambiguity, the ambiguity shall be resolved in favour of the interpretation that best accords with the objects of this by-law as set out in the Preamble hereto.
- 10.2 In the event that any provision or part of a provision in this by-law is found to be invalid or unenforceable for any reason whatsoever, then:

(1) if the provision or part of a provision in this by-law is capable of being read down so as to be rendered valid or enforceable, it shall be read down accordingly; or

(2) in the event the provision or part of a provision in this by-law is not capable of being read down, the particular provision or part of a provision in this by-law or part thereof shall be deemed to be severed from the remainder of the by-law and all other provisions or parts thereof shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

#### **11. Effective Dates and Repeal of Predecessor by-laws**

11.1 By-law 111-2021 is hereby repealed.

11.2 This by-law shall come into full effect and force on the date of its passing.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 096-2022**

## BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF DOCUMENTS

**WHEREAS** pursuant to section 2(5) subsection (3) of the *Municipal Act*, S.O. 2001, c. 25, as amended, the power of the Council of the Corporation of the Town of Milton shall be exercised by By-law;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** the Mayor and Clerk of the Corporation of the Town of Milton are hereby authorized to execute and affix the corporate seal of the Town of Milton with respect to the documents as described in Schedule "A" to this By-law.
2. **THAT** notwithstanding the above, where any approvals are required such as Ontario Municipal Board approval or approval from Federal or Provincial Ministries as set out in Schedule "A" then the document concerned shall not be executed until such required approval has been received.
3. **THAT** this By-law comes into force on the day it is passed.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid



# THE CORPORATION OF THE TOWN OF MILTON

## BY-LAW NO. 096-2022 SCHEDULE "A"

ITEM	DOCUMENT	APPROVALS	PARTY	OTHER APPROVALS
1.	Funding Agreement for the hiring of a Senior Planner, Development Review (contract) to manage the tertiary and subdivision application process for lands within Trafalgar Secondary Plan and any and all ancillary documents that may be required.	DS-108-22 Town Council September 12, 2022	P4 Trafalgar Landowners Group Inc.	N/A
6.	Agreements as outlined in Staff Report DS-111-22 and all ancillary documents that may be required.	DS-111-22 Town Council September 12, 2022	Pursuant to Staff Report DS-111-22	N/A

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 097-2022**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON AT ITS MEETING HELD SEPTEMBER 12, 2022

**WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Milton (hereinafter referred to as "Council") at its meeting held on September 12, 2022 be confirmed and adopted by by-law;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. The proceedings and actions of Council at its meeting held on September 12, 2022 and considered by Council at the said meeting, and in respect of each Report, Motion, Recommendation and other actions passed and taken by Council at the said meeting are hereby adopted, ratified and confirmed.
2. The Mayor and proper officials of the Corporation of the Town of Milton are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said meeting.

**PASSED IN OPEN COUNCIL ON SEPTEMBER 12, 2022.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk