



March 4, 2024, 7:00 p.m.

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. Members of the public can view the meeting by watching the live stream or attend in-person.

Should you wish to delegate to a Council meeting 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. **CALL TO ORDER**  
Chairs for this meeting: Mayor Krantz and Councillor Sammy Ijaz
2. **MOMENT OF SILENT REFLECTION / O' CANADA / TRADITIONAL LAND ACKNOWLEDGEMENT**
3. **AGENDA ANNOUNCEMENTS / AMENDMENTS**
4. **DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**
5. **CONSENT ITEMS**  
THAT Consent Items 5.1 to 5.4 be approved.
  - 5.1 Minutes of the Council meeting held on February 12, 2024 5
  - 5.2 Confidential Minutes of the Council meeting held on February 12, 2024
  - 5.3 Recommendation Report - Notice of Intention to Designate 10780 Second Line - School Section #3 11  
THAT Staff Report DS-010-24 entitled: "Notice of Intention to Designate 10780 Second Line - School Section # 3 be received and;  
  
THAT Council recognizes the historic house at 10780 Second Line in the Town of Milton as being of heritage significance;  
  
THAT Council designate the property under Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18 for the reasons outlined in the Reasons for Designation attached as Appendix 1 to this Report;

**AND THAT** the Town Clerk provides the Notice of Intention to Designate as outlined in Section 29 (4) of the Ontario Heritage Act;

**AND FURTHER THAT** once the thirty-day objection period has expired and if there are no objections, a designation by-law is brought forward for Council adoption.

- 5.4 Reimbursement to OPG Derry Green Lands Inc. for the Municipal Class Environmental Assessment and Design of Louis St. Laurent Avenue (James Snow Parkway to Fifth Line) 41**  
**THAT** Council approve a new 2024 capital project C340038 – Louis St Laurent Avenue (James Snow Pkwy to Fifth Line) in the amount of \$472,902.77, to be funded from Development Charges.

**6. DELEGATIONS**

**7. PUBLIC MEETING**

- 7.1 Public Meeting and Initial Report: Zoning By-law Amendment Application by 1000337795 Ontario Inc. applicable to lands located at 245 Commercial Street (Town File: Z-01/24) 44**  
**THAT** Development Services Report DS-008-24 Be Received for Information.

**8. PRESENTATIONS**

**9. ITEMS FOR CONSIDERATION**

- 9.1 Technical Report – Zoning By-law Amendment Application by 2376439 Ontario Inc. for the lands known municipally as 6360 and 6382 Regional Road 25 (Town File: Z-11/23) 54**  
**THAT** Staff Report DS-011-24 outlining an amendment to the Town of Milton Zoning By-law 016-2014, as amended, to facilitate the construction an 8 storey long term care facility with ground floor commercial 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-011-24 for Council adoption.

- 9.2 Technical Report: Zoning By-law Amendment Application by Ahmadiyya Muslim Jama'at Canada Inc. applicable to lands located at 1456 Bronte Street South (Town File: Z-12/21) 71**  
**THAT** Application Z-12/21 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 Minor Institutional Zone (I-A\*342) Zone to permit the development of a Place of Worship, 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-013-24 for Council Adoption.

**9.3 Procedure By-law Review**

120

**THAT** Council defer consideration of the main motion to the March 25, 2024 Council meeting.

*\*This recommendation varies from the recommendation contained in Staff Report CORS-006-24.*

**9.4 Motion for Consideration - Renaming Milton Community Park A - Challinor II**

130

**WHEREAS** the late Miltonian, Peter McMullen, helped to pioneer the development of minor baseball in Milton, served as the President of the Ontario Baseball Association and also served as President of the Halton County Baseball Association;

**AND WHEREAS** life-long Miltonian, Glenn Turner, helped to re-establish the Milton Red Sox Baseball Club, maintained Milton's premier baseball diamond for 33 years, managed the community's premier inter-county baseball team for 37 years and helped the Town of Milton design its premier baseball diamonds at Milton Community Park;

**THEREFORE BE IT RESOLVED THAT** Milton Council consider a facility name change to Milton Community Park #1 (Premier) for Peter McMullen;

**AND FURTHER, BE IT RESOLVED THAT** Milton Council consider a facility name change to Milton Community Park #2 for Glenn Turner;

**THAT FINALLY, BE IT RESOLVED THAT** staff be directed to proceed in accordance with Policy 69: Naming and Re-Naming Municipal Facilities.

**10. INTRODUCTION OF NOTICE OF MOTION**

**11. REGIONAL COUNCIL UPDATE**

**12. STATEMENT BY MEMBERS**

**13. CONFIDENTIAL SESSION**

Milton Council will convene into confidential session to discuss a proposed or pending acquisition or disposition of land by the municipality or local board regarding a verbal presentation on strategic property acquisitions.

**THAT** Milton Council convene into confidential session to discuss a proposed or pending acquisition or disposition of land by the municipality or local board regarding a verbal presentation on strategic property acquisitions.

**14. OPEN SESSION**

THAT Council resume in open session.

THAT the verbal presentation be received for information.

15. **BY-LAWS**

THAT By-law Numbers 015-2024 through to and including Bylaw 018-2024, 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.

15.1 **014-2024 Procedure By-law - Repeal 007-2019** 131

A BY-LAW TO PROVIDE FOR THE RULES OF ORDER OF COUNCIL AND ITS COMMITTEES, AND TO REPEAL & REPLACE BY-LAW NO. 007-2019, AND ITS AMENDING BY-LAWS, SPECIFICALLY BY-LAW NUMBERS 034-2019, 015-2020, 031-2020, 041-2020, 064-2020 & 068-2021

15.2 **016-2024 ZBA 2376439 Ontario Inc, 6360 RR25 File Z-11-23** 172

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 CONCESSION 2 NS PART LOT 8, RP 20R-9286, PARTS 1& 2, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (2376439 ONTARIO INC) – FILE: Z-11/23

15.3 **017-2024 Pt Lot Control, Pony Pines Developments PLC-01-24 20M-1242** 176

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 94, 95 AND 96 on R.P. 20M-1242 IN THE TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (PONY PINES DEVELOPMENTS) – FILE PLC-01/24

15.4 **018-2024 Confirm Proceedings - March 4, 2024** 178

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON AT ITS MEETING HELD MARCH 4, 2024

16. **ADJOURNMENT**



The Corporation of the  
Town of Milton  
COUNCIL MINUTES

February 12, 2024, 7:00 p.m.

Members Present: Mayor Krantz, Councillor Ali, Councillor Best, Councillor Challinor, Councillor Malboeuf, Councillor Tesser Derksen, Councillor Ijaz, Councillor Marshall, Councillor Khalqi

The Council for the Corporation of the Town of Milton met in regular session at 7:00 p.m. This meeting was held as a hybrid meeting with Members of Council having the opportunity to participate in-person at Town Hall or electronically.

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1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION / O' CANADA / TRADITIONAL LAND ACKNOWLEDGEMENT**
3. **AGENDA ANNOUNCEMENTS / AMENDMENTS**

The Town Clerk advised that, on Friday, February 9, 2024, a revised agenda was posted to the Town website with the addition of two confidential reports.

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

**4.1 Councillor Tesser Derksen - Recommendation Report - Notice of Intention to Designate 168 Martin Street - Thomas Coxe House**

Councillor Tesser Derksen disclosed a pecuniary interest on Item # 5.2 under Section 5 – Consent Items, because she is a shareholder of a company that owns real property in the designated area.

**5. CONSENT ITEMS**

At this point in the meeting, Mayor Krantz turned the Chair Position over to Acting Chair, Councillor Challinor II.

**Res. 014-2024**

**THAT** Consent Item 5.1 be approved.

**Carried**

**5.1 Minutes of the Council meeting held on January 29, 2024**

**5.2 Recommendation Report - Notice of Intention to Designate 168 Martin Street - Thomas Coxe House**

Councillor Tesser Derksen declared a conflict on this item. (Councillor Tesser Derksen disclosed a pecuniary interest on Item # 5.2 under Section 5 – Consent Items, because she is a shareholder of a company that owns real property in the designated area.)

Councillor Tesser Derksen refrained from discussion and voting on item #5.2 below:

**Res. 015-2024**

**THAT** Consent Item 5.2 be approved.

**Carried**

**6. DELEGATIONS**

**7. PUBLIC MEETING**

**8. PRESENTATIONS**

**9. ITEMS FOR CONSIDERATION**

**9.1 Technical Report - Proposed Plan of Vacant Land Condominium and Zoning By-law Amendment by 2300152 Ontario Inc. for lands located at 225 & 269 Campbell Avenue East, Campbellville (Town Files: 24CDM-20005/M and Z-20/20)**

**Res. 016-2024**

**THAT** Town of Milton Council support the granting of Draft Plan Approval by the Commissioner of Development Services for the proposed Plan of Vacant Land Condominium (Town File: 24CDM-20005/M);

**AND THAT** Application Z-20/20 for an amendment to the Town of Milton Comprehensive Zoning By-law 144-2003, as amended, to change the existing Village Residential (RV) and Greenlands A (GA) Zones to a site-specific Village Residential (RV\*341) Zone and a refined Greenlands A (GA) Zone on the subject lands to permit the development of a residential Plan of Vacant Land Condominium, BE APPROVED;

**AND THAT** the Mayor and the Town Clerk be authorized to execute the necessary Development Agreement(s) and the Condominium Agreement at the appropriate time;

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

**Carried**

**9.2 Purchasing Various – February 2024**

**Res. 017-2024**

**THAT** the proposal for Electric Ice Resurfacer be awarded to Zamboni Company Ltd. in the total amount of \$196,149 (exclusive of HST), plus the cost of shipping to be determined at time of shipping, as outlined on Schedule A.

**THAT** the proposal for Janitorial Services for Various Locations be awarded to SQM Janitorial Services Inc. in the total amount of \$283,958.40 (exclusive of HST) as outlined on Schedule B.

**THAT** staff be delegated the authority to award up to three (3) one-year optional terms with SQM Janitorial Services Inc., for up to a total five year

contract in the estimated total amount of \$709,896 (exclusive of HST), as outlined in Schedule B.

**THAT** a single source award to Ventin Group for contract administration consulting services for Heritage Property Restoration at Milton Town Hall West and Hugh Foster Hall in the amount of \$68,200 (excl. HST) be approved as outlined in Schedule C.

**THAT** a single source award to Zero Hour Risk Consulting for Emergency Management Program, Hazard Identification and Risk Assessment and Critical Infrastructure Reporting for Milton Fire and Rescue Services in the amount of \$48,000 (excl. HST) be approved as outlined in Schedule D.

**THAT** a single source award to Yazaki Energy Systems for Supply and Delivery of Absorption Chiller at Milton Sports Centre in the amount of \$135,000 (excl. HST) be approved as outlined in Schedule E.

**THAT** a single source award to DBS for Installation of Absorption Chiller at Milton Sports Centre in the amount of \$39,800 (excl. HST), plus any unforeseen parts and/or service as needed, be approved as outlined in Schedule F. Any additional work awarded will be subject to budget availability and the confirmation of the Senior Director, Facilities, Operations and Environment.

**THAT** an increase in contingency from 10% to 13% for the Construction of Appleby Line Improvements to Rankin Construction be approved as outlined on Schedule G.

**THAT** the contract increase for Consulting Services for Appleby Line Improvements to WSP in the amount of \$6,785 (excl. HST) be approved as outlined on Schedule H.

**THAT** the contract award made under delegated authority for additional services required for the 2023 Concrete Sidewalk Curb Reconstruction Program to Pennate Concrete Time 616 Inc. in the amount of \$143,386 (excl. HST) be received as outlined in Schedule I.

**THAT** Council approve the Master Agreement for Transit Procurement Initiative (TPI) to Metrolinx as outlined in Schedule J.

**THAT** the Manager, Purchasing and Supply Chain Management be authorized to execute contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any required paperwork.

**Carried**



10. **INTRODUCTION OF NOTICE OF MOTION**

10.1 Renaming Milton Community Park - Challinor II

11. **REGIONAL COUNCIL UPDATE**

12. **STATEMENT BY MEMBERS**

13. **CONFIDENTIAL SESSION**

Council convened into confidential session at 7:13 p.m.

**Res. 018-2024**

**THAT** Council 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 Proposed Settlement for Legal Proceedings.

**Carried**

**Res. 019-2024**

**THAT** Council resume in open session.

**Carried**

14. **OPEN SESSION**

Council resumed in open session at 7:31 p.m. and passed the following resolutions:

**Res. 020-2024**

**THAT** the recommendations contained in Staff Report CORS-005-24 be approved.

**Carried**

**Res. 021-2024**

**THAT** the recommendations contained in Staff Report CORS-004-24 be approved.

**Carried**

**15. BY-LAWS**

**Res. 022-2024**

**THAT** By-law Numbers 005-2024 through to and including Bylaw 013-2004, 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**

**15.1 005-2024 ZBA 225-229 Campbell Ave E, File Z-20-20**

**15.2 006-2024 Designation By-law - 133 Mill Street, Eli Van Allen House**

**15.3 007-2024 Designation By-law - 337 Oak Street, Alexander Murray House**

**15.4 008-2024 Designation By-law - 94 Victoria Street, Jane McCann House**

**15.5 009-2024 Designation By-law - 200 Martin Street, Walter Dickin House**

**15.6 010-2024 Pt Lot Control, Shade Lane PLC-02-24 20M-1182**

**15.7 011-2024 Pt Lot Control, Mattamy Homes PLC-09-23 20M-1263**

**15.8 012-2024 General Signing By-law - February 12, 2024**

**15.9 013-2024 Confirm Proceedings By-law - February 12, 2024**

**16. ADJOURNMENT**

There being no further business to discuss the Acting Chair adjourned the meeting at 7:33 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

From: Jill Hogan, Commissioner, Development Services

Date: March 4, 2024

Report No: DS-010-24

Subject: Recommendation Report - Notice of Intention to Designate 10780 Second Line - School Section #3

Recommendation: **THAT Staff Report DS-010-24 entitled: "Notice of Intention to Designate 10780 Second Line - School Section # 3 be received and;**  
**THAT Council recognizes the historic house at 10780 Second Line in the Town of Milton as being of heritage significance;**  
**THAT Council designate the property under Part IV of the Ontario Heritage Act, R.S.O. 1990, c. O.18 for the reasons outlined in the Reasons for Designation attached as Appendix 1 to this Report;**  
**AND THAT the Town Clerk provides the Notice of Intention to Designate as outlined in Section 29 (4) of the Ontario Heritage Act;**  
**AND FURTHER THAT once the thirty-day objection period has expired and if there are no objections, a designation by-law is brought forward for Council adoption.**

## EXECUTIVE SUMMARY

- 10780 Second Line is a one-story stone building with a medium gable roof. The original log built schoolhouse was replaced by the current stone house in 1855 and 1870. The one-room schoolhouse - School Section (S.S.) # 3 was first established on this property in 1855.
- The property's current owner has voluntarily responded to the heritage designation program and desires that their property be designated.
- Staff have evaluated that this historic home is a significant built heritage resource for the Town of Milton and should be designated under Part IV of the Ontario Heritage Act to protect this built heritage resource. (See Appendix '1') This significant heritage resource fulfils more than two of the evaluation criteria in Part IV of the Ontario Heritage Act (R.S.O. 1990), Ontario Regulation 9/06 (See Appendix 2). As such, it is worthy of designation under the provisions of the Ontario Heritage Act.

## REPORT

### Background

This stone house at 10780 Second Line previously housed the School Section (S.S.) # 3. Its cultural heritage value lies in its physical, historical and contextual value. Physically, it is a contributing example of a vernacular one-room schoolhouse. It has historical significance, as it is one of the earliest schools in Nassagaweya, located between Moffat and Haltonville on the Guelph Line. It is of contextual importance as this property contributes significantly to the history of the first settlement for the Presbyterian community of this rural community.

### Discussion

Historically, the lot municipally known as 10780 Second Line was first granted to the Canada Company in 1832. It was officially established as a school in 1855. The school was initially constructed with logs in the 1830s. From 1836 to 1839, this building was used as a Presbyterian Church. The property was sold to John Allison in 1836. John then sold it to the trustee of the school board in 1870.

Physically, the one-story rectangular building has a random rubble stone exterior and a medium gable roof. The single-leaf, three-panel front entrance door has a carved middle panel. A clear transom and a heavy stone lintel complete the simple entrance. Windows are two sash, two-over-two windows with plain glazing bars and trim, stone header voussoirs and plain lug stone sills.

The building was built in two halves. The first half was constructed in 1855. A bronze plaque adjacent to the front entrance door commemorates the school's centennial celebration in 1955. The second half of the schoolhouse was built in 1870, as inscribed on a stone under the gable end that abuts the 15th Sideroad. A garage addition in 2013 was awarded the 2014 Heritage Milton Heritage award for its sympathetic design and maintaining the heritage character of the property. A sunroom was added to the rear of the building in 2014 and a second floor was added to the rear of the historic structure in 2020. The building retains its rustic composition. Currently, the original stone structure of the building is well kept as a residential home.

Contextually, S.S. # 3 is the earliest school in Nassagaweya, located between the villages of Moffat and Haltonville on the Guelph Line. This area was one of the first parts of the township to be settled. The property was the only single-storey stone building in the neighbourhood, representing the first settlement. This property contributes greatly to the heritage character of this rural neighbourhood.

This significant heritage resource fulfils more than two of the evaluation criteria in Part IV of the Ontario Heritage Act (R.S.O. 1990), Ontario Regulation 9/06 (See Appendix 2). As such, it is worthy of designation under the provisions of the Ontario Heritage Act.

## Discussion

S.S. #3 is a significant heritage resource that conforms to the criteria for designation and is further described in Appendix 1: Reasons for Designation.

Key character-defining elements/heritage attributes vital to the preservation of this house at 10780 Second Line are the following (see also Appendix 3: Photos of Heritage Attributes):

- Historical use of the property as a school and place of worship for earlier Presbyterian settlers.
- Commemorative bronze plaque celebrating the centenary in 1955.
- Context of the property as one of the earliest schoolhouses, which contributes to the heritage character of the area.
- Original massing of the one-story random rubble stone historic schoolhouse with a rectangular plan and medium gable roof. (Except for the wooden sunroom addition, as well as the garage addition)
- Medium gable roof with plain verges, plain soffits, mouldings and projecting eaves.
- '1870' date stone at the gable end.
- Single leaf three-panel wood entrance door with carved motif on the middle panel, clear transom and heavy stone lintel.
- Two Sash, two-over-two windows with plain mouldings, stone header voussoirs and plain lug stone sills.

## Staff Recommendation

Staff recommends that the optimal conservation and protection measures for this heritage property is the designation of the property.

## Financial Impact

There is no financial impact associated with this report.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services



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For questions, please contact: Anthony Wong, Senior Policy Planner Phone: Ext. 2565

### Attachments

- Appendix '1'\_Reasons for Designation for 10780 Second Line \_ School Section # 3
- Appendix '2'\_CHVI Evaluation\_ 10780 Second Line
- Appendix '3'\_Photographic Record Heritage Attributes\_ 10780 Second Line

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.



## Legal Description

Con 2 Pt Lot 15 and RP 20R17929 Part 2 Nassagaweya

### Description of Property

This stone house, which previously housed the School Section (S.S.) # 3, was built circa 1870. Its cultural heritage value lies in its physical, historical and contextual value. Physically, it is a contributing example of a vernacular one-room schoolhouse. It has historical significance, as it is one of the earliest schools in Nassagaweya, located between Moffat and Haltonville on the Guelph Line. It is of contextual importance as this property contributes significantly to the history of the first settlement for the Presbyterian community of this rural community.

## Statement of Cultural Heritage Value and Interest

### Physical Value

The one-story rectangular building has a random rubble stone exterior and a medium gable roof. The the one-story rectangular building has a random rubble stone exterior and a medium gable roof. The single-leaf, three-panel front entrance door has an engraved middle panel. A clear transom and a heavy stone lintel complete the simple entrance. Windows are two sash, two-over-two windows with plain glazing bars and trim, stone header voussoirs and plain lug stone sills. A garage addition in 2013 was awarded the 2014 Heritage Milton Heritage award for its sympathetic design and maintaining the heritage character of the property. A sunroom was added to the rear of the building in 2014 and a second floor was added to the rear of the historic structure in 2020. The building still retains its rustic composition. Currently, the original stone structure of the building is well maintained.

### Historical Value

The Lot was first granted to the Canada Company in 1832. This house was once part of S.S. #3 in Nassagaweya. It was one of the earliest schools in Nasagiweya, located between the villages of Moffat and Haltonville on the Guelph Line and an essential part of the first settlement of this area. The school was initially constructed with logs in the 1830s. From 1836 to 1839, this building was used as a Presbyterian Church. In 1865, the building was replaced with stone. The property was sold to John Allison in 1836. John then sold it to the trustee of the school board in 1870.

The building was built in two halves. The first half was constructed in 1855. A bronze plaque adjacent to the front entrance door commemorates the school's centennial celebration in 1955. The second half of the schoolhouse was built in 1870, as inscribed on a stone under the gable end that abuts the 15th Sideroad. The one-acre lot was enlarged to the west in 2008. A garage addition in 2013 was awarded the 2014 Heritage Milton Heritage award for its sympathetic design and maintaining the heritage character of the property. A sunroom was added to the rear of the building in 2014 and a second floor was added to the rear of the historic structure in 2020. The building retains its rustic composition. Currently, the original stone structure of the building is well kept as a residential home.

### Contextual Value

S.S. No. 3 is the earliest school in Nasagiweya, located between the villages of Moffat and Haltonville on the Guelph Line. This area was one of the first parts of the township settled. From 1836 to 1839, it was also used as a Presbyterian church. The property was the only single-storey stone building in the neighbourhood, representing the first settlement. It stands out in design compared to neighbouring properties such as 11016 & 11030 Second Line, two-storey buildings, and more modern buildings. The bronze plaque commemorates its historical connection to the early educational structures of the area, as well as the early religious practices used by settlers as a place of worship alongside its educational service. It has been a private residence since 1965. This property contributes to the heritage character of this rural neighbourhood and provides a link to the past.

### **Character Defining Elements/Heritage Attributes**

- Historical use of the property as a school and place of worship for earlier Presbyterian settlers.
- Commemorative bronze plaque celebrating the centenary in 1955.
- Context of the property as one of the earliest schoolhouses, which contributes to the heritage character of the area.
- Original massing of the one-story random rubble stone historic schoolhouse with a rectangular plan and medium gable roof. (Except for the wooden sunroom addition, as well as the garage addition)
- Medium gable roof with plain verges, plain soffits, mouldings and projecting eaves.
- '1870' date stone at the gable end.
- Single leaf three-panel wood entrance door with carved motif on the middle panel, clear transom and heavy stone lintel.
- Two Sash, two-over-two windows with plain mouldings, stone header voussoirs and plain lug stone sills.



### Cultural Heritage Value or Interest Evaluation

Ontario Regulation 9/06 of the *Ontario Heritage Act* establishes the criteria for determining Cultural Heritage Value of Heritage Resources. A property must have the potential to meet at least two of the criteria to be considered to have heritage significance. These criteria fall into three categories: design or physical value, historical or associative value and contextual value. The following table considers and evaluates the subject property against these criteria.

**Table 6: Evaluation of the Cultural Heritage Value of 10780 Second Line Street**

The property has design value or physical value because it,		
	Criteria	Evaluation
i	is a rare, unique, representative or early example of a style, type, expression, material or construction method	The property is an excellent example of a one-story random rubble stone historical school house with a rectangular plan and medium gable roof
ii	displays a high degree of craftsmanship or artistic merit	The property does not displays a high degree of craftsmanship or artistic merit
iii	demonstrates a high degree of technical or scientific achievement	The property does not demonstrate a high degree of technical or scientific achievement
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,	S.S. No. 3 is the earliest school in Nasagiweya, located between the villages of Moffat and Haltonville on the Guelph Line.
ii	Yields or has the potential to yield, information that contributes to an understanding of a community or culture	This property provides some information of the first Presbyterian settlers' community of Milton and their contributions to the community.
iii	demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community	The property does not demonstrate or reflect that the subject property is associated with any known architect, builder or designer.
The property has contextual value because it,		
i	is important in defining, maintaining or supporting the character of an area	Contextually, the original location of the historic house continues to contribute to the heritage character of this rural neighbourhood
ii	is physically, functionally, visually or historically linked to its surroundings	This property was the only single-storey stone building in the neighbourhood, representing the first

		settlement. It stands out in design compared to neighbouring properties such as 11016 & 11030 Second Line, two-storey buildings, and more modern buildings.
iii	is a landmark	The property is not a landmark.

Based on the above criteria, the subject property has significant cultural heritage value based on both design and contextual criteria. These attributes are sufficient to warrant Heritage Designation under the *Ontario Heritage Act*.



Appendix 3

**Photographic Record \_ Heritage Attributes \_10780 Second Line**



Location Map\_ 10780 Second line\_ S.S. # 3

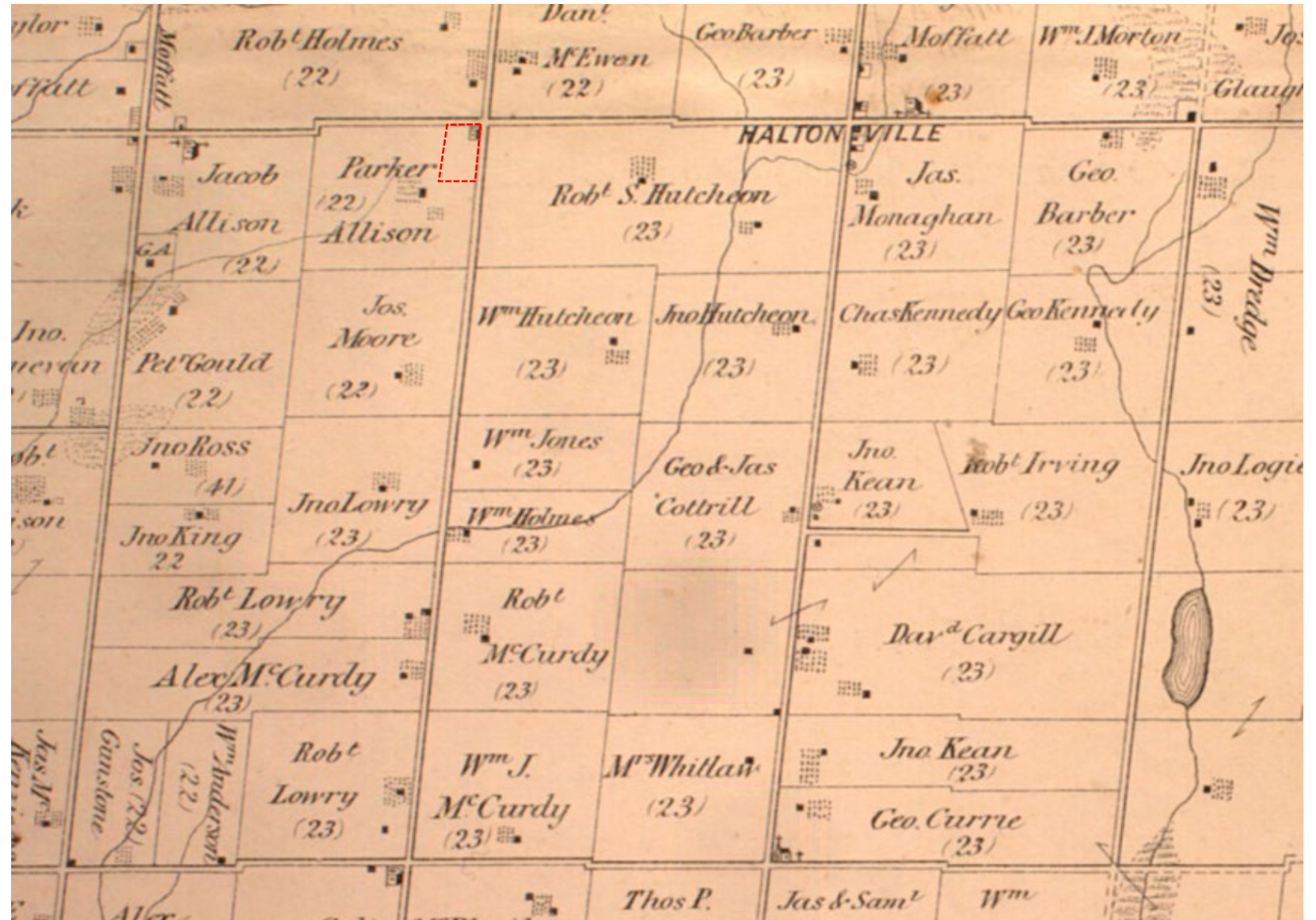
## Contextual Attributes

Context of the location of the original house contributing to the heritage character of Haltonville, as shown in the 1877 Historical Atlas of Halton

**NASSAGAWEYA**

**CON 2 PT LOT 15 AND**

**RP 20R17929 PART 2**



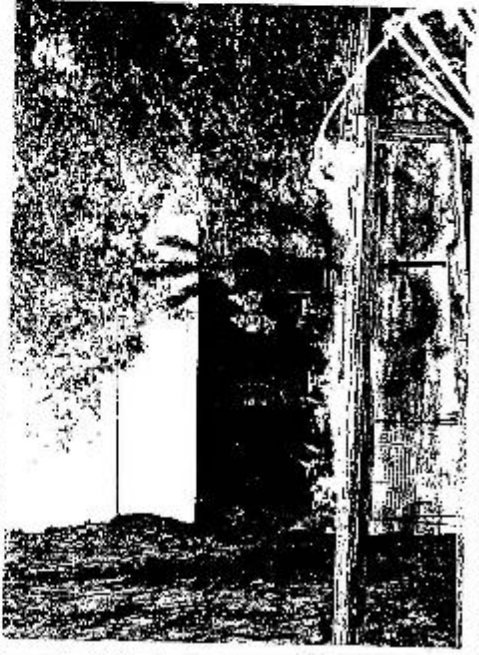
## 10780 Second line

NASSAGAWEYA  
CON 2 PT LOT 15 AND  
RP 20R17929 PART 2

**Built 1870**

## S.S. Nassagaweya School # 3

The Lot was first granted to the Canada company in 1832. It was sold to John Allison his wife Jane (Parker) and his brother George who came from Yorkshire, England and settled on this lot in 1836. In 1870, John sold a ¼-acre lot of the east half of Lot 15 to the trustees of No. 3 School in 1873. The trustees of No. 3 School sold the building to Sonya E. Lobe in 1965 at which point the building became a residential home. Sonya sold it to William Arthur Hoey in 1967. The estate of William Hoey then sold it to Peter John and Judith Carolyn McIlwraith in 1972. Finally, Richard and Elizabeth Davey the current owner from Toronto bought the house in 1973 and renovated the two-room schoolhouse

MILTON L.A.C.A.C. HERITAGE INVENTORY	
BUILDING TYPE: Rural Educational	INVENTORY #:
ADDRESS: 10780 2nd Line (Nassagaweya)	
BUILDING NAME: SS*3	
ORIGINAL USE: School	CONSTRUCTED:
PRESENT USE: Residential	
DESIGNATION:	DATE:
<b>HISTORY</b>	
This dwelling was once part of S.S. #3 in Nassagaweya. The land was sold to the Trustees by John Allison in the late 1860s or early 1870s. It has been a private residence since 1965.	
<b>ARCHITECTURAL COMMENTS</b>	
<b>WALLS:</b> A single storey structure of broken course cut stone with five bays and a side interior chimney.	
<b>ROOF:</b> A low gable roof of asphalt shingle with plain verges, plain soffits, moulded and projecting eaves.	
<b>WINDOWS:</b> Windows are plain, double hung, wood with stone lintels and stone lug sills.	
<b>DOORWAYS:</b> A plain centre doorway with flat trim, transom and a single leaf of panels and glass.	
<b>PORCHES:</b> A cement landing with a front approach step.	
<b>OTHERS:</b> Addition on the rear. Facade is obscured by climbing ivy.	

# Historical Books record

## Land Registry Office

- Halton County (LRO 20)
- Nassagaweya Book 2
- Concession 2
- Part Lot 15 and
- RP 20R17929 Part 2

HALTON COUNTY (20), NASSAGAWEYA, Book 2

CONCESSION 2

PAGE NO. 1

LOT 15 CONCESSION 2 NASSAGAWEYA

REGISTRATION NUMBER	INSTRUMENT	DATE OF INSTRUMENT	REGISTRATION DATE	GRANTOR	GRANTEE	CONSIDERATION ETC.	LAND AND REMARKS
	Patent	08 Mar 1832		Crown	Canada Company		All (200 acs)
1022I	B&Sale	21 Jan 1836	25 Jun 1836	Canada Company	John Allison		W $\frac{1}{2}$ (100 acs)
240N	B&Sale	18 Oct 1836	18 Nov 1841	Canada Company	George Allison		W $\frac{1}{2}$ (100 acs)
219A	B&Sale	7 Jun 1852	10 Aug 1853	George Allison	John Donevan et al Trustees		Part W $\frac{1}{2}$ (3/4 of $\frac{1}{2}$ acre)
44B	Lease	14 Jan 1860	17 Mar 1860	George Allison	John Anderson		Part (1 ac)
630B	B&Sale	10 Feb 1862	22 Feb 1862	George Allison	Jacob Allison		W $\frac{1}{2}$ (100 acs) except $\frac{1}{4}$ acre
37C	Quit Claims	28 Mar 1865	10 Apr 1865	George Allison	Jacob Allison		$\frac{1}{4}$ acre on W $\frac{1}{2}$
120C	B&Sale	24 Feb 1865	27 Jun 1865	Jacob Allison	James Moffatt		$\frac{1}{4}$ acre on W $\frac{1}{2}$
239C	Quit Claims	22 Sep 1865	19 Feb 1867	John Anderson	George Allison		Part (1 acre)
210D	B&Sale	2 Dec 1870	14 Dec 1870	John Allison	Joseph Parker Allison		W $\frac{1}{2}$ (100 acres) reserving $\frac{1}{4}$ acre at N. corner of said $\frac{1}{2}$ lot
224D	B&Sale	22 Nov 1870	24 Jan 1871	John Allison	The Trustees of School Section No. 3, in trust		Part (1/4 acre)
640E	B&Sale	17 Apr 1873	23 Apr 1873	James Moffatt	James Elliott		Part W $\frac{1}{2}$ (1/4 acre)
649E	B&Sale	04 Jun 1873	10 Jun 1873	Joseph Parker Allison	The Trustees of Public S.S. No. 3, in trust		N corner lot (3/4 acre)
12277	Release	09 Jan 1877	30 Aug 1877	George Allison	Jacob Allison	\$1-	Part W $\frac{1}{2}$ (1/16 acre)
12287	B&Sale	09 Jan 1877	30 Aug 1877	Jacob Allison	The Trustees of the M.E. Church in Canada	\$1-	Part (1/16 acre)
12297	Agreement	09 Jan 1877	30 Aug 1877	Jacob Allison	The Trustees of the M.E. Church in Canada		Part (1/16 acre)
2729H	B&Sale	18 Jul 1884	22 Jul 1884	Jacob Allison	George Allison	Prem &	Part W $\frac{1}{2}$ (7 acres)

## Historical Books record

### Land Registry Office

- Halton County (LRO 20)
- Nassagaweya Book 2
- Concession 2
- Part Lot 15 and
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170	Quit Claim	28 Mar 1865	10 Apr 1865	George Allison	Jacob Allison		$\frac{1}{2}$ acre on $\frac{1}{2}$
120C	B&Sale	24 Feb 1865	27 Jun 1865	Jacob Allison	James Moffatt		$\frac{1}{2}$ acre on $\frac{1}{2}$
2393	Quit Claim	22 Sep 1866	19 Feb 1867	John Anderson	George Allison		Part (1 acre)
2109	B&Sale	2 Dec 1870	14 Dec 1870	John Allison	Joseph Parker Allison		$\frac{2}{3}$ (100 acres) reserving $\frac{1}{3}$ acre at N. corner of said $\frac{1}{2}$ lot
224D	B&Sale	22 Nov 1870	24 Jan 1871	John Allison	The Trustees of School Section No. 3, in trust		Part ( $\frac{1}{2}$ acre)
520E	B&Sale	17 Apr 1873	23 Apr 1873	James Moffat	James Elliott		Part $\frac{1}{2}$ ( $\frac{1}{2}$ acre)
549E	B&Sale	04 Jun 1873	10 Jun 1873	Joseph Parker Allison	The Trustees of Public S.S. No. 3, in trust		N corner lot (3/4 acre)
1227F	Release	09 Jan 1877	30 Aug 1877	George Allison	Jacob Allison	\$1-	Part $\frac{1}{2}$ (1/16 acre)
1228F	B&Sale	09 Jan 1877	30 Aug 1877	Jacob Allison	The Trustees of the M.E. Church in Canada	\$1-	Part (1/16 acre)
1229F	Agreement	09 Jan 1877	30 Aug 1877	Jacob Allison	The Trustees of the M.E. Church in Canada		Part (1/16 acre)
2229H	B&Sale	18 Jul 1884	22 Jul 1884	Jacob Allison	George Allison	Prem & \$1-	Part $\frac{1}{2}$ (7 acres)
2351H	B&Sale	01 Apr 1885	02 Apr 1885	Jacob Allison	Charles Carton	\$4,000.	$\frac{1}{2}$ (100 acres) Except $\frac{1}{2}$ acre and $\frac{1}{2}$ acre and 1/5 acre
2720I	Deed	06 Oct 1887	09 Dec 1887	Charles Carton	The Guelph Junction Railway Company	\$282.40	Part $\frac{1}{2}$ (3 13/100 acres and 40/100 acres)
3416K	Deed	20 Sep 1892	21 Oct 1892	Charles Carton	The Ontario and Quebec Railway Company	\$40.	see sketch attached Part $\frac{1}{2}$ ( $\frac{1}{2}$ acre) - see sketch
3671L	B&Sale	26 Dec 1894	27 Dec 1894	James Elliott	James Duncan Strong	\$55.	Part $\frac{1}{2}$ ( $\frac{1}{2}$ acre)
3738L	Quit	08 Oct 1894	23 Jul 1895	The Canadian Pacific Railway Company of 1st Pt.	Joseph P. Allison	\$48.	Part $\frac{1}{2}$ (38/100 acre) see sketch attached
	Claim Deed			The Guelph Junction Railway Company of 2nd part			



# Historical Books record

## Land Registry Office

- Halton County (LRO 20)
- Nassagaweya Book 2
- Concession 2
- Part Lot 15 and
- RP 20R17929 Part 2

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LOT 15 CONCESSION 2 NASSAGAWEYA

REGISTRATION NUMBER	INSTRUMENT	DATE OF INSTRUMENT	REGISTRATION DATE	GRANTOR	GRANTEE	CONSIDERATION ETC.	LAND AND REMARKS
98733	Grant	13 Mar 1947	18 Jun 1949	The Director, V.L.A.	Marjorie Gladys Fraser	\$1-	Part W $\frac{1}{2}$ as in 94235 (1.14ac)
101633	Grant	13 Jul 1951	16 Jul 1951	Joshua Parker Allison	George Goldthorpe	\$1000.	Part W $\frac{1}{2}$ 10 acs
6924CEN	Probate	05 Aug 1949	01 Sep 1951	George Kendall Brownlow	Wilfred Brownlow		Part W $\frac{1}{2}$ as in 95695
102195	Grant	14 Sep 1951	07 Nov 1951	Estate of George Kendall Brownlow	Wilfred Brownlow	Prem & \$1-	Part W $\frac{1}{2}$ as in 9569 ( $\frac{1}{2}$ acre) see recitals
105478	Grant	25 Jun 1954	30 Jun 1954	Wilfred Brownlow	Mabel Brownlow	\$250.	Part W $\frac{1}{2}$ ( $\frac{1}{2}$ acre)
7859K GR	Cert	10 Aug 1954	27 Sep 1954	Leslie M. Frost, Treasurer of Ontario	Estate of Janey Brownlow		Part W $\frac{1}{2}$ as in 95695 and OL
105115	Grant	28 Jun 1954	14 Oct 1954	Mabel Brownlow	William S. Finlay	\$15,000.	Part W $\frac{1}{2}$ as in 10517 and OL ( $\frac{1}{4}$ ac)
536	By-Law	28 Jul 1955	28 Jul 1955	Re: Planning Act			
10719	Grant	12 Mar 1956	28 Mar 1956	Trustees of Bethany Church Township of Nassagaweya	Benjamin Young, Thomas Amos & Dewmar Moffatt, Trustees	\$200.	Part
		See Deposit No. 3426 (Tallford)					
55213	Grant	15 May 1956	31 Aug 1956	Joshua Parker Allison	Harold Alpheus Allison	Assump mort. For \$31,000. \$85,000.	6 $\frac{1}{2}$ (100 acres) with exception see recital
132289	Grant	10 Nov 1961	11 Dec 1961	William S. Finlay	Dymtro Dudnik and Rima Dudnik, as JT.	\$1080	Part W $\frac{1}{2}$ ( $\frac{1}{2}$ acre)
179334	Grant	22 Dec 1964	01 Feb 1965	Joshua Parker Allison	Dymtro Dudnik and Rima Dudnik, as JT.	\$180	Part SW $\frac{1}{2}$ (80 acres) Subject to easement See Plan attached
181758	Grant	12 Feb 1965	07 Apr 1965	The Public School Board of the Township School Area of Nassagaweya	Sonja Eileen Lobe	\$6,300.	N corner see recitals

# Historical Books record

Land Registry Office

- Halton County (LRO 20)
- Nassagaweya Book 2
- Concession 2
- Part Lot 15 and
- RP 20R17929 Part 2

PAGE NO. 4 LOT 15 CONCESSION 2 NASSAGAWEYA

REGISTRATION NUMBER	INSTRUMENT	DATE OF INSTRUMENT	REGISTRATION DATE	GRANTOR	GRANTEE	CONSIDERATION ETC.	LAND AND REMARKS
205873	Mech Lien	11 Jul 1966	12 Jul 1966	Halliday Homes Limited	Dorothy Maier	\$3,985.36 \$390.00	Part NE $\frac{1}{2}$ as in 195604
208615	Grant	03 Aug 1966	25 Aug 1966	Dymtro Dudnik and Rima Dudnik	George Goldthorpe	\$2&C	Part SW $\frac{1}{2}$ (41.5 acres) with right of way and reservations
217382	Deposit	18 Jan 1967	18 Jan 1967				SW $\frac{1}{2}$ as in 48719
217383	Grant	04 Jul 1966	18 Jan 1967	Trustees of Bethany Church	The Municipal Corporation of the Township of Nassagaweya	\$1&C	Part SW $\frac{1}{2}$
228355	Grant	03 Apr 1967	05 May 1967	Marjorie Gladys Fraser	George William Joseph Lynn	\$1&C	Part W $\frac{1}{2}$ (1.14 acres) see plan attached to 9423
223073	Grant	20 Apr 1967	05 May 1967	Sonja Eileen Lobe	William A. Hoey	\$2&C	N corner lot
<del>252110</del>	<del>Grant</del>	<del>27 Aug 1968</del>	<del>06 Sep 1968</del>	<del>Dorothy Maier</del>	<del>Henry Arvid Blomberg and Anna Vilhelmina Blomberg as JT.</del>	<del>\$1&amp;C</del>	<del>Part NW<math>\frac{1}{4}</math> (29.2946 acres)</del>
							See Deposit 256727 (Allison)
280047	Grant	28 Jul 1969	05 Sep 1969	George Goldthorpe	Gardale Developments Limited and Dual Zet Holdings Limited	\$2&C	Part (55.80 acres) Together with and Subject to rights of way
283349	Grant	06 Aug 1969	05 Sep 1969	Gardale Developments Limited and Dual Zet Holdings Limited	Gardale Developments Limited as to 40% interest Dual Zet Holdings Limited as to 40% interest and Bestacre Developments Limited as to 20% interest	\$2&C	as in 280047

# Land Registry Office

- Halton County (LRO 20)
- Nassagaweya Book 2
- Concession 2
- Part Lot 15 and
- RP 20R17929 Part 2

REGISTRATION NUMBER	INSTRUMENT	DATE OF INSTRUMENT	REGISTRATION DATE	GRANTOR	GRANTEE	CONSIDERATION ETC.	LAND AND REMARKS
345113	Grant	10 Sep 1972	19 Sep 1972	Estate of William Arthur Nelson Hoey	Peter John McIlwraith and <del>Judith Carolyn McIlwraith</del>	\$1&C	North corner
355250	Quit Claim Deed	03 Feb 1973	13 Feb 1973	Elizabeth Gertrude Hoey	Peter John McIlwraith and Judith Carolyn McIlwraith	\$2&C	North corner
359529	Grant	15 Mar 1973	19 Apr 1973	Harold Alpheus Allison	William Kettlewell Jr. and Sandra Kettlewell	\$2&C	Part as in 195604
208-737	Ref Plan	13 Jun 1973	13 Jun 1973	Fred Cunningham	CLS		Part NE 1/4 des as part 1 Re: 50213
154417	Grant	01 Jun 1973	15 Jun 1973	Peter John McIlwraith & Judith Carolyn McIlwraith	Richard Edward Davey and Elizabeth Irene Blanche Moysey, as JT.	\$2&C	North corner
<del>345113</del>	<del>Mortgage</del>	<del>06 Sep 1973</del>	<del>15 Sep 1973</del>	<del>Richard Edward Davey and Elizabeth Irene Blanche Moysey</del>	<del>Estate of Arthur Edward Hoey</del>	<del>\$24,500.</del>	<del>North corner</del>
					DISCHARGED BY #64385/ ASST. DEP. LAND REG. 48		
371961	Lis Pendens	31 Aug 1973	04 Sep 1973	Thomas Burke and Heather Burke, Plaintiffs	William Kettlewell and Sandra Kettlewell, Defendants		Part
341333	Grant	02 Jun 1974	21 Jan 1974	Gertrude Elizabeth Hoey	Dawn Alyson Greville	\$2&C	Part see recitals
349131	Grant	24 Apr 1974	03 May 1974	William Kettlewell Jr. and Sandra Kettlewell	John Holdroyd Mason and Shirley Elizabeth Mason, as JT.	\$2&C	Part (36.292 acs)
349132	Cert of Order	01 May 1974	03 May 1974	Thomas Burke and Heather Burke, Plaintiff	William Kettlewell and Sandra Kettlewell, Defendants		Part
339103	Consent	07 Aug 1959	3 May 1974	Consent to transfer the property	Re: Laura Mabel		Part E 1/2

# Historical Books record

Land Registry Office

- Halton County (LRO 20)
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- Concession 2
- Part Lot 15 and
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PAGE NO. \_\_\_\_\_ LOT 15 CONCESSION 2 NASSAGAWEYA

REGISTRATION NUMBER	INSTRUMENT	DATE OF INSTRUMENT	REGISTRATION DATE	GRANTOR	GRANTEE	CONSIDERATION ETC.	LAND AND REMARKS
346113	Grant	10 Sep 1972	19 Sep 1972	Estate of William Arthur Nelson Hooy	Peter John McIlwraith and Judith Carolyn McIlwraith	\$2&C	North corner
355250	Quit Claim Deed	03 Feb 1973	13 Feb 1973	Elizabeth Gertrude Hooy	Peter John McIlwraith and Judith Carolyn McIlwraith	\$2&C	North corner
359529	Grant	15 Mar 1973	19 Apr 1973	Harold Alpheus Allison	William Kettlewell Jr. and Sandra Kettlewell	\$2&C	Part as in 195604
208-737	Ref Plan	13 Jun 1973	13 Jun 1973	Fred Cunningham	CLS		Part NE 1/4 doc as part 1 Re: 50213
354417	Grant	01 Jun 1973	15 Jun 1973	Peter John McIlwraith & Judith Carolyn McIlwraith	Richard Edward Davey and Elizabeth Irene Blanche Moysey, as JT.	\$2&C	North corner
369113	Mortgage	06 Jun 1973	15 Jun 1973	Richard Edward Davey and Elizabeth Irene Blanche Moysey	Estate of Arthur Edward Moysey	\$24,500.	North corner
						DISCHARGED BY #642851 ASST. DEP. LAND REG.	48
371941	Lis Pendens	31 Aug 1973	04 Sep 1973	Thomas Burke and Heather Burke, Plaintiffs	William Kettlewell and Sandra Kettlewell, Defendants		Part
341303	Grant	02 Jun 1974	21 Jan 1974	Gertrude Elizabeth Hooy	Dawn Alyson Greville	\$2&C	Part see recitals
349131	Grant	24 Apr 1974	03 May 1974	William Kettlewell Jr. and Sandra Kettlewell	John Holdroyd Mason and Shirley Elizabeth Mason, as JT.	\$2&C	Part (36.292 acs)
389102	Cert of Order	01 May 1974	03 May 1974	Thomas Burke and Heather Burke, Plaintiff	William Kettlewell and Sandra Kettlewell, Defendants		Part
339103	Consent	07 Aug 1959	3 May 1974	Consent to transfer the property	Re: Laura Kibel		Part E 1/2

# Historical Books record

## Land Registry Office

- Halton County (LRO 20)
- Nassagaweya Book 2
- Concession 2
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- RP 20R17929 Part 2

20R-707	Ref Plan	13 Jun 1973	13 Jun 1973	Fred Cunningham	Sandra Kettlewell		Part NE $\frac{1}{2}$ des as part 1 Re: 50213
35417	Grant	01 Jun 1973	15 Jun 1973	Peter John McIlwraith & Judith Carolyn McIlwraith	Richard Edward Davey and Elizabeth Irene Blaine Moyses, as JT.	\$2&C	North corner
35418	Mortgage	06 Jun 1973	15 Jun 1973	Richard Edward Davey and Elizabeth Irene Blaine Moyses	Estate of Arthur Edward Moyses	\$4,500.	North corner
37194	Lia Pendens	31 Aug 1973	04 Sep 1973	Thomas Burke and Heather Burke, Plaintiffs	William Kettlewell and Sandra Kettlewell, Defendants		Part
38182	Grant	02 Jun 1974	21 Jan 1974	Gertrude Elizabeth Hoey	Dawn Alyson Greville	\$2&C	Part see recitals
349101	Grant	24 Apr 1974	03 May 1974	William Kettlewell Jr. and Sandra Kettlewell	John Holdroyd Mason and Spirley Elizabeth Mason, as JT.	\$2&C	Part (36.292 acs)
389102	Cert of Order	01 May 1974	03 May 1974	Thomas Burke and Heather Burke, Plaintiff	William Kettlewell and Sandra Kettlewell, Defendants		Part
339103	Consent	07 Aug 1959	3 May 1974	Consent to transfer the property of Allison	Re: Laura Mabel Allison		Part E $\frac{1}{2}$
389640	Grant	02 Apr 1974	10 May 1974	Gardale Developments Limited, Dual Zet Holdings Limited and Stan Vine Construction Limited	Chasi Investments Limited	\$2&C	Part (95.02 acs) Subject to easement, covenant and leased land
429413	Grant	16 Oct 1975	21 Oct 1975	Dawn Alyson Greville	Kenneth Knowlton	\$2&C	Part
20R-24363	Ref Plan	12 Jan 1976	12 Jan 1976	Fred G. Cunningham	CLS		Part NE $\frac{1}{2}$ (5acs) des as part 1 Re: Mason 389101
429799	Demand Debenture	02 Mar 1976	16 Mar 1976	Chasi Investments Limited	Canadian Imperial Bank of Canada	\$600,000.	Part (95.02 acs) Subject to easement, covenant and leased lands

# Vintage Photos of the property

10780 Second Line

S.S. No.3 Moffat The earliest school in Nasagweya was located between the villages of Moffat and Haltonville on Guelph Line. This area was one of the first parts of the township settled. The first school was undoubtedly built of logs. From 1836 to 1839 this building was also used as a Presbyterian church. The stone schoolhouse was built in 1870.



## Class circa 1925

Back row L to R: Emily Elston, Agnes Baynton, Annie Amos, Maude Morton, Marion Allison, Helen Amos, Doris Gunby, Elizabeth Allison, Miss Agar, Orval Peer, Walter Freeman, Lawrence Simpson, Roy Hall, Wilson Bewly, Clark Donaven, Albert Roberts, Peter Baynton.  
 Centre Row L to R: May Ellenton, Ruth Amos, Ina Palmer, Ivy McKinnon, Marion Reid, Olive Gunby, Margaret Peer, Reta Blacklock, Ruby Elliott, Flossie Allison, Harvy McKinnon, Bill Allison, Knox Strachan, Lloyd Campbell, Gregory Reid, John Amos, Ray Blacklock, Bert Elsley.  
 Front Row L to R: Hazel Lamb, Gertrude Peer, Alma Hathaway, Lilla Reid, Marg Allison, ? , Helen Allison, Alice Elston, Lucille Lamb, Helen Peer, Jim Allison, Harold Donaven, Douglas Freeman, Leslie Lamb, Allen Simpson, Alfred Baynton, Cliff Elsley, Charlie Baynton,



Elevation (East) along Second Line



Elevation (East) along Second Line

# Photos of the property in 2020 prior to second floor addition



Front elevation along Second line



End Elevation (South)



End Elevation (North) along Fifth Sideroad



# Photos of the property in 2023



Existing Garage



View along 15th Side Road



View along Second Line



View Along 15th Side Road



Entrance to the property along Second Line



View along Second Line



## Physical or Design Attributes

- Original massing of the one story random rubble stone historic school house with rectangular plan and medium gable roof



Front Elevation

Main Entrance



Front Elevation

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Front Elevation

Front Elevation

Physical or Design Attributes

- Original massing of the one story random rubble stone historic school house with rectangular plan and medium gable roof



Rear Elevation



Second floor addition at rear



Sun room addition



Backyard



Historical House Side Elevation (South)



Rear sun room addition

## Physical or Design Attributes

- Original massing of the one story random rubble stone historic school house with rectangular plan and medium gable roof



Stone wall at rear elevation



1870 Date Stone below gable roof



Medium gable roof on top of original stone.



Commemorative 100<sup>th</sup> Anniversary bronze plaque on building



Exterior random rubble stone wall



Stone wall at front elevation

## Physical or Design Attributes

- Single leaf three-panel wood entrance door with carved motif on the middle panel, clear transom and heavy stone lintel



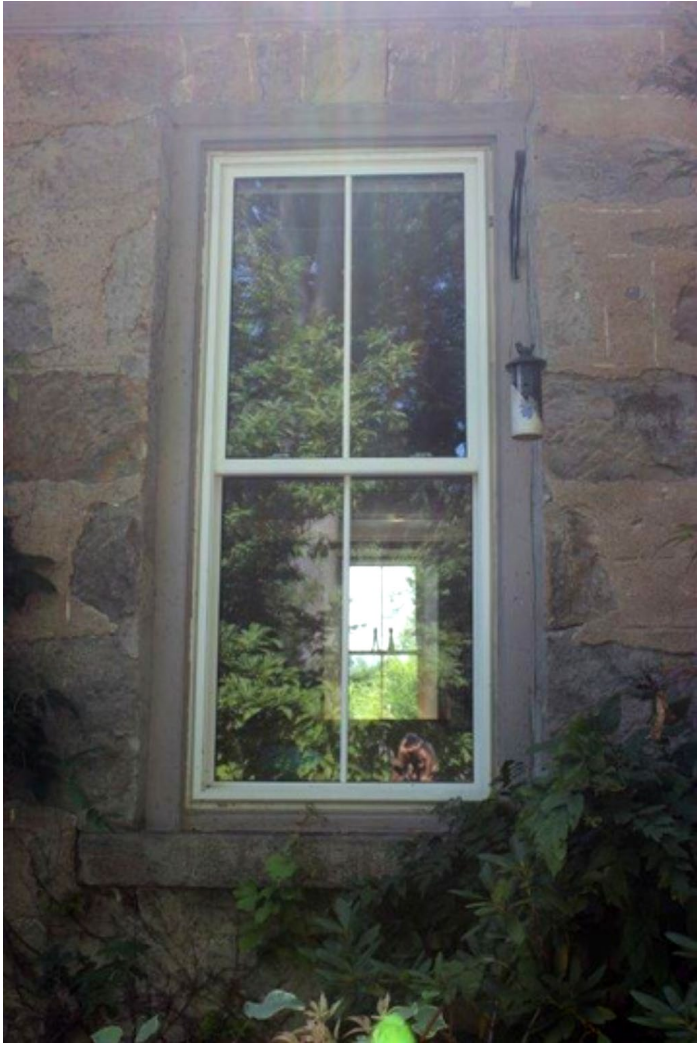
• Front Entrance Door



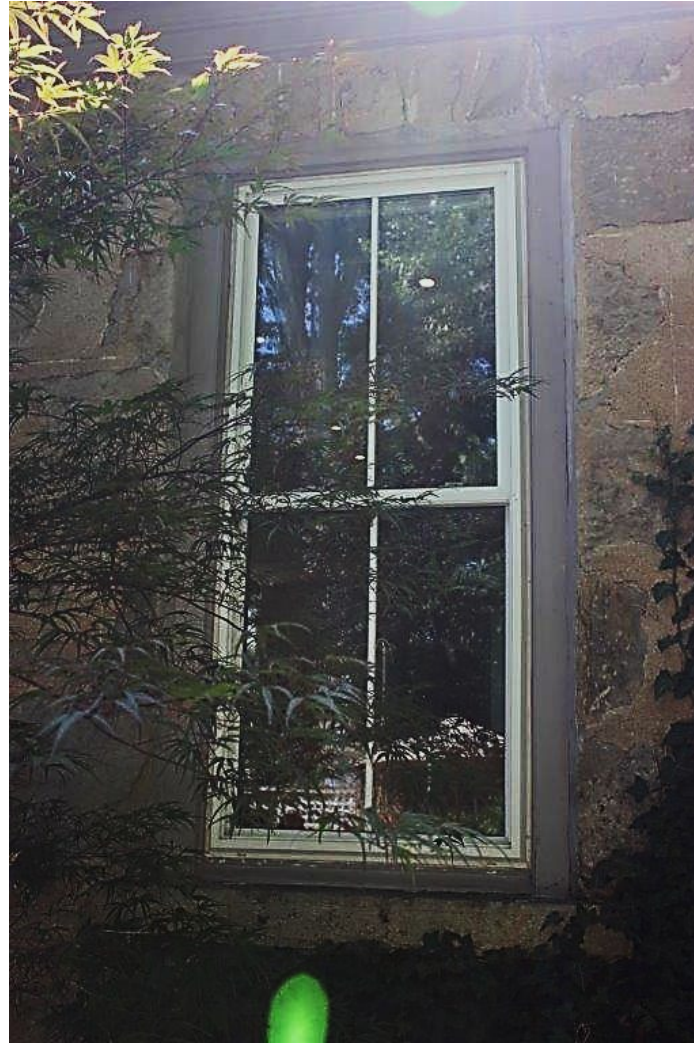
• Engraved motif on middle door panel

## Physical or Design Attributes

- Two Sash, two-over-two windows with plain mouldings, stone header voussoirs and plain lug stone sills.



Front Elevation Window



Front Elevation Window



Rear Elevation Window

## Milton Heritage Award 2014



January 14, 2014

Mr. & Mrs. R. Davey,  
10780 Second Line,  
Milton ON L0P 1B0

Dear Mr. & Mrs. Davey,

Re: 10780 Second Line, Milton

I am writing to you on behalf of Heritage Milton. Heritage Milton is a Citizens Advisory Committee that advises and assists Council on all matters relating to the conservation of property that is of historic, cultural or architectural value. As part of its mandate it gives awards annually to those property owners who have recently undertaken building projects that have contributed to the preservation of the built heritage within Milton.

Heritage Milton is of the opinion that the new accessory building that you have built at 10780 Second Line has been sympathetically designed to respect the traditional character and appearance of this Listed heritage property. As a consequence Heritage Milton would like to present you with a Heritage Award for the construction of an accessory building on a Listed heritage property within rural Milton.

The award ceremony will take place in February or March - most likely at the beginning of the Council meeting on February 24th, although the arrangements have not yet been finalized. If you wish to receive this award please contact me on 905 878 7252 ext. 2565 at your earliest opportunity.

Yours sincerely,

Anne Fisher MCIP, RPP, MRTPI  
Planner – Development Review  
Tel. (905) 878-7252 Ext. 2565  
Fax. (905) 876-5024  
E-mail: [anne.fisher@milton.ca](mailto:anne.fisher@milton.ca)



Physical or Design Attributes (Non Heritage Attribute\_ Sun room (2014) and Second floor addition 2020)

- Original massing of the one story random rubble stone historic school house with rectangular plan and medium gable roof



Rear Elevation (South)



Rear Elevation (West)



Southern Elevation Sun Room Addition



Rear Elevation (West)



Page 39 of 178  
Rear Elevation (South)



Rear Elevation (West)

## Non Heritage Attribute

- Detached garage addition Heritage Milton Award 2014



Garage Front Elevation



Accessory Building Non Heritage



Garage Side Elevation



Garage Rear Elevation



Garage Side Elevation



Garage Rear Elevation





# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services  
Glen Cowan, Chief Financial Officer / Treasurer

Date: March 4, 2024

Report No: DS-012-24

Subject: Reimbursement to OPG Derry Green Lands Inc. for the Municipal Class Environmental Assessment and Design of Louis St. Laurent Avenue (James Snow Parkway to Fifth Line)

Recommendation: **THAT Council approve a new 2024 capital project C340038 - Louis St Laurent Avenue (James Snow Pkwy to Fifth Line) in the amount of \$472,902.77, to be funded from Development Charges.**

## EXECUTIVE SUMMARY

The Town and OPG Derry Green Lands Inc. (OPGDL) entered into a funding and reimbursement agreement in 2019 (ref: Council report ENG-035-19) to facilitate the advancement of the Municipal Class Environmental Assessment (MCEA) and detailed design of Louis St. Laurent Avenue (from James Snow Parkway to Fifth Line). This was requested by OPGDL at the time to facilitate their timeframe for development. The work has now been completed, and OPGDL has requested reimbursement in 2024, as the reimbursement will help to facilitate funding of Phase 2 of the OPGDL development. The reimbursement had been presented in the year 2025 within the Town's 10-year Capital Forecast, and the purpose of this report is to seek Council approval to advance the reimbursement to 2024.

## REPORT

### Background

In 2019, OPGDL and the Town entered into a funding and reimbursement agreement (the agreement), to allow OPGDL to complete the MCEA and detailed design for Louis St. Laurent Avenue, from James Snow Parkway to Fifth Line, in a timeline that was suited to their overall development timeline. As outlined in report ENG-035-19, the advancement was requested as the Town had forecast the project for design in 2021 and construction in 2023, and this did not align with OPGDL timing for development.

Subsequent to the execution of the agreement, OPGDL completed the MCEA in 2020, the detailed design in 2021, and then proceeded to tender and construction (which is addressed



## Background

in a separate funding and reimbursement agreement, as contemplated in Council report DS-025-21).

As part of the agreement with OPGDL, the Town has the ability to shift out the reimbursement in the capital forecast. At the time of execution of the agreements, the full reimbursement of the MCEA, detailed design and construction was identified for 2023, but as part of the 2023 budget preparation, the reimbursement was shifted to 2025 in the Capital forecast based on the timing of the construction work. In 2023, a draft reimbursement request was submitted by OPGDL; with a final submission made in early 2024. This submission requests reimbursement of the MCEA and detailed design be advanced to 2024 (from 2025), as the work has been completed, and the reimbursement funds will assist OPGDL in funding phase 2 of their development.

## Discussion

In order to proceed with the advancement of funds from year 2025 in the Capital forecast, to facilitate reimbursement to OPGDL for the MCEA and detailed design work, Council approval is required.

Staff have confirmed that the work contemplated in the agreement has been completed and in line with the terms of reference included in the agreement. The Municipal Class EA and preliminary design were provided to Council for information and endorsement in 2020 (ref: DS-019-20), and detailed design was completed in 2021. The estimated study cost in the agreement is \$413,642.53, and the actual study costs is \$464,723.23, excluding HST. The amount of reimbursement is equal to the actual study costs plus applicable HST.

While the reimbursement is currently identified in the Town's capital forecast for 2025, OPGDL has submitted a request to have the reimbursement paid in 2024, and have submitted a package to the Town in support of this request. Staff understand that the request is made to help facilitate funding of OPGDL's phase 2 of their development, and recognize that OPGDL originally anticipated and requested reimbursement for 2023, and are in support of advancing the reimbursement for the MCEA and design only to 2024. The remaining reimbursement (related to construction) is currently forecasted for 2025, and will be further evaluated during the 2025 budget preparation.

Staff are therefore seeking Council approval to advance the reimbursement for the MCEA and design work only to 2024 which requires the establishment of a new capital project.



### Financial Impact

The reimbursement of the MCEA and design was already included in the Town's 10-year capital forecast. The establishment of a new capital project in 2024 in the amount of \$472,902.77, including non-recoverable HST, is required to facilitate reimbursement of the MCEA and design. This project will be funded from Development Charges and represents an advancement of expenditures from the forecast. The 10-year Capital Forecast will be reduced accordingly through 2025 budget development.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact: Diana Jiona

Phone: Ext. 2513

### 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

---

**Report To:** Council

**From:** Jill Hogan, Commissioner, Development Services

**Date:** March 4, 2024

**Report No:** DS-008-24

**Subject:** Public Meeting and Initial Report: Zoning By-law Amendment Application by 1000337795 Ontario Inc. applicable to lands located at 245 Commercial Street (Town File: Z-01/24)

**Recommendation:** That Development Services Report DS-008-24 BE RECEIVED FOR INFORMATION.

## EXECUTIVE SUMMARY

An application has been made for an amendment to the Town of Milton Zoning By-law 016-2014, as amended, site specific Residential Low Density III (RLD3\*120) zone to introduce medical clinic uses.

The application is complete pursuant to the requirements of the Planning Act and is being processed accordingly. Upon completion of the consultation and review process, a Technical Report, including recommendations, will be brought forward for Council consideration. The Technical Report will address issues raised through the consultation and review process.

## REPORT

### Background

**Owner:** 1000337795 Ontario Inc., 245 Commercial Street, Milton, Ontario

**Applicant:** Urban in Mind, 3390 South Service Road, Burlington, Ontario

#### Location/Description:

The subject lands are located in Ward 1 and municipally known as 275 Commercial Street. The property is generally located east of Ontario Street South and north of Derry Road. The subject lands comprise an area of approximately 1.43 hectares (3.53 acres). The subject lands currently contain a 1,158.70 square metre building which accommodates various office uses permitted within the site specific Residential Low Density III (RLD3\*120) Zone (i.e. accounting, regulated health professional, and insurance).

## Background

Surrounding land uses include low density residential subdivisions, natural heritage systems to the rear (including a tributary of Sixteen Mile Creek), and J.M. Denyes Public School to the west.

A Location Map is included as Figure 1 to this report.

### Proposal:

The applicant is seeking an amendment to the Town of Milton Zoning By-law 016-2014, as amended, to introduce a medical clinic use with a maximum gross floor area of 190 square metres, along with a site-specific parking rate. No physical changes are proposed on-site as a result of this application. If approved, a portion of the existing gross floor area that is currently being used for permitted office uses will be converted to medical clinic uses.

A Site Plan and Statistics is included as Figure 2 to this report.

The following information has been submitted in support of this application:

- Site Plan, prepared by Urban in Mind, dated November 16, 2023;
- Floor Plans, prepared by Fine Lines Design, dated December 22, 2023;
- Planning Justification Report, prepared by Urban in Mind, dated January 16, 2024;
- Traffic Opinion Letter, prepared by CGC Transportation Consulting, dated January 15, 2024; and,
- Draft Zoning By-law Amendment.

## Discussion

### Planning Policy:

The subject lands are designated Residential with a Natural Heritage System overlay to the rear, as shown on Schedule B - Urban Land Use Plan. The Residential Area designation permits a range of residential densities as well as local commercial uses (i.e. convenience commercial and office uses). The Natural Heritage System overlay seeks to protect and enhance natural features and their ecological functions.

Official Plan policies relevant to this proposal include:

- Section 3.2.2 - Residential Area: Policies that establish permitted uses within the Residential designation;
- Section 3.2.3.6 and 3.2.3.7 - Local Commercial: General development criteria to be satisfied when permitting local commercial uses within the Residential designation;
- Section 3.12 - Regional Natural Heritage: Policies that establish permitted uses and regulatory requirements with respect to development proposals; and,

## Discussion

- Section 3.14 - Regulatory Flood Plain: Policies that establish permitted uses, set out regulatory requirements and identify development constraints.

While a full review of the applicable planning policies will be undertaken as part of the review of the application, based on the information provided, staff is satisfied that an Official Plan Amendment is not required.

### **Zoning By-law 016-2014, as amended:**

The front portion of the subject lands are zoned site-specific Residential Low Density III (RLD3\*120) under the Town's Zoning By-law 016-2014, as amended. Currently the RLD3\*120 Zone only permits office uses.

The rear portion of the subject lands are zoned Natural Heritage System (NHS) under the Town's Zoning By-law 016-2014, as amended. The NHS Zone permits conservation and forestry uses. The portion of the lands zoned as NHS will not be altered through this application and currently contain woodlands and floodplain.

The Zoning By-law Amendment application proposes to rezone the lands to amend the site-specific provisions to also permit the medical clinic use and establish a maximum gross floor area for the medical clinic use. The applicant is also proposing a site-specific parking rate to accommodate the mix of uses proposed in relation to the existing parking supply.

The Draft Zoning By-law is attached as Appendix 1 to this Report.

### **Site Plan Control:**

Given that there are no physical changes proposed on the subject lands as a result of this application, Site Plan Approval will not be required. Should future development be contemplated on the subject lands, Site Plan Approval may apply.

### **Public Consultation and Review Process:**

Notice of Public Meeting was provided pursuant to the requirements of the Planning Act on February 09, 2024. Signage providing information on the proposed application was posted on the property's frontage facing Commercial Street, in addition to notice being sent by mail to all properties within 200 metres of the subject lands.

With respect to the proposal, staff has identified the following matters to be addressed through the review process:

- Consistency with the Provincial Policy Statement and conformity with the Growth Plan for the Greater Golden Horseshoe, Regional Official Plan and Town Official Plan.
- Functionality of on-site parking area and the proposal's potential impact (if any) on the surrounding road network.



**Discussion**

Upon completion of the evaluation of the application, a Technical Report with recommendations will be brought forward for Council consideration.

**Key Milestones**

Milestone	Date
Pre-Consultation Meeting	6/13/2023
Pre-Submission Review	11/13/2023
Application Deemed Complete	1/18/2024
Statutory Public Meeting	3/4/2024
Date Eligible for Appeal for Non-Decision	4/16/2024

**Financial Impact**

None arising from this report.

Respectfully submitted,

Jill Hogan, MCIP RPP  
Commissioner, Development Services

For questions, please contact: Rachel Suffern, MPA, M.Sc. Phone: Ext. 2263  
 MCIP, RPP  
 Planner - Development Review

**Attachments**

- Figure 1 – Location Map
- Figure 2 – Site Plan and Statistics
- Appendix 1 – Draft Zoning By-law Amendment

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

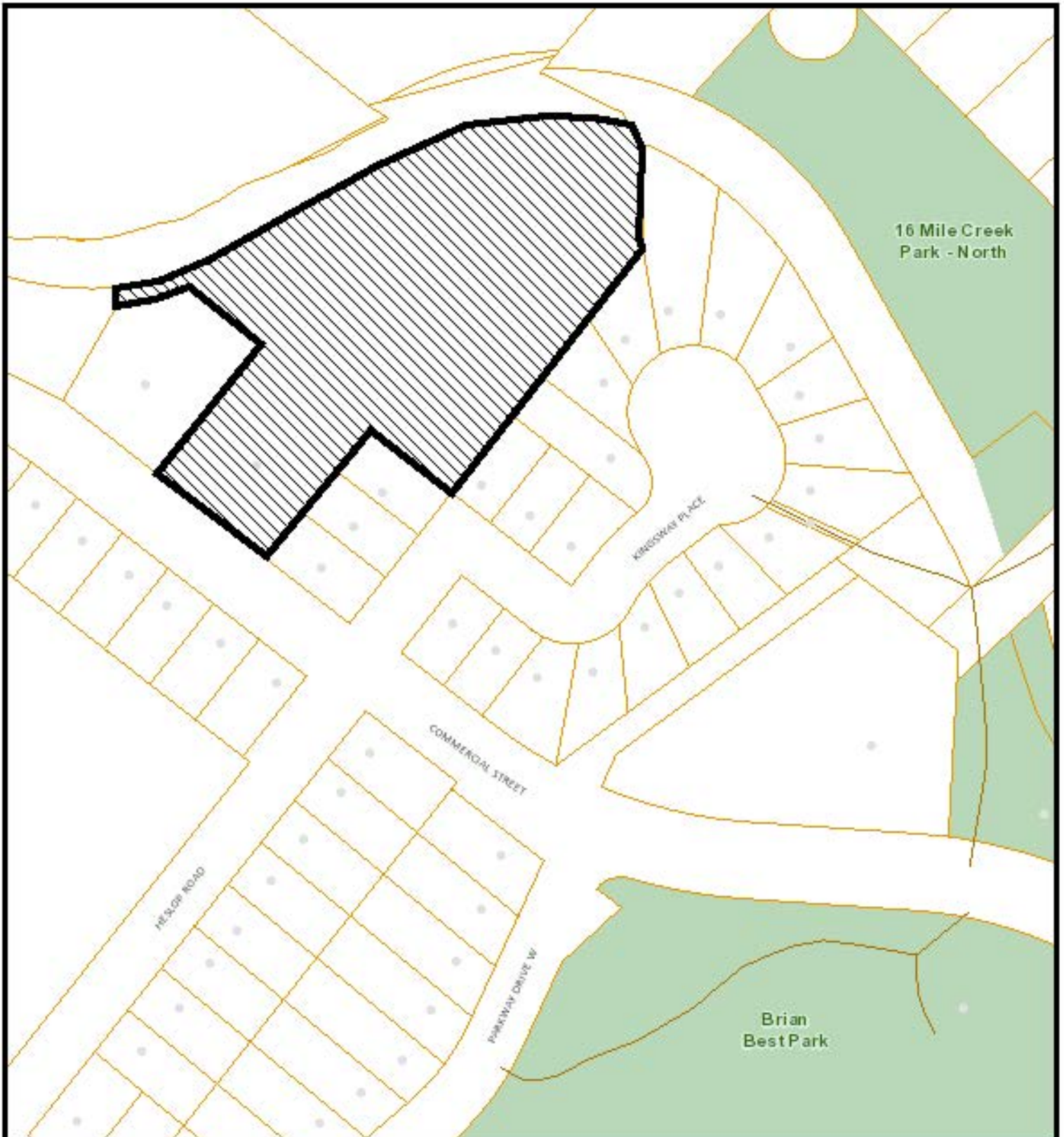


## Recognition of Traditional Lands

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.



# FIGURE 1 LOCATION MAP



Council Meeting Date:  
March 04, 2024

Scale: 1:2,500

File: Z-01/24

Development Services



Subject Property  
Page 49 of 178

Copyright 2024: Town of Milton, Teranet Inc.

# EXISTING SITE CONDITION

245 COMMERCIAL ST.  
MILTON, ONTARIO

REQUIREMENTS BASED ON:  
TOWN OF MILTON,  
URBAN ZONING BY-LAW 016-2014

LOT AREA: 14,286 m<sup>2</sup> (3.53 ac / 1.43 ha)  
BUILDING GROSS FLOOR AREA: 1158.7 m<sup>2</sup>  
ZONING: RLD3\*120

**EXISTING PARKING SPACES: 38**

REQUIRED PARKING USES 90% OF {G.F.A.}:  
AS PER BY-LAW SECTION 5.2.ii)

- OFFICE USE {970.2m<sup>2</sup>} (@1/30m<sup>2</sup>) AND  
MEDICAL CLINIC {188.5m<sup>2</sup>} (@1/17m<sup>2</sup>) = 40 TOTAL

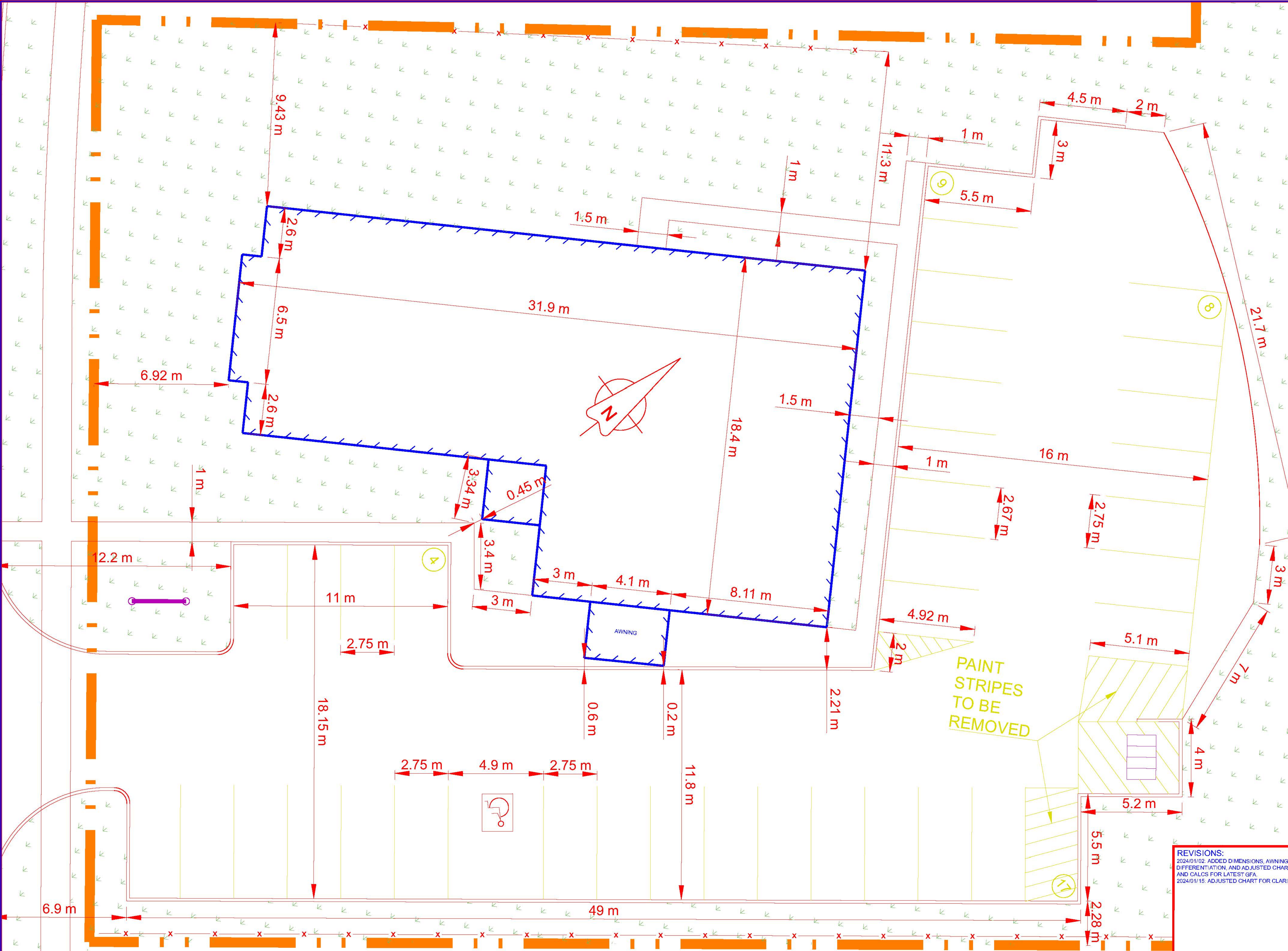
ALSO REQUIRES 2 ACCESSIBLE SPACES,  
1 TYPE A AND 1 TYPE B (INCLUDED ABOVE)

- REGULAR PARKING SPACES ARE:  
2.75 m X 5.8 m  
- BARRIER FREE (ACCESSIBLE)  
PARKING SPACE IS:  
TYPE A 4.9 m X 5.8 m (WIDE ENOUGH TO INCLUDE  
AISLE WITHIN IT FOR STANDARD TYPE A 3.4m X 5.8m)

### LEGEND

- PROPERTY BOUNDS
- EDGE OF PAVEMENT/ASPHALT
- LANDSCAPED AREA
- BARRIER FREE PARKING SPACE MARKER
- WALKWAY / GARBAGE / NON-PARKING
- SIGN
- WASTE STORAGE BIN

**NOTE:**  
BASE INFORMATION NOT TO SCALE.



REVISIONS:  
2024/01/02: ADDED DIMENSIONS, AWNING  
DIFFERENTIATION, AND ADJUSTED CHART DATA  
AND CALCS FOR LATEST GFA.  
2024/01/15: ADJUSTED CHART FOR CLARITY.

PROJECT FILE NO.  
UIM\_2023\_36

SCALE:  
1:100

DATE:  
NOVEMBER 16, 2023

DRAWN BY: J.T.  
REVIEWED BY: T.G.

Urban in Mind  
WWW.URBANMIND.CA

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW XXX-2024

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 12, CONCESSION 4, PART 1 ON REGISTERED PLAN 20R-3791 AND PART OF PART 3 ON REGISTERED PLAN 20R-3888, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (1000337795 Ontario Inc.) - FILE: Z-01/24

**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 provides for the lands affected by this by-law to be zoned as set forth in this by-law;

**NOW THEREFORE** the Council of the Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Section 13.1.1.120 of Comprehensive Zoning By-law 016-2014, as amended, is hereby amended to read as follows:
  - a. Notwithstanding Section 6.1 Table 6A, the only permitted uses shall be as follows:
    - i. Office
    - ii. Medical Clinic
  - b. Site Specific Provisions:
    - i. The maximum Gross Floor Area associated with a Medical Clinic use shall not exceed 190 square metres.
    - ii. The minimum parking required for all permitted uses on site shall be provided at a rate of 1 space per 28 square metres of Gross Floor Area.
2. If no appeal is filed pursuant to Section 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or if an appeal is filed and the Ontario Land Tribunal dismisses the appeal, this by-law shall come into force on the day of its passing. If the Ontario Land Tribunal amends the by-law pursuant to Section 34 (26) of the *Planning Act*, as amended, the part or parts so amended come into force upon the day the Tribunal's Order is issued directing the amendment or amendments.

PASSED IN OPEN COUNCIL ON MARCH XX, 2024

\_\_\_\_\_  
Gordon A. Krantz

Mayor

\_\_\_\_\_  
Meaghen Reid

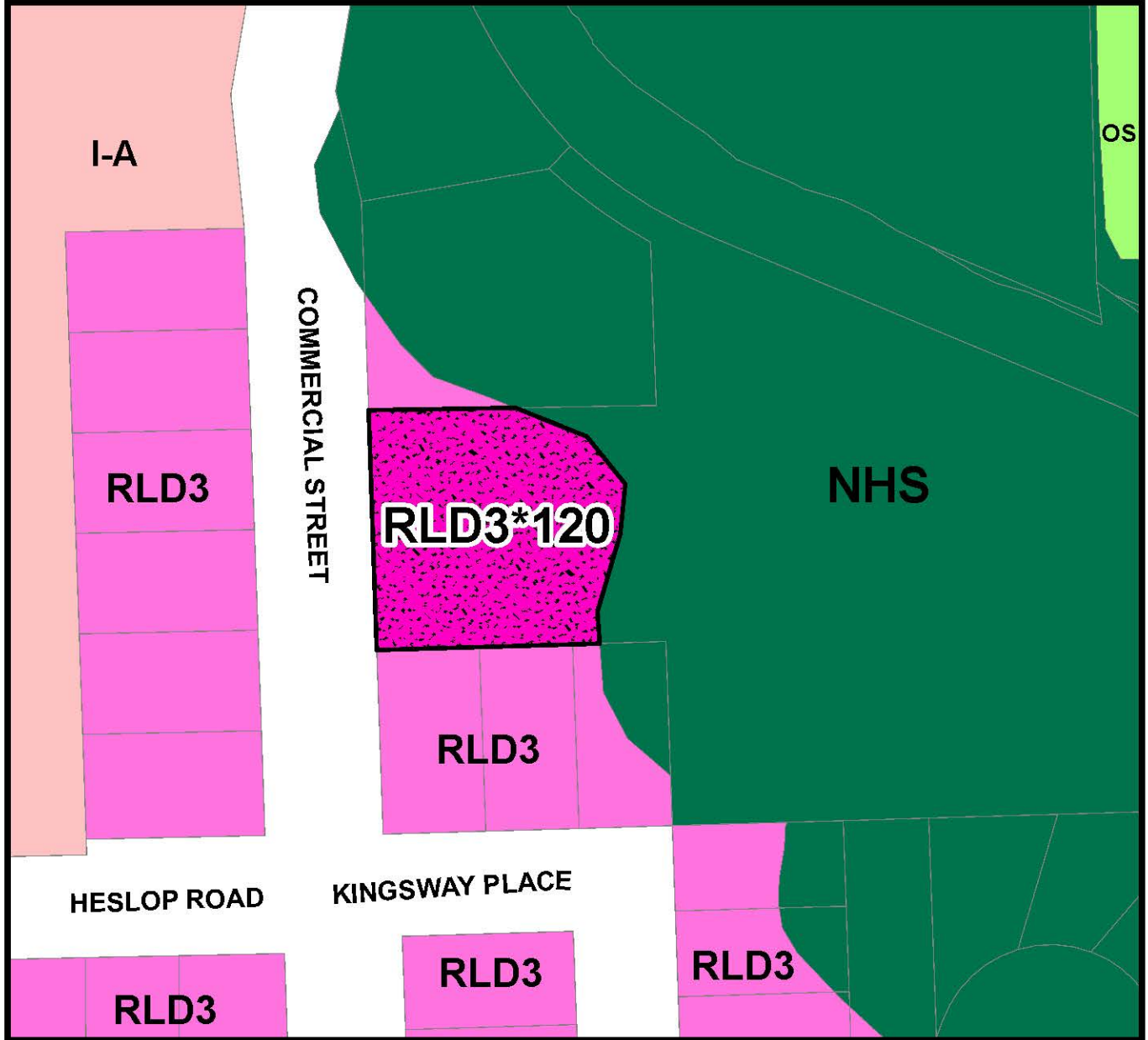
Town Clerk

SCHEDULE A  
TO BY-LAW No. -2024

TOWN OF MILTON

245 COMMERCIAL STREET  
(PART OF TOWNSHIP LOT 12, FORMER TRAFALGAR, CONCESSION 2 N.S.)

*Town of Milton*



THIS IS SCHEDULE A  
TO BY-LAW NO. \_\_\_\_\_ PASSED  
THIS 24TH DAY OF MARCH, 2024.



New Residential Low Density  
III Zone Special Provision 120

\_\_\_\_\_  
MAYOR - Gordon A. Krantz

\_\_\_\_\_  
CLERK- Meaghen Reid





# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: March 4, 2024

Report No: DS-011-24

Subject: Technical Report - Zoning By-law Amendment Application by 2376439 Ontario Inc. for the lands known municipally as 6360 and 6382 Regional Road 25 (Town File: Z-11/23)

**Recommendation:** THAT Staff Report DS-011-24 outlining an amendment to the Town of Milton Zoning By-law 016-2014, as amended, to facilitate the construction an 8 storey long term care facility with ground floor commercial 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-011-24 for Council adoption.

## EXECUTIVE SUMMARY

The applicant is seeking an amendment to the Town of Milton Zoning By-law 016-2014, as amended, to facilitate the development of an eight (8) storey long term care facility with 192 beds and approximately 850 square metres of ground floor commercial uses. The Zoning By-law Amendment application proposes to rezone the subject property located at 6360 and 6382 Regional Road 25 from the current Future Development (FD) zone to a site-specific Mixed Use Zone with a holding provision (MU\*346-H90).

All internal Town of Milton departments and responding external agencies have provided correspondence to Town Planning staff indicating their support for the application as currently presented. Staff has reviewed all of the documentation, plans and comments provided to date and is of the opinion that the application as submitted can be considered by Town Council for approval.

The subject Zoning By-law Amendment application has been processed in accordance with the Province of Ontario Bill 109 planning application fee refund requirements. Should a decision not be made on the application by March 20, 2024, the applicant will be eligible for an appeal for non-decision and a fee refund.

## EXECUTIVE SUMMARY

### Conclusions and Recommendations

Staff recommends that the application for an amendment to the Town of Milton Zoning By-law 016-2014, as amended, **BE APPROVED** for the following reasons:

1. The proposal conforms to Provincial, Regional and Town planning policy;
2. The proposal represents intensification within a Major Node and Intensification Corridor that would make a positive contribution to meeting the Town's growth targets in accordance with Town, Regional and Provincial planning policy;
3. The proposal meets all of the technical requirements of the affected Civic Departments and all other agencies;
4. The proposed land use is compatible with surrounding land uses; and
5. The proposal represents an efficient use of land and infrastructure.

## REPORT

### Background

**Owner:** 2376439 Ontario Inc.

**Applicant:** Bousfields Inc.

#### Location/Description:

The subject lands are located in Ward 4, on the west side of Regional Road 25 and south of Louis Saint Laurent Avenue. The lot is municipally known as 6360 and 6382 Regional Road 25 and currently contains a single detached dwelling. The legal description is Concession 2 NS Part Lot 8, and Parts 1 and 2 on 20R-9286.

The lands are located within a Major Node in the Boyne Survey Secondary Plan. The remaining lands located within the node are vacant, including the lands immediately north and south of the subject property. An existing residential subdivision is located to west of Restivo Lane. The location of the parcel is illustrated in Figure 1 to this report.

#### Proposal:

The applicant has applied for a Zoning By-law amendment to rezone the lands from the existing Future Development (FD) Zone to a site-specific Mixed Use zone with a holding provision (MU\*346-H90), to permit the development of an 8 storey long term care facility with non-residential uses at grade. The building is proposed to contain 192 long term care beds and approximately 850 square metres (9,150 square feet) of ground floor commercial/office uses. Figures 2 and 3 of this report include the concept site plan and building elevations.

The following reports have been submitted in support of this application:

## Background

- Draft Zoning By-law Amendment, prepared by Bousfields Inc.
- Urban Design Brief, prepared by G Architects and dated Nov 28, 2023
- Concept Architectural Plans & Elevations, prepared by G Architects and dated Nov 28, 2023
- Existing Conditions and Removals Plan, prepared by MTE on April 13, 2023
- Site Grading Plan, prepared by MTE on April 13, 2023
- Site Servicing Plan, prepared by MTE on April 4, 2023
- Noise report, prepared by Jade Architects on April 24, 2023
- Phase 1 Environmental Site Assessment, prepared by Terraprobe on Dec 8, 2022
- Phase 2 Environmental Site Assessment, prepared by Terraprobe on March 8, 2023
- Traffic Impact Study, prepared by GHD on Nov 28, 2023
- Geotechnical Report, prepared by Terraprobe on Jan 25, 2023
- Hydrogeological Assessment, prepared by Terraprobe on March 7, 2023
- Planning Justification Report, prepared by GSAI on April 24, 2023
- Functional Servicing and Stormwater Management Report, prepared by MTE on Oct 27, 2023
- Structure Basement Foundation Plan, prepared by G Architects on Nov 10, 2023
- Site Survey, prepared by Cunningham McConnell Ltd on June 15, 2022

## Planning Policy

The subject lands are located within the Urban Area in the Boyne Survey Planning District. On Schedule C.10.C Land Use Schedule of the Boyne Survey Secondary Plan, the lands are designated Major Node Area. The lands are additionally designated as an Intensification Corridor on Schedule K of the Official Plan.

The Major Node Area designation permits a variety of high density residential, institutional and office uses. The Secondary Plan policies require a minimum building height of 3 storeys and 1.0 floor space index (FSI) and a maximum building height of 15 storeys and 3.0 FSI for the node. Retail and commercial uses are permitted provided that they are located within the main floor of a multi-storey building and do not exceed a maximum of 2,787 square metres (approximately 30,000 square feet).

Staff reviewed the application in relation to the policies of the Provincial Policy Statement, the Provincial Growth Plan, the Halton Region Official Plan and the policies of the Town's Official Plan and Boyne Survey Secondary Plan. Town staff and our agency partners are satisfied that the application for the zoning by-law amendment as presented through this report, conforms to the applicable Provincial, Regional and Town land use planning policies and regulations.

## Zoning By-law 016-2014, as amended

The subject lands are currently zoned Future Development (FD), which does not permit any new buildings on the lot. A zoning by-law amendment is required to permit the development



## Background

of the lands as proposed. The applicant has proposed to rezone the lands to the Mixed Use (MU) zone with site specific provisions.

Staff have reviewed the Zoning By-law Amendment application, and recommend that the lot be rezoned to the Mixed Use (MU) zone with site specific provisions to specify the permitted height, density, building setbacks, parking setbacks, loading space requirements and parking requirements. A Holding provision is also recommended to require that a Letter of Reliance for the Phase 1 and Phase 2 Environmental Site Assessment and an updated Transportation Impact/Parking Study be provided, prior to development proceeding on the site.

Attached to this report as Appendix 1 is the site specific Zoning By-law Amendment including the respective holding provisions.

### Site Plan Control

Should the application be approved, the applicant will be required to obtain Site Plan Approval prior to issuance of a building permit and commencement of any development.

## Discussion

### Public Consultation

Notice for the Statutory Public Meeting was provided pursuant to the requirements of the Planning Act on January 4, 2024. The Statutory Public Meeting was held on January 29, 2024. One (1) member of the public provided written comments in objection to the application in advance of the Council Meeting. The resident had concerns regarding the building type and traffic impacts. The resident also noted that low density single-family residential units were preferred.

No other public comments were received.

### Agency Circulation

The Zoning By-Amendment and all supportive documents were circulated to both internal and external commenting agencies. Halton Region, Town Departments, School Boards and other agencies offered no objection to the application. Agencies will continue to work with the applicants through the detailed Site Plan approval process.

### Summary of Issues

#### Height and Density

The subject lands are located within the Boyne Survey Secondary Plan and are designated as a Major Node. The Major Node area designation permits a variety of high density

## Discussion

residential, institutional and office uses. The policies require a minimum building height of 3 storeys and 1.0 floor space index (FSI) and a maximum building height of 15 storeys and 3.0 FSI for the node.

The applicant has proposed an 8 storey institutional building (long term care home) with an FSI of 1.95. The height and density proposed is consistent with the policies Secondary Plan.

### Noise from Regional Road 25

The Applicant has submitted an Environmental Noise Study in accordance with the Ministry of the Environment, Conservation and Parks (MOE) Publication NPC-300 guidelines. The report reviewed the impact from existing noise sources on the proposed development, including the Noise from Regional Road 25 and Louis St. Laurent Avenue. The study concluded that noise mitigation measures should be incorporated into the development including providing air conditioning units and incorporating exterior walls, windows and doors with a higher sound transmission class rating.

Town of Milton and Halton Region staff have reviewed the Noise Study and have no concerns. An updated noise study will be required with the detailed design during the site plan review stage. Staff will ensure that all required noise mitigation measures are incorporated into the proposed development.

### Driveway Access

The subject lands only have frontage directly onto Regional Road 25. As a result, the proposed development includes one driveway access directly to Regional Road 25 to the south of the site. No driveway access to Restivo Lane is proposed.

Halton Region transportation planning staff have reviewed the proposed driveway entrance onto Regional Road 25 and have no concerns.

## Conclusion

It is the opinion of Planning staff that the proposed amendment to the Town's Zoning By-law conforms to Provincial and Regional planning policy, meet the intent of the Town's Official Plan and achieves acceptable engineering and urban design standards. The proposed use, height and density are compatible with adjacent land uses, resulting in appropriate development of the subject lands. It is the opinion of staff that the proposed development will not only achieve appropriate intensification in a planned location but will also contribute to creating a complete community by providing long term care housing and commercial amenities to the surrounding community.

### Discussion

Staff recommends that the Zoning By-law amendment, attached as Appendix 1, be brought forward for Council adoption subject to the required holding provision.

### Financial Impact

None arising from this report.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact:    Natalie Stopar, MCIP, RPP                      Phone: Ext. 2297  
   Planner, Development Services

### Attachments

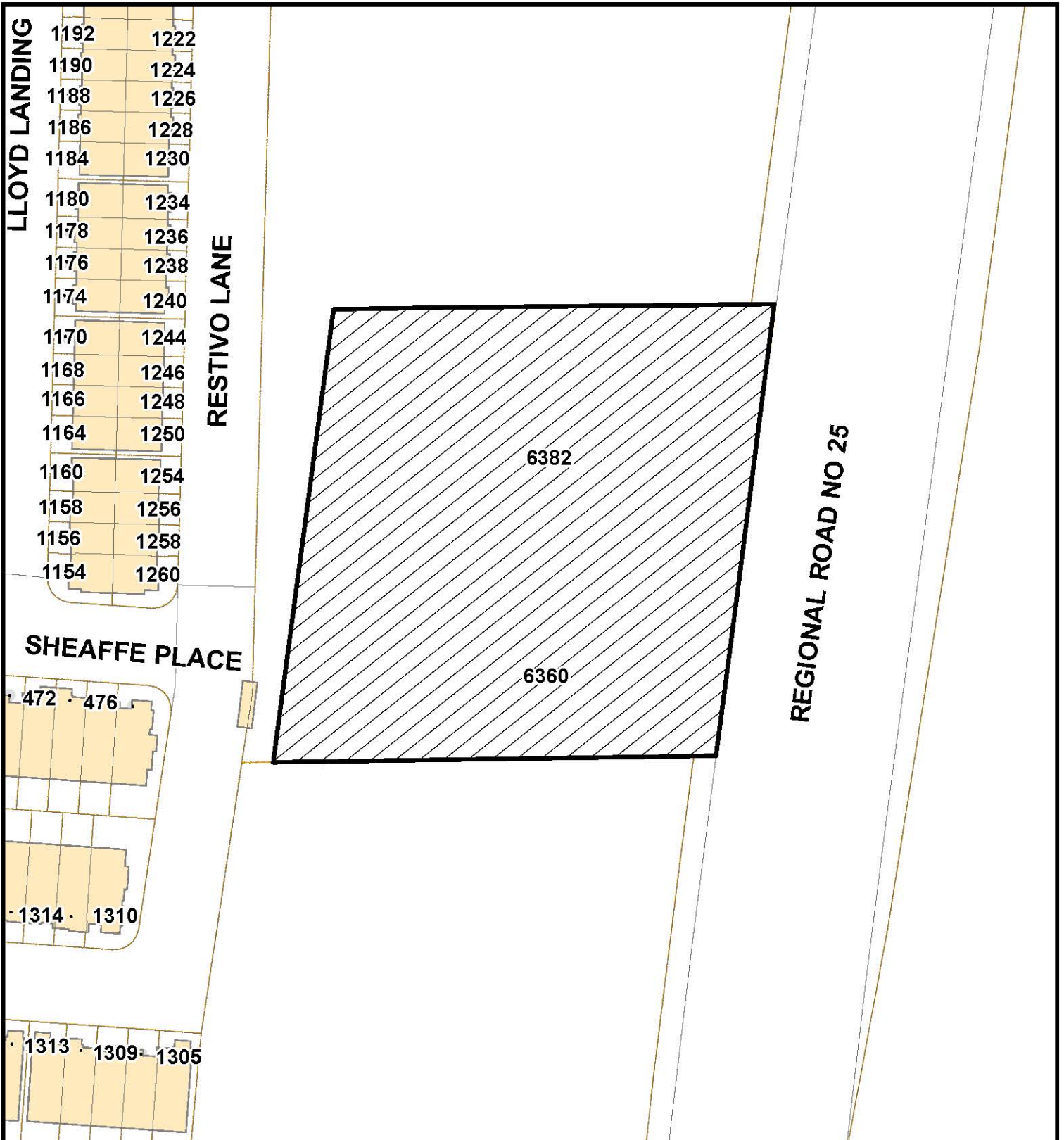
- Figure 1 –Location Map
- Figure 2 –Concept Plan
- Figure 3 –Concept Building Elevation
- Appendix 1 –Zoning By-law Amendment
- Appendix 2 –Public Comment

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.

# FIGURE 1 LOCATION MAP



Council Meeting Date:  
March 4, 2024

Scale: 1: 1,100

Files: Z-11/23

Development Services Department



Subject Property  
Page 60 of 178

Copyright 2023: Town of Milton, Teranet Inc.

LEGAL DESCRIPTION

PART OF LOT 4  
CONCESSION 3, NEW SURVEY  
GEOGRAPHIC TOWNSHIP OF TRAFALGAR  
COUNTY OF HALTON  
REGIONAL MUNICIPALITY OF HALTON

ALL PROPERTY BOUNDARY INFORMATION AS PER SURVEY PREPARED BY ROBERT C. MCNEIL, DATED JUNE 16, 2022

SITE STATISTICS

PROPERTY ADDRESS:	6360 Regional Rd 25, Milton, ON, L7T 2A5
PROPERTY LINE:	LONG TERM CARE
PROPOSED SITE USE:	LONG TERM CARE
TOTAL LOT AREA:	8,143.97 sq ft (752,839 sq ft)
TOTAL PAVED AREA:	3,371.95 sq ft (309,588 sq ft) = 41%
TOTAL LANDSCAPED AREA:	4,772.02 sq ft (443,251 sq ft) = 59%
BUILDING COVERAGE:	2,819.87 sq ft (262,869 sq ft) = 35%
FUTURE COMMERCIAL RETAIL OFFICES AREA (GFA):	1,113.02 sq ft (103,184 sq ft)
EXISTING GFA:	NA
TOTAL PROPOSED GFA:	18,613.87 sq ft (1,714,848 sq ft)
FLOOR SPACE INDEX:	1.15
TOTAL NUMBER PARKS:	4
BASIC BEDS:	12 BASIC
PRIVATE BEDS:	139 PRIVATE
SEMIPRIVATE BEDS:	72 SEMIPRIVATE
TOTAL NUMBER OF BEDS:	163 TOTAL BEDS
PROPOSED BUILDING HEIGHT (EXCLUDING MPP):	21.15 m
PROPOSED BUILDING HEIGHT (STOREYS):	6 STOREYS
LOADING SPACE DIMENSIONS:	5.0m x 4.1m (16'4" x 13'6")
REGULATED PARKING SPACES (3.0m x 7.0m + 1.5m x 3.0m) (see note 10 of schedule):	103 SPACES
AMBI-LIGHT PARKING SPACE DIMENSIONS:	2.70m x 5.0m
BARRIER-FREE PARKING SPACE DIMENSIONS:	2.70m x 5.0m (1.1m x 16'4" min)
TREES REMOVED:	XX TREES (XX Selected for every X tree removed)
TREES PLANTED:	XX TREES (XX Selected for every X tree removed)

**SITE LEGEND:**

- EXISTING
- SOIL
- SEEDS - FEATURE PLANTING
- BORISIAE TRAIN GARDEN
- ASPHALT PAVING - HEAVY DUTY
- ASPHALT PAVING - LIGHT DUTY
- CONCRETE PAVING 1
- CONCRETE PAVING 2
- HEAVY DUTY CONCRETE PAVING
- PERMEABLE LINT PAVING 1
- PERMEABLE LINT PAVING 2
- PAINTED LINES
- PROPERTY LINE
- BACKTRACK LINE
- FIRE ROUTE
- FENCE
- RETAINING WALL (W/ GUARD RAIL)
- FIRE HYDRANT
- FIRE ROUTE SIGN
- ACCESSIBLE PARKING SIGN
- BY CHARGING PARKING SIGN
- BAMBER CONNECTION
- PRINCIPAL BUILDING ENTRANCE
- BUILDING ENTRANCE - EXIT
- EXTERIOR BUILDING LIGHTING
- EXTERIOR SITE LIGHTING
- ISLAND WITH LIGHT
- ISLAND
- CURB RAMP WITH TACTILE MARKING STRIP INDICATOR
- BY CHARGING PARKING SPACE ONLY
- BY CHARGING STATION
- PARKING CURB

**PARKING LEGEND:**



1 SITE PLAN  
1:200

10 2025-11-27	Issued for Reasoning Pre-Submission	G
9 2025-11-10	Issued for 100% CD	G
7 2025-10-17	Issued for Comprehensive Design Review	G
6 2025-10-06	Issued for MTC Preliminary Plan Resubmission	G
5 2025-09-02	Issued for CTR Expression of Interest	G
4 2025-07-05	Issued for 50% CD	G
3 2025-05-01	Issued for MTC Preliminary Plan Submission	G
2 2025-04-06	Issued for 100% SD	G
1 2025-04-06	Issued for Reasoning	G
#	date	revision

**NOT FOR CONSTRUCTION**

All drawing and specification are the property of the Architect. The contractor shall verify all dimensions and information on site and report any discrepancies to the Architect before proceeding.

**Excelligent Milton LTC**  
6360 Regional Rd 25, Milton, Ontario

SITE PLAN - PROPOSED



date:	As noted
drawn by:	
reviewed by:	
job number:	20212
sheet date:	2023-11-28 1:21:40 PM
drawing number:	

**A1.12**



STREET PERSPECTIVE

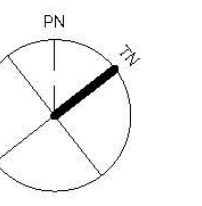
10	2025-11-07	Issued for Planning File Submission	CG
9	2025-11-10	Issued for 10% PCD	CG
7	2025-10-17	Issued for Comprehensive Design Review	CG
5	2025-09-22	Issued for CME Expression of Interest	CG
#	date	revision	by

**NOT FOR CONSTRUCTION**

All drawings and specifications are the property of the Architect. The Contractor shall verify all dimensions and information in situ and report any discrepancies to the Architect before proceeding.

**Excelligent Milton LTC**  
6363 Reginald Rd. 25, Milton, Ontario

**BUILDING RENDERING**



scale:  
drawn by:  
checked by:  
job number: 20002  
plot date: 2025-11-26 1:22:46 PM  
drawing number:

**A5.11**  
Concept Elevation

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW XXX-2024

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 CONCESSION 2 NS PART LOT 8, RP 20R-9286, PARTS 1 & 2, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (2376439 ONTARIO INC) – FILE: Z-11/23

**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 provides for the lands affected by this by-law to be zoned as set forth in this by-law;

**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 Future Development (FD) zone symbol to a site specific Mixed Use (MU\* 346-H90) zone symbol on the land shown on Schedule A attached hereto.
2. **THAT** Section 13.1.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding Section 13.1.1.346 to read as follows:
  - a. Notwithstanding any provisions of the By-law to the contrary, for lands zoned site specific Mixed Use \*346 (MU\*346) the following standards and provisions shall apply:
    - i. A maximum of 192 long term care beds shall be permitted as part of a *Long-Term Care Facility*;
    - ii. A minimum of 900 square metres of non-residential *Gross Floor Area* shall be provided;
    - iii. The maximum *Floor Space Index (FSI)* of a *Mixed Use Building* shall be 1.96;
    - iv. The minimum *Interior Side Yard Setback* shall be 1.5 metres;
    - v. *Balconies* oriented towards Regional Road 25 are only permitted above 5.5 metres from established grade;

- vi. The maximum surface *Parking Area* shall be 42%;
- vii. The maximum *Building Height* (exclusive of mechanical penthouses, rooftop equipment, elevator tower, stair tower and/or architectural features) shall be 8 *Storeys* or 33.5 metres;
- viii. Loading bay doors shall not be permitted facing Regional Road 25;
- ix. One (1) *Loading Space* shall be required;
- x. The *Loading Space* in the *Rear Yard* can be set back 0 metres from the *Building*;
- xi. The support columns of the covered drop off canopy can be setback a minimum 0 metres from a *Parking Area*;
- xii. The minimum *Setback* from a *Parking Area* to a *Front Lot Line* shall be 1.3 metres;
- xiii. The minimum *Setback* from a *Parking Area* to an *Interior Lot Line*, shall be 2.8 metres;
- xiv. The minimum *Setback* from a *Parking Area* to a *Rear Lot Line*, shall be 1.5 metres;
- xv. For non-residential uses, a minimum of 1 *Parking Space* for 32 square metres of *Gross Floor Area* shall be required;
- xvi. Ornamental projections may project into any required yard up to 0.5m;
- xvii. The below grade parking *Structure* shall be setback a minimum of 0.0 metres from the *Front Lot Line*.

3. **THAT** Section 13.2 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding Section 13.2.1.127 and the following conditions for removal of the “H90” Holding Provision:

“H90” shall not be removed until:

- a) The submission of a Letter of Reliance for the Phase 1 and Phase 2 Environmental Site Assessment pursuant to Ontario Regulation 153/04, to the satisfaction of the Town of Milton and the Region of Halton.
- b) The submission of an updated Transportation Impact Study and Parking Report to the stratification of Town of Milton.



4. If no appeal is filed pursuant to Section 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or if an appeal is filed and the Ontario Land Tribunal dismisses the appeal, this by-law shall come into force on the day of its passing. If the Ontario Land Tribunal amends the by-law pursuant to Section 34 (26) of the *Planning Act*, as amended, the part or parts so amended come into force upon the day the Tribunal's Order is issued directing the amendment or amendments.

**PASSED IN OPEN COUNCIL ON MARCH 4, 2024**

\_\_\_\_\_  
Gordon A. Krantz

Mayor

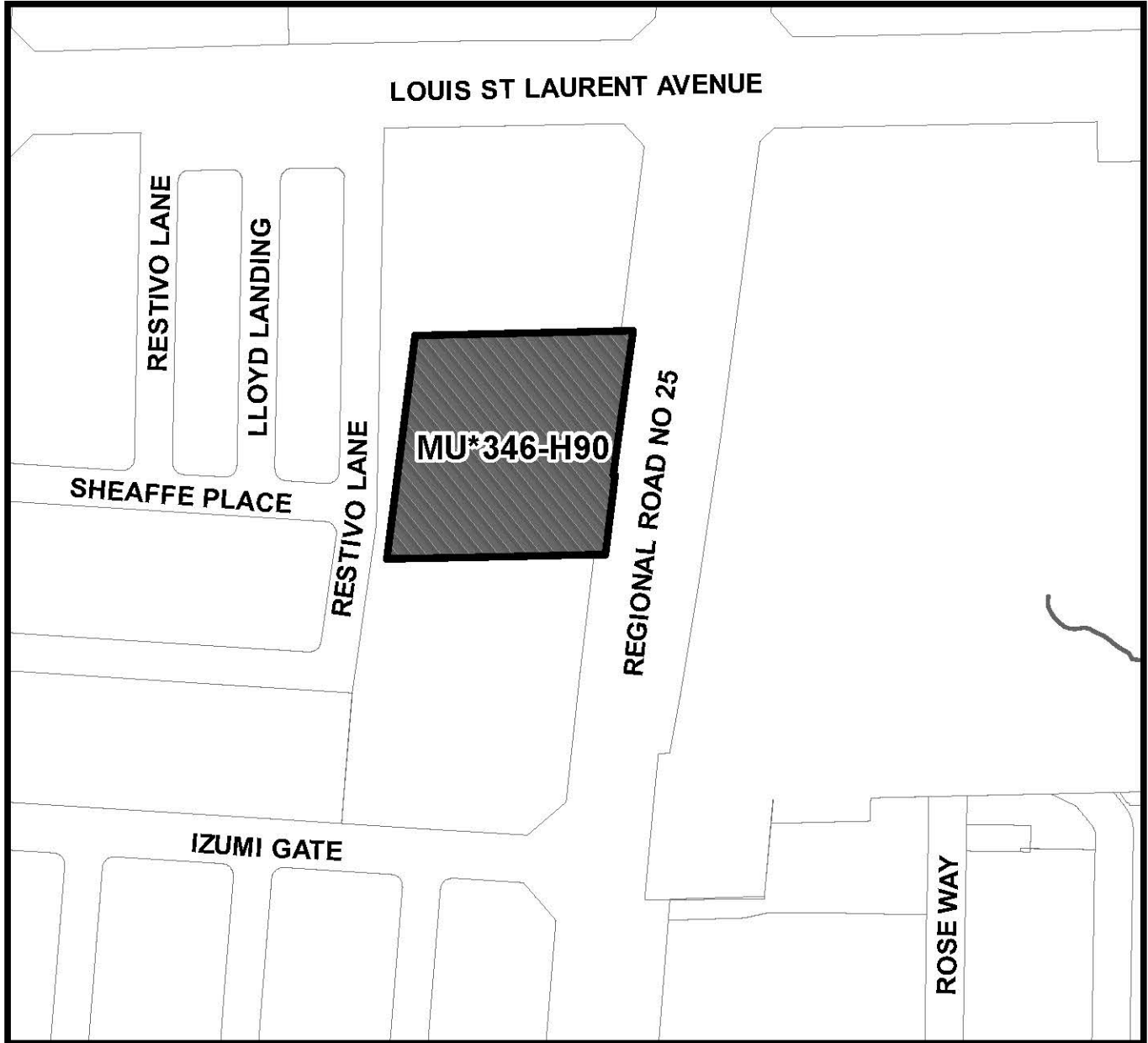
\_\_\_\_\_  
Meaghen Reid

Town Clerk

SCHEDULE A  
TO BY-LAW No. -2024

TOWN OF MILTON

6360 & 6382 Regional Road 25  
(TRAFALGAR CON 2 NS PT LOTS 7 AND 8 RP 20R19305 PT PARTS 1 AND 2 IRREG 17.94AC FR D)  
*Town of Milton*



THIS IS SCHEDULE A  
TO BY-LAW NO. \_\_\_\_\_ PASSED  
THIS 4th DAY OF MARCH, 2024.



Rezoned from Future Development Zone (FD)  
to Mixed-Use Residential Zone with Site Specific  
Provisions 346 and Holding Provision H90 (MU\*346-  
H90)

\_\_\_\_\_  
MAYOR - Gordon A. Krantz

\_\_\_\_\_  
CLERK- Meaghen Reid

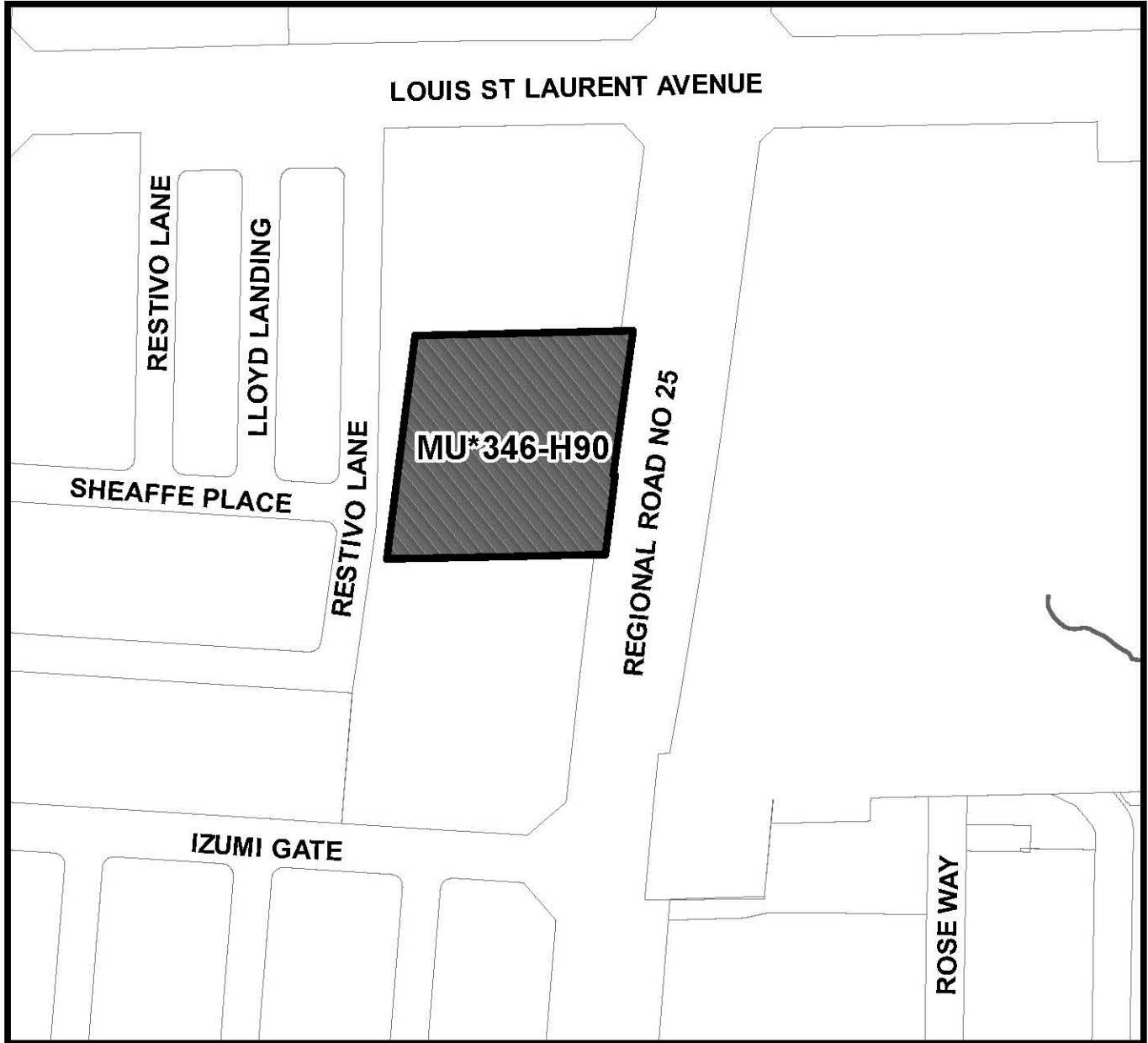


SCHEDULE A  
TO BY-LAW No. -2024

TOWN OF MILTON

6360 & 6382 Regional Road 25  
(TRAFALGAR CON 2 NS PT LOTS 7 AND 8 RP 20R19305 PT PARTS 1 AND 2 IRREG 17.94AC FR D)

Town of Milton



THIS IS SCHEDULE A  
TO BY-LAW NO. \_\_\_\_\_ PASSED  
THIS 4th DAY OF MARCH, 2024.



Rezoned from Future Development Zone (FD)  
to Mixed-Use Residential Zone with Site Specific  
Provisions 346 and Holding Provision H90 (MU\*346-  
H90)

\_\_\_\_\_  
MAYOR - Gordon A. Krantz

\_\_\_\_\_  
CLERK- Meaghen Reid





## Written Delegations for the January 29, 2024 Council Meeting

Please be advised that the following persons do not wish to speak to Council at the January 29, 2024 Council meeting and have provided the attached written submissions only.

Name	Report Number	Report Subject
Laura Di Giulio	DS-005-24	PM and Initial Report: Zoning By-law Amendment by 2376439 Ontario Inc. to the lands known municipally as 6360 and 6382 Regional Road 25 (Town File: Z-11/23)



## 6.1 - PUBLIC MEETING - 6360 and 6382 Regional Road 24 Z-11/23

**Subject:** Website Delegation Request - Laura Di Giulio -

Hello Town Clerk's Staff,

Please note the following response to Delegate Request Application has been submitted at Wednesday January 10<sup>th</sup> 2024 7:39 PM with reference number 2024-01-10-168.

<https://forms.milton.ca/Management/Response/View/7fee045f-6bb2-4b29-94b0-b0f4f0de2c57>

### Application Information

- **First Name:**  
Laura
- **Last Name**  
Di Giulio
- **Email Address:**
- **Phone number:**
- **Street Address:**
- **Town**  
Milton
- **Postal Code:**
- **Are you representing a group?**  
No
- **Council Meeting Date**  
1/29/2024
- **Please indicate how you intend to participate during the Council Meeting**  
Provide written comments only



- **Please describe the issue you intend to present:**  
I repeal this decision. I am not in agreement to pricing a low-rise building at the end of our street. My vote is against this.

- **Please describe specific actions you want Council to take:**

This is not what the owners want, including myself. We are against this building. We would prefer single-family residential units to be placed in this area and perhaps a playground.

- **Please provide your comments in support of or in opposition to the staff recommendation:**

We have a small, family-oriented community and a building like this would create a lot additional traffic and use of our personal roads and space. We have small children and cannot guarantee that this would be an owners-only facility, which poses a significant risk and threat to our children and other members of the trusted community who reside on Sheaffe and Restivo. We are against this decision.

- **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: Jill Hogan, Commissioner, Development Services

Date: March 4, 2024

Report No: DS-013-24

Subject: Technical Report: Zoning By-law Amendment Application by Ahmadiyya Muslim Jama'at Canada Inc. applicable to lands located at 1456 Bronte Street South (Town File: Z-12/21)

**Recommendation:** THAT Application Z-12/21 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 Minor Institutional Zone (I-A\*342) Zone to permit the development of a Place of Worship, 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-013-24 for Council Adoption.

## EXECUTIVE SUMMARY

The applicant has applied to amend the Town's Comprehensive Zoning By-law 016-2014, as amended, for lands located west of Bronte Street South, just north of Etheridge Avenue, and municipally known as 1456 Bronte Street South. The proposed development consists of a place of worship containing a prayer hall, multi-purpose community hall, library and other ancillary uses with associated parking and landscaping. The proposed amendment would change the current Future Development (FD) Zone applicable to the lands to a site-specific Minor Institutional (I-A\*342) Zone to permit the development as proposed.

A virtual Public Information Centre (PIC) was held by the applicant on September 21, 2021 and the statutory public meeting was held on November 15, 2021. Members of the public sought information about the proposed development and the planning process and raised questions at the meetings in relation to the proposed use, traffic impacts, parking, land use compatibility, potential noise impacts, proposed site-specific zoning provisions, the overall engineering design (grading, drainage and servicing) and the impact that the development could have on surrounding property values. Staff also received several written submissions (Appendix 2) from members of the public, including a petition signed by several residents

## **EXECUTIVE SUMMARY**

who reside on Holbrook Court and Etheridge Avenue (located directly across from the subject lands on the east side of Bronte Street South) and Shadybrook Development Inc. (an arm of Great Gulf), the residential developer to the south.

All internal Town of Milton departments and responding external agencies have provided correspondence to Town Planning staff indicating their support for the application as currently presented.

Staff has reviewed all of the documentation, plans and comments provided to date and is of the opinion that the application as submitted is prepared in a manner that would allow it to be considered by Town Council for approval.

### **Conclusions and Recommendations**

Planning staff is satisfied that the proposed Zoning By-law Amendment is consistent with the policies of the Provincial Policy Statement and conforms to the Growth Plan, the Regional and Town Official Plans, and the Boyne Survey Secondary Plan. Therefore, staff recommends approval of the Zoning By-law Amendment attached as Appendix 1 to this report.

## **REPORT**

### **Background**

**Owner:** Ahmadiyya Muslim Jama'at Canada Inc., 10610 Jane Street, Maple, Ontario

**Agent:** WSP Canada Inc., 100 Commerce Valley Drive West, Thornhill, Ontario

#### **Location/Description:**

The subject lands are located on the west side of Bronte Street South, just north of the future extension of Etheridge Avenue in Ward 4. The lands are legally described as Part of Lot 6, Concession 1, New Survey, Former Geographic Township of Trafalgar, and are municipally identified as 1456 Bronte Street South. The location of the subject lands is illustrated in Figure 1 attached to this report.

The subject lands are located within the Boyne Survey Secondary Plan Area and are approximately 0.38 hectares (0.94 acres) in size, with a frontage of 45.72 metres and a depth of approximately 85 metres. The subject lands are currently occupied by a single detached dwelling, which is occasionally used as a gathering space and place of worship, and an



## Background

accessory building. The site is currently lower in grade than Bronte Street South and the adjacent lands to the north.

Surrounding land uses are primarily residential with constructed dwelling units to the east and a small development to the south. Lands immediately adjacent to the southern property line are designated for future residential development within the Boyne Survey and are currently being reviewed as part of subdivision application 24T-14012/M (Stevenson / Shadybrook). A new public secondary school (i.e. Elsie MacGill Secondary School) is located to the north. Although not adjacent to the subject lands, it should be noted that a portion of a large natural heritage system as well as an active CN Rail Line, is located to the west.

### Proposal:

The applicant is seeking an amendment to the Town's Comprehensive Zoning By-law 016-2014, as amended, to permit the development of a place of worship containing a prayer hall, multi-purpose community hall, library and other ancillary uses on the subject lands. The proposed building, located to the rear of the property, is generally rectangular in shape and one-storey in height with the exception of a two-storey section located at the front and middle of the building. The total gross floor area (GFA) of the proposed building is 1,530.37 square metres. Access to the development is proposed from Bronte Street South via a right in/right out private driveway. Parking is proposed in front of the building with a total of 72 at-grade parking spaces including three (3) accessible parking spaces. Landscaping is also provided as part of the proposed development, with the majority of the plantings being located adjacent to the front property line along Bronte Street South. A side walk is along proposed along the southern lot line.

A site plan, floor plans and building elevations are attached as Figures 2 and 3 to this report.

The following information has been submitted in support of the Zoning By-law Amendment application:

- Legal Plan of Survey, prepared by J.H Gelbloom Surveying Limited, dated September 29, 2016;
- Draft Zoning By-law Amendment, prepared by WSP Canada Inc., December 2023;
- Site Plan, prepared by Paradigm Architecture and Design, dated June 2, 2023 and revised January 18, 2024 (Rev 3);
- Floor Plans & Elevations, prepared by Paradigm Architecture and Design, dated June 2, 2023 and revised January 18, 2024 (Rev 3);
- 3D Views & Sections, prepared by Paradigm Architecture and Design, dated June 2, 2023 and revised January 18, 2024 (Rev 3);

## Background

- Planning Justification Report, prepared by WSP Canada Inc., dated May 11, 2021 and revised August 2023;
- Stage 1, 2 & 3 Archaeological Assessment, prepared by Fisher Archaeological Consulting, dated November 28, 2016;
- Ministry of Heritage, Sport, Tourism and Culture Industries Letter re: Stage 1-3 Archaeological Reports, dated March 14, 2017;
- Phase 1 Environmental Site Assessment prepared by Terraprobe Inc., dated March 3, 2021;
- Phase 1 Environmental Site Assessment Update, prepared by Terraprobe Inc., dated August 3, 2023;
- Geotechnical Investigation, prepared by Terraprobe Inc., dated October 12, 2016 and revised February 17, 2021;
- Functional Servicing and Stormwater Management Report, prepared by Husson Engineering and Management, dated July 2023;
- Servicing Plan, prepared by Husson Engineering and Management, dated July 19, 2023;
- Grading Plan, prepared by Husson Engineering and Management, dated July 19, 2023;
- Erosion and Sediment Control Plan, prepared by Husson Engineering and Management, dated July 19, 2023;
- Traffic Impact Study Update, prepared by C.F. Crozier & Associates, dated May 2021, revised January 2024; and,
- Noise Feasibility Study, prepared by HGC Limited, dated June 20, 2023.

It should be noted that the applicant has been reviewing their proposal at the site plan level and coordinating the construction of an appropriate privacy fence along the southern mutual property line (adjacent to future residential units) and reviewing various grading, drainage and servicing schemes with the residential developer to the south.

## Planning Policy

### Provincial Policy

The Provincial Policy Statement (PPS), 2020 provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land. The PPS identifies the subject lands as being within a settlement area. In settlement areas, the PPS directs growth and supports the accommodation of an appropriate range and mix of uses. The PPS also encourages the

## Background

efficient use of land, resources, infrastructure and public service facilities where infrastructure is planned or available to service the development.

A Place to Grow: A Growth Plan for the Greater Golden Horseshoe, 2019, as amended by Amendment 1, 2020 (APTG), like other provincial plans, builds upon the policy foundation provided by the PPS and provides additional and more specific land use planning policies to address issues facing specific geographic areas in Ontario. The Growth Plan through its policies supports the achievement of complete communities made up of a diverse mix of land uses and a convenient access to public services facilities.

### Halton Region Official Plan (ROP), 2009

Within ROP, the subject lands are designated Urban Area. Section 76 of the ROP establishes that the range of permitted uses and the creation of new lots within the Urban Area will be in accordance with the applicable Local Official Plans and Zoning By-laws. All development, however, shall be subject to the Regional Official Plan policies in effect including the following:

- Section 58 (1.1) permits development provided that adequate supply of water and treatment of wastewater for the proposed use has been secured to the satisfaction of the Region; and,
- Section 147(17) requires the applicant of a development proposal to determine whether there is any potential contamination on the site they wish to develop, and if there is, to undertake the steps necessary to bring the site to a condition suitable for its intended use.

Regional staff has reviewed the application and are satisfied the development conforms to the Urban Area policies of the ROP.

### Milton Official Plan (OP)

At the local level, the subject lands are designated “Residential/Office Area” on Schedule B -Urban Land Use Plan of the Town’s Official Plan. The “Residential/Office Area” designation is intended for lands within the Established and HUSP Urban Areas where higher density development is to be encouraged. The permitted uses will be primarily high rise residential uses, but may also include office and accessory local commercial uses which are located in the residential or office buildings particularly adjacent to gateways and major institutional uses. Section 3.3.2 of the Official Plan, also provides additional permitted uses including:

- c) Local Institutional Uses which by their activity, scale and design are compatible with residential uses and which serve adjacent residential areas, including elementary schools, libraries, churches, day care facilities and community centres,

## Background

or institutional uses which are related to adjacent major institutional uses, in accordance with the policies of 3.2.3.6.

Section 3.2.3.6 states that proposals for the development of local institutional and local commercial uses (excluding schools) shall conform to the following general criteria:

- a) the proposed uses will contribute in a positive way to providing a sense of community by promoting interaction among residents, by increasing the personal security of residents, and by supplying everyday needs;
- b) the proposed uses will provide or contribute to the “sense of place” at the neighbourhood or sub-neighbourhood level by the establishment of a focal point for the community;
- c) the proposed use includes the provision of pedestrian or other non-automobile linkages to the uses;
- d) ensuring that the proposed use would not generate an unacceptable level of vehicular traffic onto local streets; and,
- e) the service to be provided by the proposed use is needed at the proposed location and the service cannot be or is not being provided in other areas which are designated for such uses.

The subject lands are further designated “Institutional Area” on Schedule C.10.C - Boyne Survey Secondary Plan Land Use Plan. This designation is intended primarily for major public and quasi-public uses. The main permitted uses include secondary schools, large religious facilities and places of worship, which serve the Boyne Survey Planning District. Accessory residential uses such as a rectory, manse and/or caretaker’s residence, accessory service commercial uses, retail uses and office functions shall also be permitted, as well as high density residential development, assisted and special needs housing or supportive housing in conjunction with institutional uses or on separate sites.

Staff reviewed the application in relation to the policies of the Provincial Policy Statement, the Growth Plan, the Halton Region Official Plan, the Town of Milton Official Plan, and the Boyne Survey Secondary Plan. Town staff and our agency partners are satisfied that the application for the zoning by-law amendment as presented through this report, conforms to the applicable Provincial, Regional and Local land use planning policies and regulations.

### **Zoning By-law 016-2014, as amended**

The subject lands are currently zoned Future Development (FD) under Zoning By-law 016-2014, as amended, which only permits uses that legally existed on the date that the By-law came into effect.

## Background

The current Zoning By-law Amendment application proposes to rezone the subject lands from the current Future Development (FD) Zone to a site-specific Minor Institutional (I-A\*342) Zone to accommodate the proposed place of worship containing a prayer hall, multi-purpose community hall, library and other ancillary uses and recognize site-specific provisions relating to lot frontage, lot area, rear yard and interior side yard setbacks, landscaped open space and buffers, setbacks to parking areas and access routes to the main building, loading spaces, encroachments for ornamental projections, stairs, landings and accessible ramps, and a minimum fence height along the southern lot line abutting future residential uses.

A draft amending Zoning By-law is attached as Appendix 1 to this report.

## Site Plan Control

Should the Zoning By-law Amendment application be approved, the applicant will be required to receive Site Plan Approval prior to the issuance of a building permit and commencement of any development. Detailed site plan drawings addressing such matters as access, site design (including parking, pedestrian circulation, accessibility, fire truck access and waste disposal), lot grading and drainage, lighting and landscaping will be required to be submitted for review and approval. The applicant will also be required to enter into a site plan agreement with the Town and provide securities to guarantee the completion of works in accordance with the approved drawings.

## Discussion

### Public Consultation and Review Process

Notice of a complete application was provided on June 14, 2021. A virtual Public Information Centre (PIC) was held by the applicant on September 21, 2021 and was attended by members of Council, interested area residents and staff. The applicants presented the proposal and offered a short question and answer period. Members of the public sought information about the proposed development and the planning process and raised questions relating to the proposed use, traffic impacts, parking, land use compatibility, and the impact that the development could have on surrounding property values.

Notice for the statutory public meeting was provided pursuant to the requirements of the Planning Act and the Town's Official Plan via written notice to all properties within 200 metres of the subject lands, as well as an ad in the Milton Canadian Champion Newspaper on October 21, 2021. The statutory public meeting was held on November 15, 2021 and no members of the public spoke at the meeting.

## Discussion

Following the virtual PIC and the statutory public meeting, staff did receive several written submissions from members of the public, including a petition signed by several residents who reside on Holbrook Court and Etheridge Avenue (located directly across from the subject lands on the east side of Bronte Street South) and Shadybrook Development Inc. (an arm of Great Gulf), the residential developer to the south. In addition to the aforementioned issues, concerns were also raised in regards to the proposed reduction in the interior side yard setback (to the southern lot line), potential noise impacts, and the overall functional servicing and engineering design. Written submissions are attached as Appendix 2 to this report.

Concerns referenced above are discussed in the Summary of Issues section below.

### Agency Consultation

The proposed Zoning By-law Amendment and all supporting documents were circulated to both internal and external commenting agencies. Although Halton Region, Conservation Halton, the Town Departments, the School Boards and other agencies including Canada Post and Milton Hydro offered no objection to the application, the following comments should be noted.

#### Fire Department

While specific details relating to fire safety requirements (e.g. exterior building connections, on-site hydrants and a clear path of travel to these connections) are typically addressed at the site plan stage, the Fire Department noted it was appropriate to examine these requirements during the zoning review as the location and design of these features had the potential to affect the proposed parking spaces on the site. The applicant provided the details as requested and only had to make a minor alteration to the plan to ensure that the proposed number of parking spaces remained unchanged.

#### Milton Hydro

Milton Hydro requires that their utility poles be located a minimum of 1.5 metres from the edge of a driveway. Where this cannot be achieved in relation to a development proposal, the Owner is responsible for the relocation of the pole at their cost.

#### Halton District School Board

The Halton District School Board (HDSB) noted that the abutting property to the north and the west of the subject lands, contains a 1,191 pupil place building (i.e. Elsie MacGill Secondary School) and has the potential to accommodate up to twelve (12) portables, which at capacity could increase the number of pupil places to 1,476, plus staff. Total site capacity is projected to be surpassed by 2025.

## Discussion

While the HDSB supports the approval of the zoning amendment application to permit the development of a place of worship, community hall, library, and other ancillary uses, the Board advised staff of the following:

1. The Board does not want to preclude the future capacity increases to the facility for future additions and/or portable needs to accommodate growth.
2. As a result of the above, there will be no opportunity for formalized shared use of parking facilities on the school site for the proposed place of worship.
3. Due to the proximity of the building to the school property, the site plan submission should be reviewed in relation to the Elsie MacGill Secondary School site plan to ensure no conflicts are anticipated between both uses.

Agencies will continue to work with the applicants through the Site Plan Approval process prior to the development of the site.

## Summary of Issues

### Proposed Use and Compatibility With Surrounding Neighbourhood

Residents living in the immediate area raised concerns with respect to the proposed place of worship being located next to Elsie MacGill High School and within an already dense residential area (with further development on the way), as they have already experienced a noticeable increase in traffic and on-street parking demand from the existing uses on weekdays. Some residents requested that the applicant consider alternative locations that would provide some distance between residential areas and the proposed use to minimize the potential negative impacts such as parking, noise and traffic.

As outlined in the planning policy section of this report, the subject lands are located within the Residential/Office Area designation, which allows for a range of uses including Local Institutional Uses which by their activity, scale and design are compatible with residential uses and which serve adjacent residential areas, including elementary schools, libraries, churches, day care facilities and community centres, or institutional uses which are related to adjacent major institutional uses, in accordance with specific policies of the Official Plan. Further to the use being permitted in the proposed location, the proposed primary use of the new building as a place of worship and accessory community space will be smaller in nature as the development has been scaled to reflect the smaller lot. The height of the building (not including the ornamental domes and minarets) is also lower in height than a typical two-storey grade related residential unit. The proposed lot coverage is 20% which is two thirds of the maximum lot coverage for the Minor Institutional Zone. Furthermore, the place of worship is located amongst other existing institutional uses which is appropriate and encouraged from a land use perspective.

## Discussion

In addition, Provincial and Regional policies and plans direct growth to settlement areas and supports the accommodation of an appropriate range and mix of uses to create complete communities where people live, work and play. Community institutions such as schools, community centres and places of worship are an important part of the character and vitality of neighborhoods and rely on surrounding residents in the community to utilize them. In order for an urban area to function effectively, all the needs of its citizens must be met, however, the mix of uses must be evaluated and considerations for potential impacts must be acceptable to the approval authority. It is staff's opinion that the proposal contributes to the sites location in an evolving urban environment and represents the efficient use of land in a part of the Town of Milton that is intended to be a compact, complete community.

See sections below relating to traffic, parking and noise impacts evaluated as part of the application.

### Traffic Impacts

A Traffic Impact Study (TIS), prepared by C.F. Crozier & Associates Inc., dated May 2021 and revised January 2024 that documents the expected site related impacts from the proposal on the road network during the five-year horizon from the base year of 2021 to 2026 with and without the proposed development, was submitted and reviewed by Town Engineering and Transportation staff. The TIS reviewed peak travel times, taking into consideration existing and proposed conditions, including future development within the area and provided an analysis of intersection operations, trips anticipated to be generated to and from the site, site access operations/design and internal circulation (i.e. AutoTURN assessment, parking layout, safety and operations), and parking. In addition, the TIS recognized that the peak hour for a Mosque is mid-afternoon on Friday, and given the concerns raised by Town staff and area residents, they estimated site-generated traffic using previous traffic impact studies for similar developments in the surrounding municipalities. The TIS was also peer reviewed at the request of the Town.

The TIS concluded that the study area intersections are operating below capacity currently and movements are expected to continue to be below capacity once the place of worship is constructed; the proposed right-in/right-out site access at Bronte Street South will function at a good level of service and below capacity; the proposed parking provided meets the Town's Zoning requirements and is expected to be sufficient; no on-site maneuvering conflicts were found using the AutoTURN software and the expected design vehicles (e.g. automobiles, fire trucks and waste management vehicles); the site meets the TAC Geometric Design Guidelines for Canadian Roads sight distance requirements; and overall, the proposed



## Discussion

development can be supported from a traffic operations perspective as the site-generated traffic will have a negligible effect on the operations of the public roadway system.

Town Development Engineering and Transportation sections have reviewed the study and are supportive of the study conclusions.

It should be noted that as a result of the change in building location from the front to the rear of the property, due to staff and adjacent landowner concerns with a reduced interior side yard setback next to the proposed residential plan of subdivision to the south in the initial application submission, the access driveway to the site was slightly relocated further south along Bronte Street South to provide for a new parking plan. Through the technical review of the relocated access, Transportation staff requested that the throat of the new access at the property line be widened to meet the Town's standard to ensure better vehicular movement into and out of the property. As a result of this, an existing hydro pole was no longer situated outside of Milton Hydro's required 1.5 metre clearance area and the applicant will be required to move the pole to satisfy Milton Hydro's requirements at time of construction. This matter will be addressed through the Site Plan Approval stage.

### Parking

In addition to the parking concerns raised by residents, Shadybrook Development Inc. requested clarification as to how the required parking for the site was calculated as the proposed 72 parking spaces did not seem sufficient for the anticipated occupant load of the proposed place of worship. Their review suggested that there were a number of uses that didn't seem to be accounted for (e.g. offices, library, youth hall, classroom, children's room a kitchen, and storage rooms) and observed that only 34.7% of the total gross floor area (GFA) appeared to be used in the overall calculation.

As per Section 5.8.2, Table 5G, Non-Residential Parking Requirements in the Town's Zoning By-law 016-2014, as amended, the off-street parking requirements for a place of worship is one (1) parking space per 5.5 square metres of gross floor area in the nave, plus one (1) parking space per 11 square metres of gross floor area for a public hall, banquet hall or community/multi-use hall if permitted and associated with or on the same site as the place of worship. Based on the aforementioned, Zoning staff confirmed that 70 parking spaces are required for the proposed development and the applicant has demonstrated that the requirement plus two additional parking spaces can be accommodated on the site for a total of 72 off-street parking spaces in total.

Although the parking requirements of the Zoning By-law have been met and the TIS has been accepted by Town staff, Planning and Transportation staff still encourage the applicant

## Discussion

to consider overflow parking strategies during large events as recommended by the Peer Reviewer of the TIS and discussed previously.

### Reductions in Interior Side Yard Setbacks Adjacent to Residential Uses

The initial proposal sited the place of worship building at the front of the property with parking being located to the rear. While the initial proposal met urban design goals and objectives by bringing the building towards the street, Town staff and Shadybrook Development Inc. raised concerns with respect to the proposed minimum interior side yard setback of 1.5 metres from the southern property line as the abutting land use to the south is planned to be residential in nature. Although the applicant argued that the majority of the built form to be located along the southern property line would be one to two storeys in height, and only have a direct impact on a few of the residential lots in the future residential plan of subdivision to the south, staff was still of the opinion that some additional separation should be provided.

As per Section 9.2, Table 9B, Institutional Zone Standards of the Town's Zoning By-law 016-2014, as amended, the required minimum interior side yard setback to abutting properties is 6.0 metres, and where abutting a residential zone an additional 3.0 metres is to be added. The intent of the increased setback is to ensure that both uses provide adequate setbacks to allow for natural light, views, privacy, greenspace, and to ensure that services can be accessed, the buildings can be properly maintained, grading can be accommodated appropriately, and neither use infringes upon one another. In addition, where residential rear yards are the only amenity areas for the residents' enjoyment, there is more potential of an impact to the resident with the building infringing that closely to the residential property line. Further, it is staff's opinion that a place of worship is a more intense use than the proposed adjacent residential uses with the potential for increased noise, privacy concerns, visual impacts, etc.

To address the concerns, the applicant adjusted their proposed site layout by moving the building to the rear of the property, relocating the parking to the front of the site, and increasing the landscaping along the street line. To accommodate the greatest setback to the future residential lots, staff accepted the proposed reduction in the interior side yard (north lot line) and the rear yard (west lot line) as each of those yards abut driveways and parking areas associated with the adjacent high school. Shadybrook Development Inc. agreed that the new proposal resolved some of their initial concerns, including the 1.5 metre setback to the residential lots, however they continued to have some concerns with the proposed siting and sizing of the place of worship. Shadybrook Development Inc. did note that the location of the proposed stairs, wheelchair ramp and the elevated landing, along with the waste collection area, specifically the loading and pick up of waste, proposed on the

## Discussion

southern side of the building could have a negative impact on the neighbouring residential properties from a privacy, visual, odour and noise perspective.

From the outset, staff has recognized that the subject site is smaller than typical sites used for similar uses, and as a result, some concessions would have to be considered to accommodate the use. Planning staff is satisfied that the relocation of the building and the setbacks proposed to the aforementioned elements will be adequate with appropriate fencing placed between the uses. In addition, the applicant has provided a side walk along the southern property line to provide additional space between vehicles and rear yards, and to ensure that those visiting the place of worship have a safe place to walk. Overlook issues will be further prevented by the positioning of glazing on the southeast side of the building: only clerestory (upper part of the nave) windows and basement windows at grade will be present. The waste storage area will be fully enclosed and is not accessible by vehicle, and therefore, waste containers will be rolled out to a different location on the site or be part of the Region's curbside pick-up program. These matters will be further reviewed through the Site Plan Approval process.

### Functional Servicing and Drainage

One of the issues identified by Shadybrook Development Inc. was post-development drainage and its potential impact on the residential properties in the Shadybrook Plan of Subdivision abutting the southern lot line of the subject site. Shadybrook Development Inc. noted in their correspondence that the applicant's proposal would have to provide either front-draining or split-draining with rear lot catch basins along the rear of each lot. Given the potential impacts on the development feasibility of a dwelling unit on specific lots, the residential developer requested that detailed design drawings be provided to them for further review. In addition, the residential developer requested copies of the latest technical studies to assist with other engineering matters including the determination of the ultimate water and wastewater servicing option that could be implemented to benefit both landowners.

The applicant has been working with Shadybrook Development Inc. on these matters and are hopeful that an agreement will be reached between the two landowners to assist in achieving and coordinating the best drainage and servicing options. Details will also be confirmed through the Site Plan Approval process.

### Noise

A Noise Feasibility Study (TIS), prepared by HGC Engineering, dated June 20, 2023 that evaluated the impact of road and railway traffic noise on the proposed place of worship as well as the impact of the proposed building on nearby existing and future residences, was submitted and reviewed by Town staff. The results of the study indicated that with suitable

## Discussion

noise control measures incorporated into the design of the place of worship (e.g. specific window and wall construction), it is feasible to achieve the indoor Ministry of Environment, Conservation and Parks (MECP) guideline sound levels from road and rail traffic noise sources. The study also concluded that that sound emissions originating from the building will be within applicable noise guideline limits of the MECP in relation to the existing and future residential units with an acoustic screen extending 0.3 metres above the two rooftop mechanical units. The applicant has included the appropriate screening within the proposal.

While the results of the Noise Study may address some matters, Shadybrook Development Inc. did request some clarification from the applicant on two matters:

1. There appeared to be a discrepancy between the proposed architectural plans and the figures in the noise report whereby the architectural plans showed a masonry wall at the shared property line, but the noise report showed a wooden privacy fence. Shadybrook Development Inc. noted that it was their preference that a 2.6 metre masonry wall along the shared property line be implemented, as it would mitigate best against noise and other effects from the parking area and proposed use; and,
2. The addition of a second set of minarets were shown on the revised architectural drawings but the addition of these features were not recognized or assessed in the noise report figures.

The applicant responded to the above concerns by clarifying that the Noise Study had been completed prior to the contemplation of a masonry wall and that further discussion regarding the appropriate fence parameters would continue during the Site Plan Approval stage. With respect to the second matter noted above, the applicant noted that at this time there are no noise/speakers being contemplated with the minarets. Staff would like to confirm that proposed minarets are permitted through the height exemptions in the Zoning By-law and any noise generated from them will be subject to the Town's Noise Bylaw that is applicable to all properties within the Municipality.

It should be noted that Shadybrook Development Inc. will be required to construct a noise attenuation wall as a result of road traffic noise impacts from Bronte Street South on the future residential Plan of Subdivision. In order to avoid duplication in the construction of necessary fencing between the two properties, the applicant and Shadybrook Development Inc. have been coordinating the details regarding fence heights and materials to be placed along the mutual lot line and agreements associated with maintenance easements for the noise wall. Both parties are working towards mitigating noise and other areas of concern (e.g. vehicle lighting and raised entrance features) to minimize impacts on the future residential properties abutting the subject property.

## Discussion

### Property Values

There are many factors that impact the value of a property. Changes to the local context can both increase and decrease the value of a property. Provincial planning policies and the Planning Act do not identify impact on property values as a consideration for planning decisions. Rather, all development applications must be evaluated to ensure consistency with Provincial, Regional, and Local planning policies.

### **Amending Zoning By-law**

In order to permit the proposed development, a zoning by-law amendment containing a Minor Institutional (I-A) Zone classification with site-specific provisions is required. A draft amending by-law is attached as Appendix 1 to this report.

### Minor Institutional (I-A) Site Specific Zone

The amending by-law proposes variations in zone standards relating to lot frontage, lot area, rear yard and interior side yard setbacks and landscaped open space and buffers, and includes slight revisions to general provisions relating to setbacks applicable to parking areas and access routes to the main building, loading spaces, encroachments for ornamental projections, stairs, landings and accessible ramps, and the implementation of a minimum fence height along the southern lot line abutting future residential uses.

Variations in zone standards have been proposed to recognize existing lot characteristics and implement the proposed building as shown on the concept site plan, attached as Figure 2 to this report. Two of the more notable variations include:

- 1.5 metre rear yard and interior side yard (north) setbacks, whereas the Zoning By-law requires 7.5 metres and 6.0 metres, respectively; and,
- A minimum privacy fence height of 2.2 metres (7.2 feet) along the southern lot line to minimize impacts of the development on future abutting residential properties.

Although the setbacks have been reduced along the north and west sides of the proposed building, staff agrees with the applicants assessment that the proposed building is primarily one-storey in height, is located similarly to the existing oversized accessory building on the site, the built form makes up two thirds of the allowable 30% lot coverage, and given that both the proposed use and the school to the north are institutional uses, their relationship is more complimentary. In addition, the school site has a large setback from the mutual property lines, and a driveway on the school site adds an additional buffer to the subject site.

As per discussions with Shadybrook Development Inc., a minimum 2.2 metre high privacy fence has been proposed along the shared property line, where required (i.e. beyond the

### **Discussion**

noise attenuation wall required to be implemented in relation to the adjacent residential subdivision). The remainder of the property line will contain a 1.8 metre high fence. It should be noted that there is no minimum required height for a fence in the Zoning By-law, only maximum heights. Further discussion regarding fencing will continue through the Site Plan Approval process.

### **Conclusion**

Planning staff is of the opinion that the proposed place of worship containing a prayer hall, multi-purpose community hall, library and other ancillary uses, along with associated parking and landscaping, subject to site-specific provisions, is consistent with the Provincial Policy Statement, conforms to provincial, regional and local planning policy, and achieves acceptable engineering and design standards. On the basis of the foregoing, staff recommends that the Zoning By-law Amendment attached as Appendix 1, be brought forward for Council adoption.

### **Financial Impact**

None arising from this report.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact:    Angela Janzen, Sr. Planner                      Phone: Ext. 2310

### **Attachments**

- Figure 1 - Location Map
- Figure 2 - Concept Site Plan
- Figure 3 - Floor Plans and Elevations
- Appendix 1 - Draft Zoning By-law Amendment
- Appendix 2 - Public Comments

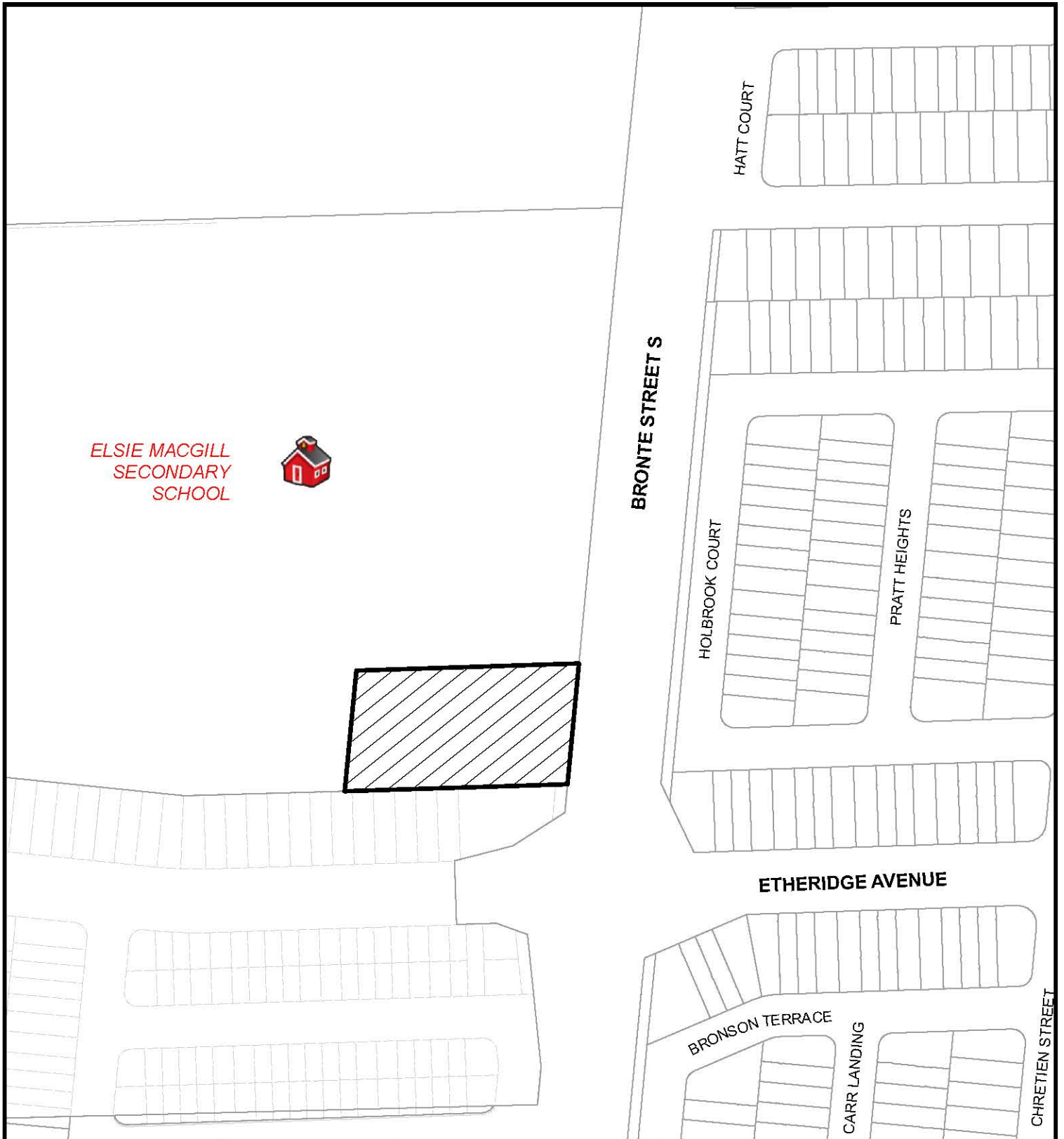


Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

### 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.

# FIGURE 1 LOCATION MAP



Council Meeting Date: March 4th, 2024	Scale: 1: 2,000	Files: Z-12/21	Development Services Department
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**OBC STATISTICS** DATE REVIEWED: REVIEWED BY:

**MAJOR OCCUPANCY CLASSIFICATION** (TABLE 3.1.2.1.1)  
ASSEMBLY OCCUPANCY - GROUP A, DIVISION 3

**BUILDING CLASSIFICATION** (3.2.2.29)  
GROUP A, DIVISION 3, ANY HEIGHT, ANY AREA

**BUILDING AREA** (1.4.1.2)  
EXISTING 0.00m<sup>2</sup> + NEW 757.0m<sup>2</sup> = 757.0m<sup>2</sup>

**NUMBER OF STOREYS** (1.4.1.2(A))  
ABOVE GRADE= 1 STOREY  
BELOW GRADE= 1 STOREY

**NUMBER OF STREETS / FIRE FIGHTER ACCESS** (3.2.2.10 & 3.2.5)  
FACING 1 STREETS

**SPRINKLER SYSTEM REQUIRED** (3.2.2.29)  
YES, FULLY SPRINKLERED

**STANDPIPE REQUIRED** (3.2.9)  
NO

**FIRE ALARM SYSTEM REQUIRED** (3.2.4)  
YES

**ADEQUATE WATER SERVICE SUPPLY** (3.2.5.7)  
YES

**HIGH BUILDING** (3.2.6)  
NO

**PERMITTED CONSTRUCTION** (3.2.2.20-3.2.2.83)  
NON-COMBUSTIBLE  
**ACTUAL CONSTRUCTION**  
NON-COMBUSTIBLE

**MEZZANINE AREAS** (3.2.1.1(3)-3.2.1.1(8))  
TOTAL = 0.0m<sup>2</sup>

**OCCUPANT LOAD** (3.1.16)  
BASEMENT (A3): 648.0m<sup>2</sup>/0.75= 864 PERSONS  
GROUND FLOOR (A3): 634.0m<sup>2</sup>/0.75= 846 PERSONS  
TOTAL = 1,710 PERSONS

**BARRIER FREE DESIGN** (3.9)  
YES

**HAZARDOUS SUBSTANCES** (3.3.1.2 & 3.3.1.19)  
NO

**ZONING STATISTICS**  
1458 BRONTE ST S, MILTON, ON L9T 7K4  
ZONING DISTRICT: PART OF LOT 6, CONCESSION (1) TRAFALGAR, TOWN OF MILTON IN THE REGIONAL MUNICIPALITY OF HALTON  
RANTHMOH CAVANAUGH (TOWN FILE 2-104)  
WARD 4  
TOTAL LOT AREA: 3810.050 m<sup>2</sup> (0.88 ha)

	EXISTINGS	MINOR INSTITUTIONAL (E-A) ZONE REQUIRED	PROPOSED
GFA			1,530.373 SM
BUILDING	252.43 m <sup>2</sup>		1,530.373 SM
<b>TOTAL</b>			<b>1,530.373 SM</b>
<b>AREA BREAKDOWN</b>			
PRAYER HALL			242 m <sup>2</sup>
MULTI-PURPOSE HALL			285 m <sup>2</sup>
<b>SETBACKS</b>			
FRONT SETBACK (EAST)	3.00 m	3.00 m	53.58 m
SETBACK INTERIOR SIDE YARD ADJUTING A RESIDENTIAL ZONE SOUTH SETBACK	9.0 m	9.0 m	9.00 m
SETBACK INTERIOR SIDE YARD, NORTH SETBACK	6.0 m	1.5 m	
WEST SETBACK	10.5 m	1.50 m	
INTERIOR SIDE YARD NORTH SETBACK	6.0 m	1.50 m	
<b>BUILDING HEIGHT (MAX)</b>	<b>12.5 M</b>	<b>9.9 M</b>	<b>9.9 M</b>
<b>FLOOR SPACE INDEX</b>			
REQUIRED/PERMITTED = 1.0 (MAX)	252.43 m <sup>2</sup> /3810.05 m <sup>2</sup> = 0.07	1.0 MAX	1,530.373 m <sup>2</sup> /3810.05 m <sup>2</sup> = 0.402 or 40.2%
<b>LOT COVERAGE</b>			
LOT FRONTAGE	45.72 M	50.0 M	45.72 M
LOT AREA MIN.	1.0 Ha	0.38 Ha	
LOT AREA MAX.	3.0 Ha	0.38 Ha	
LOT COVERAGE (MAX)	143.005 m <sup>2</sup>		775.604 m <sup>2</sup>
LOT COVERAGE (MAX)		30.0%	20.4%
<b>LANDSCAPE</b>			
MIN LANDSCAPE OPEN SPACE %	20.0%	21.2% (806.490/3810.05)*100	
MIN LANDSCAPE BUFFER ADJUTING A STREET LINE	3.00 M	3.00 m (STREET)	
MIN LANDSCAPE BUFFER ADJUTING RES ZONE	4.00 M	3.195 M	
<b>PARKING / LOADING SPACES</b>			
PRAYER HALL	0	44 SPACES	
MULTI-PURPOSE ROOM	0	28 SPACES	
<b>TOTAL PARKING SPACES</b>	<b>0</b>	<b>70 SPACES</b>	<b>72 SPACES</b>

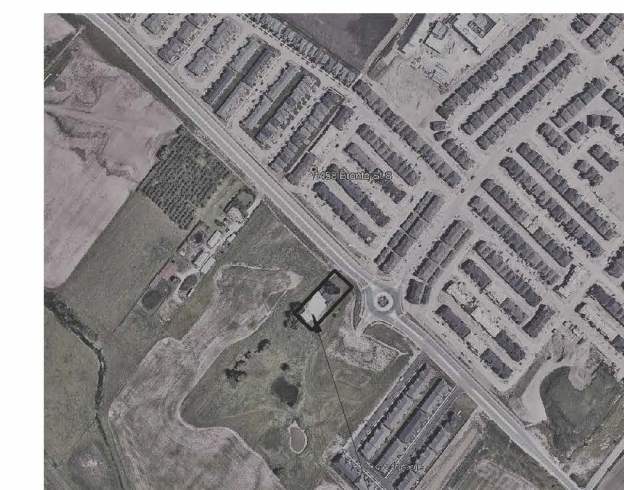
**FIGURE 2**  
**DS-013-24**

**MILTON AMJ COMMUNITY CENTRE**  
1458 BRONTE STREET SOUTH, MILTON, ON L9T 7K4

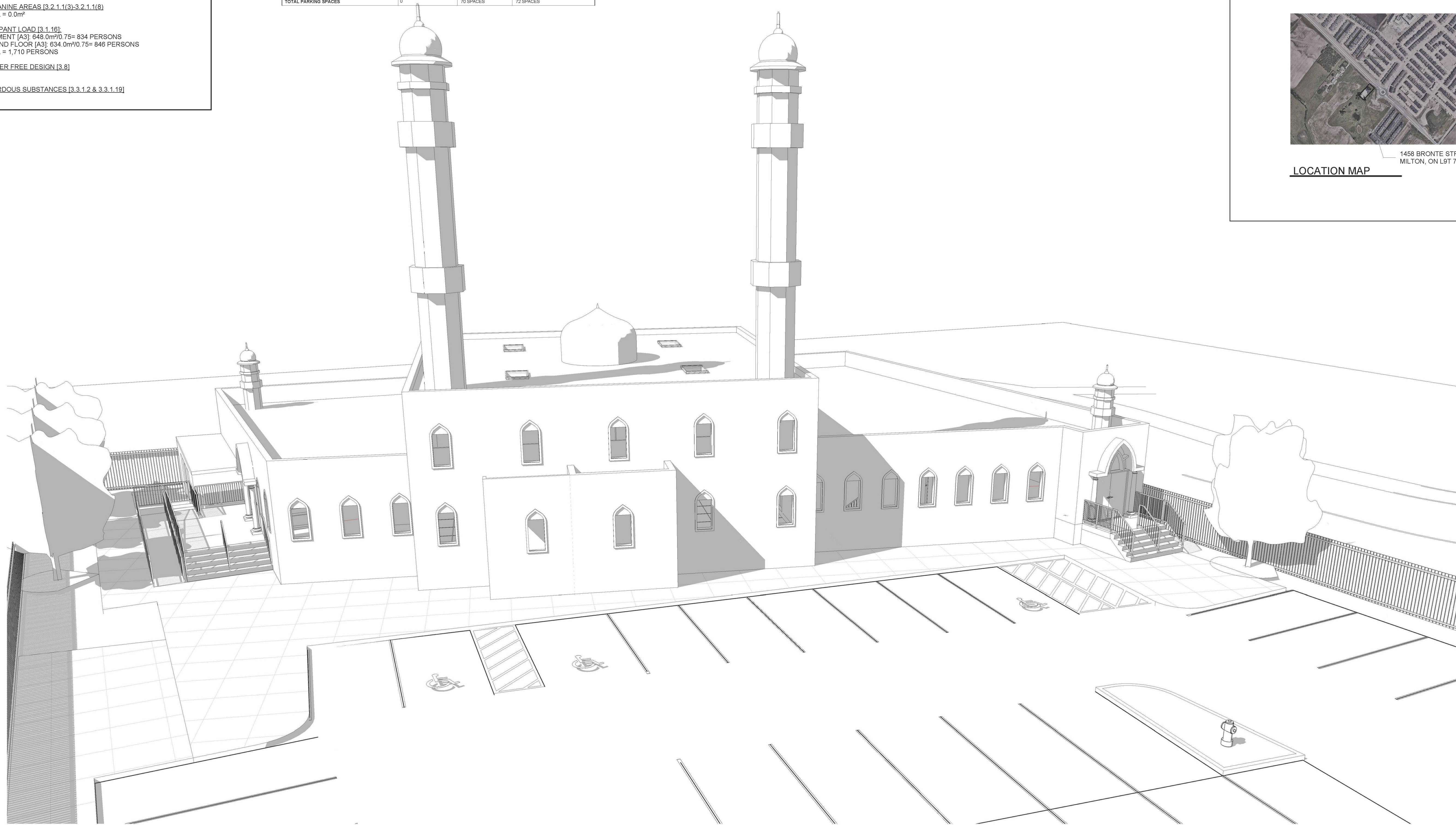
**ISSUED FOR REVIEW**  
**JUNE 06, 2023**

**DRAWING LIST**

SHEET NO.	SHEET NAME
A0.0	PROJECT INFORMATION
A1.0	SITE PLAN
A1.1	FLOOR PLANS
A2.0	ELEVATIONS
A2.1	ELEVATIONS
A3.1	BUILDING SECTION
A4.1	3D VIEWS



1458 BRONTE STREET SOUTH,  
MILTON, ON L9T 7K4  
**LOCATION MAP**



**1 FRONT VIEW**  
SCALE

**ISSUE**

NO.	DATE	DESCRIPTION
1	2023/03/02	ISSUED FOR COORDINATION
2	2023/11/15	ISSUED FOR ZBA SUBMISSION #2
3	2024/01/18	ISSUED FOR ZBA SUBMISSION #3

**REVISION**

NO.	DATE	DESCRIPTION
2	2023/11/15	REVISION PER SPA COMMENTS
1	2023/03/02	REVISION TO BLDG LOCATION

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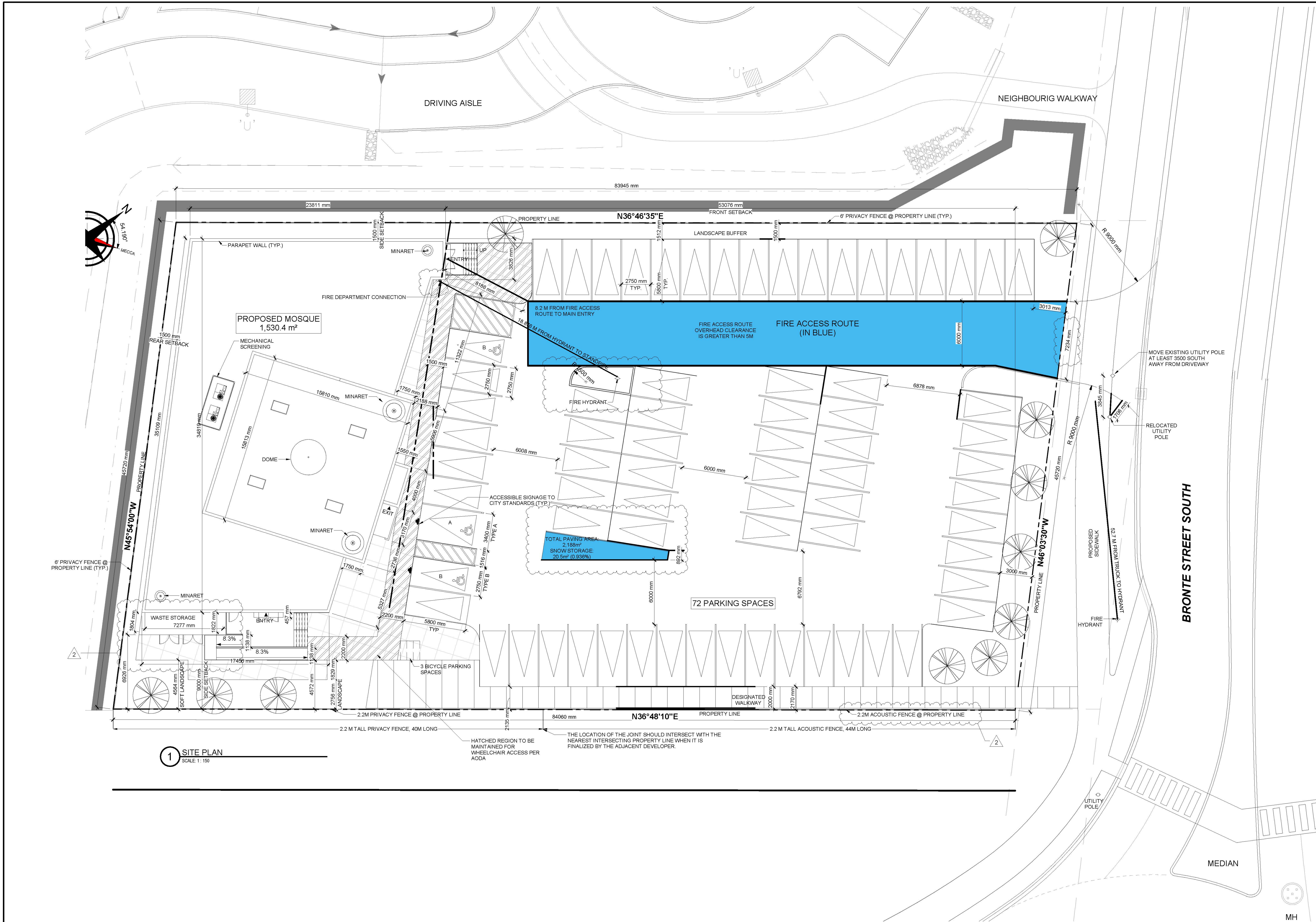
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(1)416.686.3824 www.paradigm-ad.com

**PROJECT NAME/LOCATION**  
**MILTON AMJ COMMUNITY CENTRE**  
**1458 BRONTE STREET SOUTH, MILTON**

**DRAWING TITLE**  
**PROJECT INFORMATION**

**DRAWN BY:** MM/MC **PROJECT NO.:** 856  
**CHECKED BY:** MC **SCALE:** As indicated  
**DATE:** 2023-06-02  
**DRAWING NO.:**

**A0.0**



**1 SITE PLAN**  
SCALE: 1:150

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2	2023/11/15	ISSUED FOR 78L SUBMISSION #2
3	2024/01/18	ISSUED FOR 78A SUBMISSION #3

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**MILTON AMJ COMMUNITY CENTRE**  
1458 BRONTE STREET SOUTH, MILTON

DRAWING TITLE  
**SITE PLAN**

DRAWN BY: MM/MC	PROJECT NO: 856
CHECKED BY: MC	SCALE: 1:150
	DATE: 2023-06-02
	DRAWING NO: <b>A1.0</b>

**FIGURE 3**  
**DS-013-24**

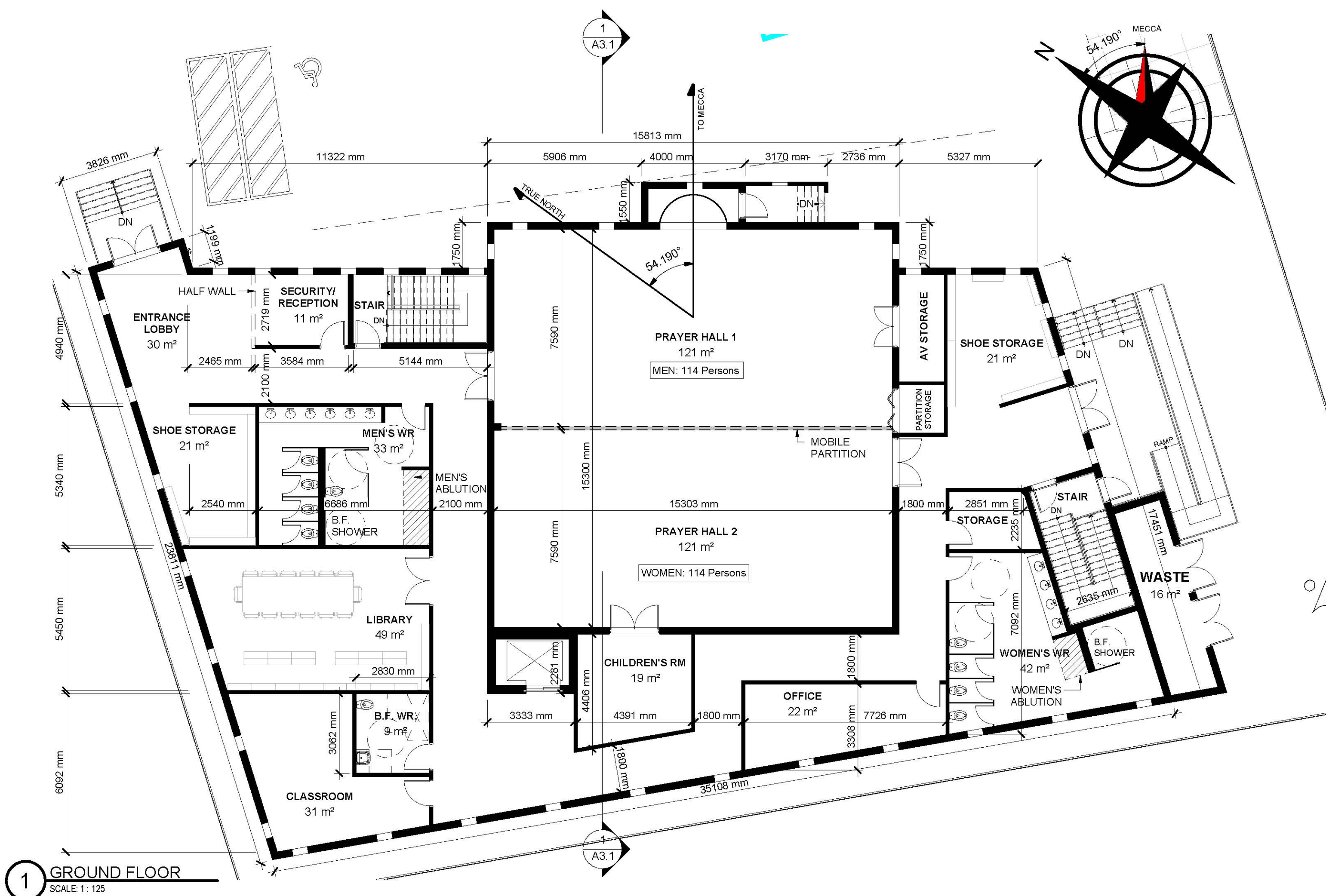
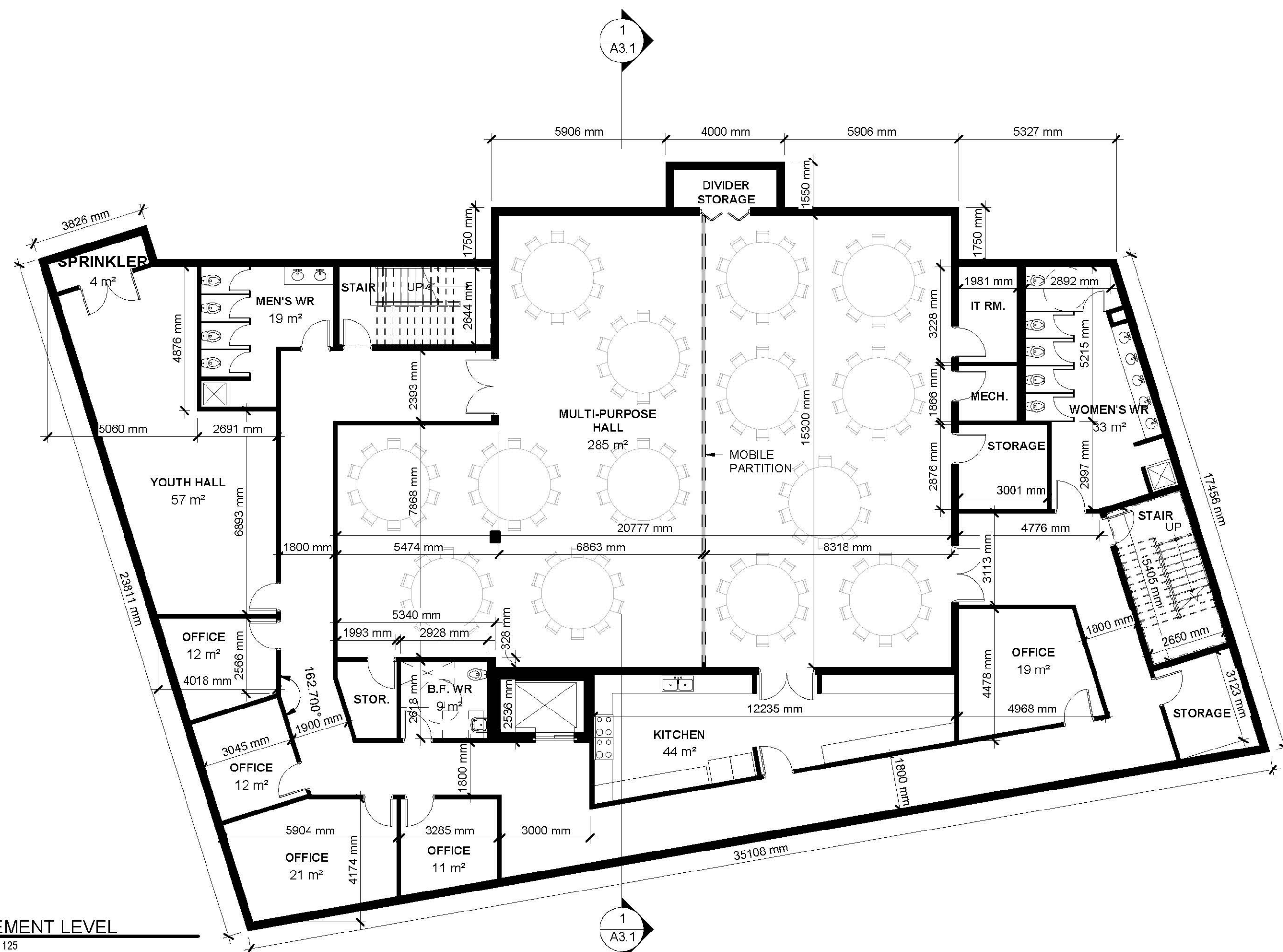
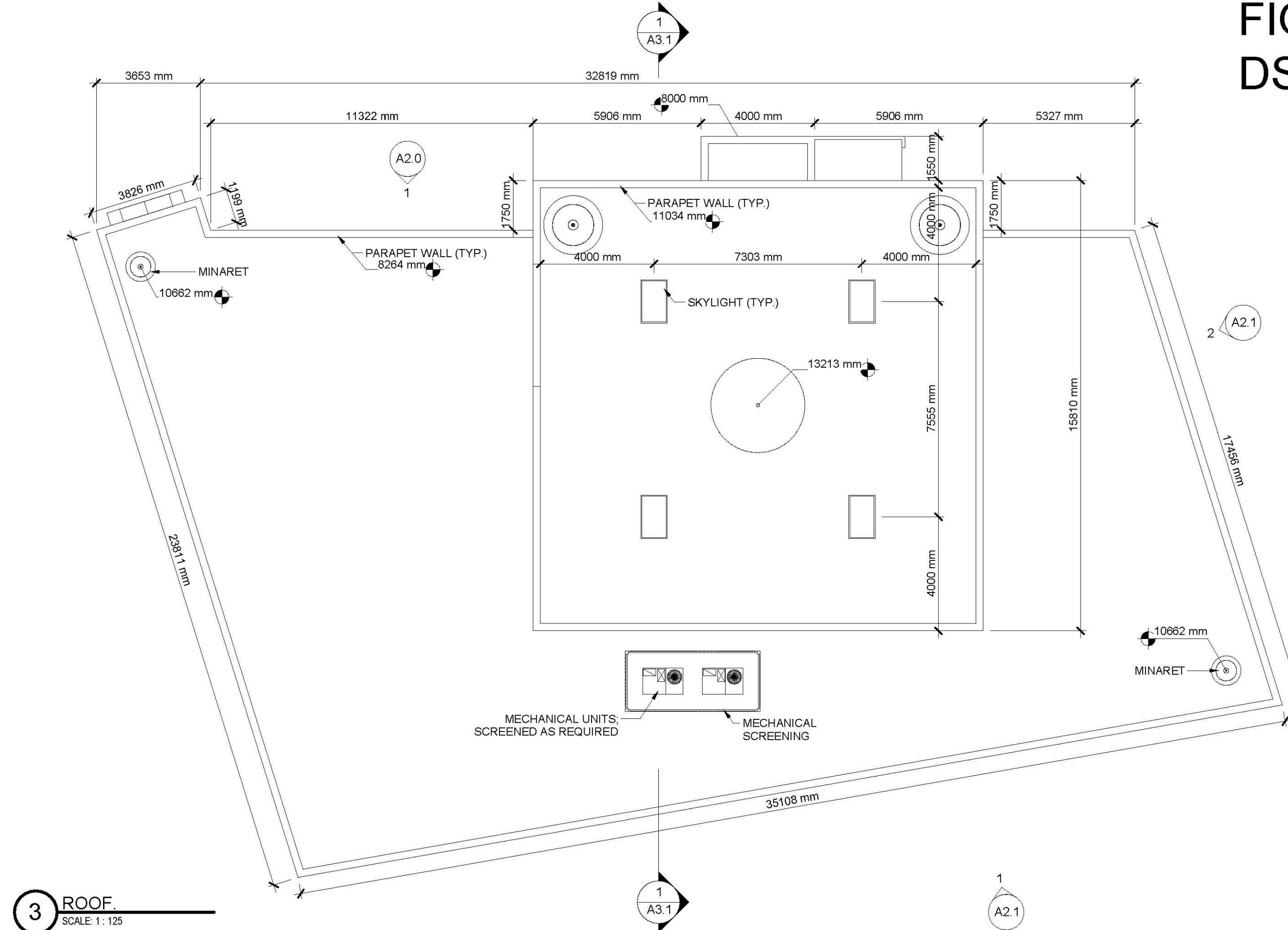
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3	2024/01/18	ISSUED FOR ZBA SUBMISSION #3

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PROJECT NAME/LOCATION  
**MILTON AMJ COMMUNITY CENTRE**

1458 BRONTE STREET  
SOUTH, MILTON

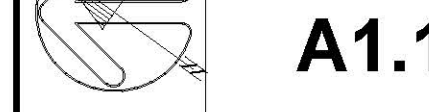
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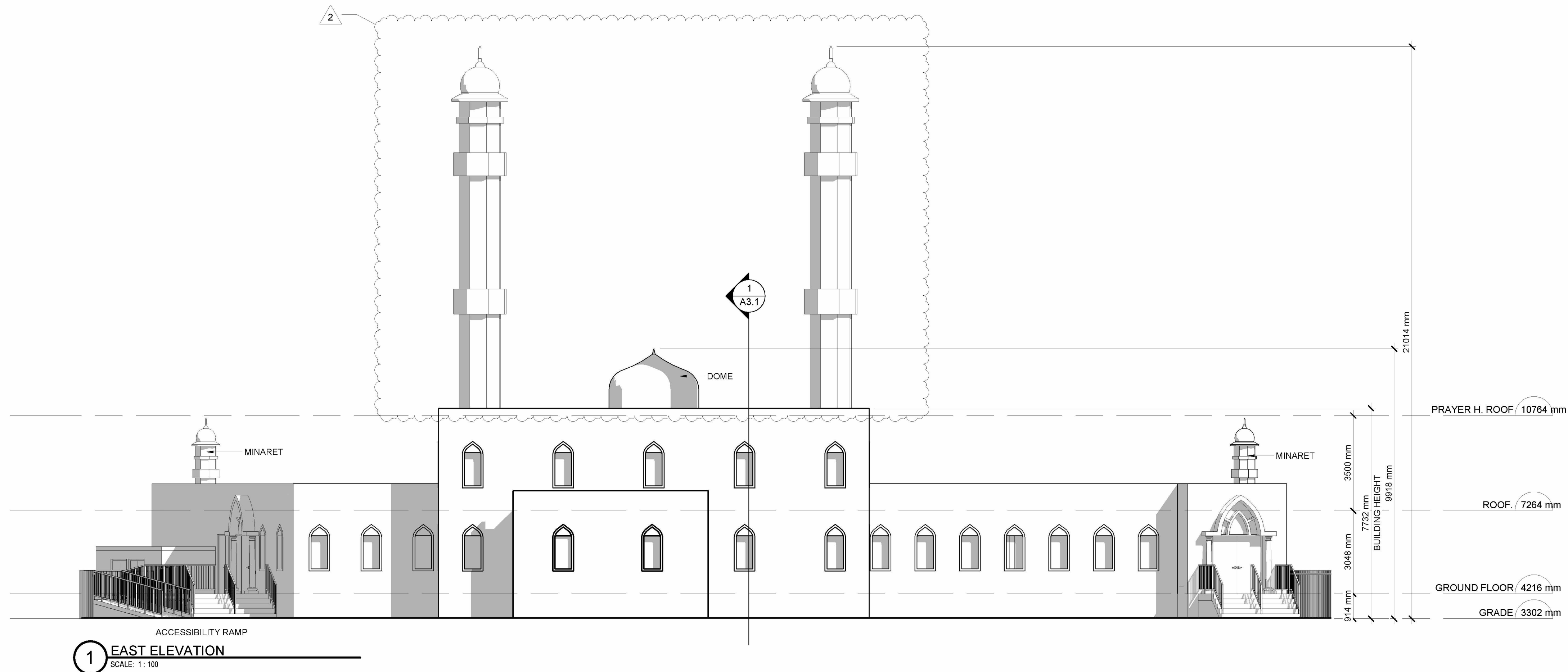
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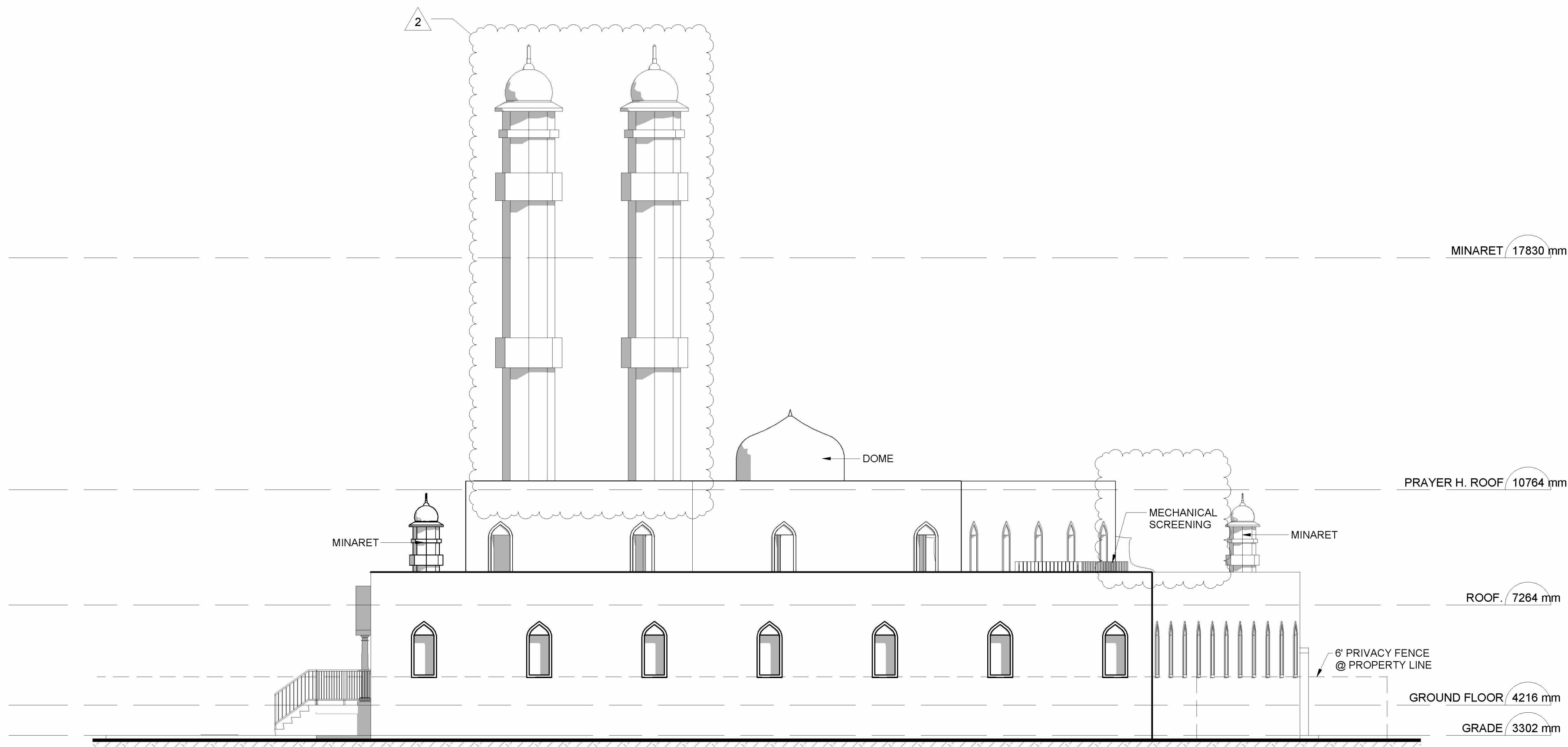
DATE: **2023-06-02**

DRAWING NO: **A1.1**





**1 EAST ELEVATION**  
SCALE: 1 : 100



**3 NORTH ELEVATION**  
SCALE: 1 : 100

NO.	DATE	DESCRIPTION
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2	2023/11/15	ISSUED FOR ZBL SUBMISSION #2
3	2024/01/18	ISSUED FOR ZBA SUBMISSION #3

NO.	DATE	DESCRIPTION
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1	2023/03/02	REVISION TO BLDG LOCATION

NO.	DATE	DESCRIPTION
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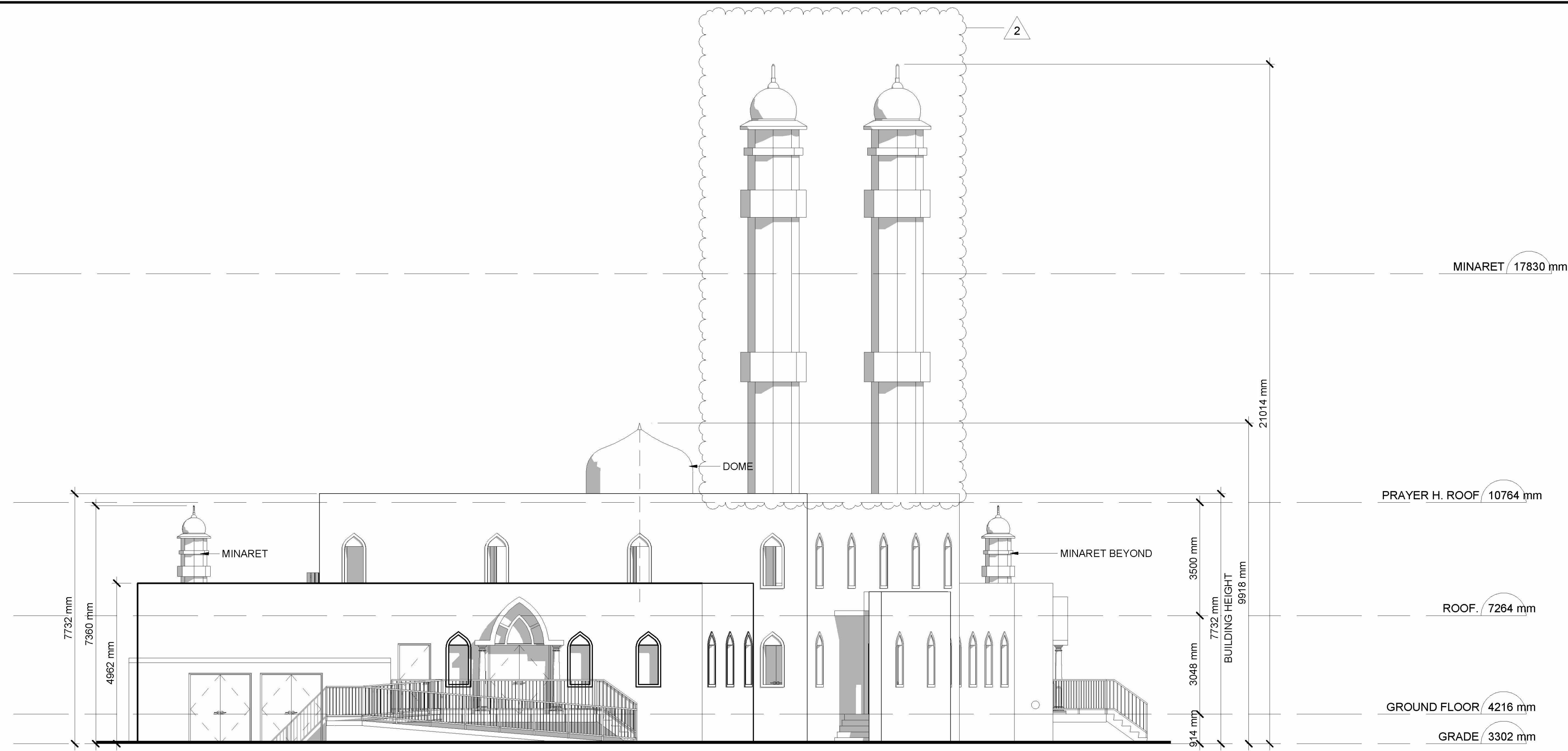
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1458 BRONTE STREET SOUTH, MILTON

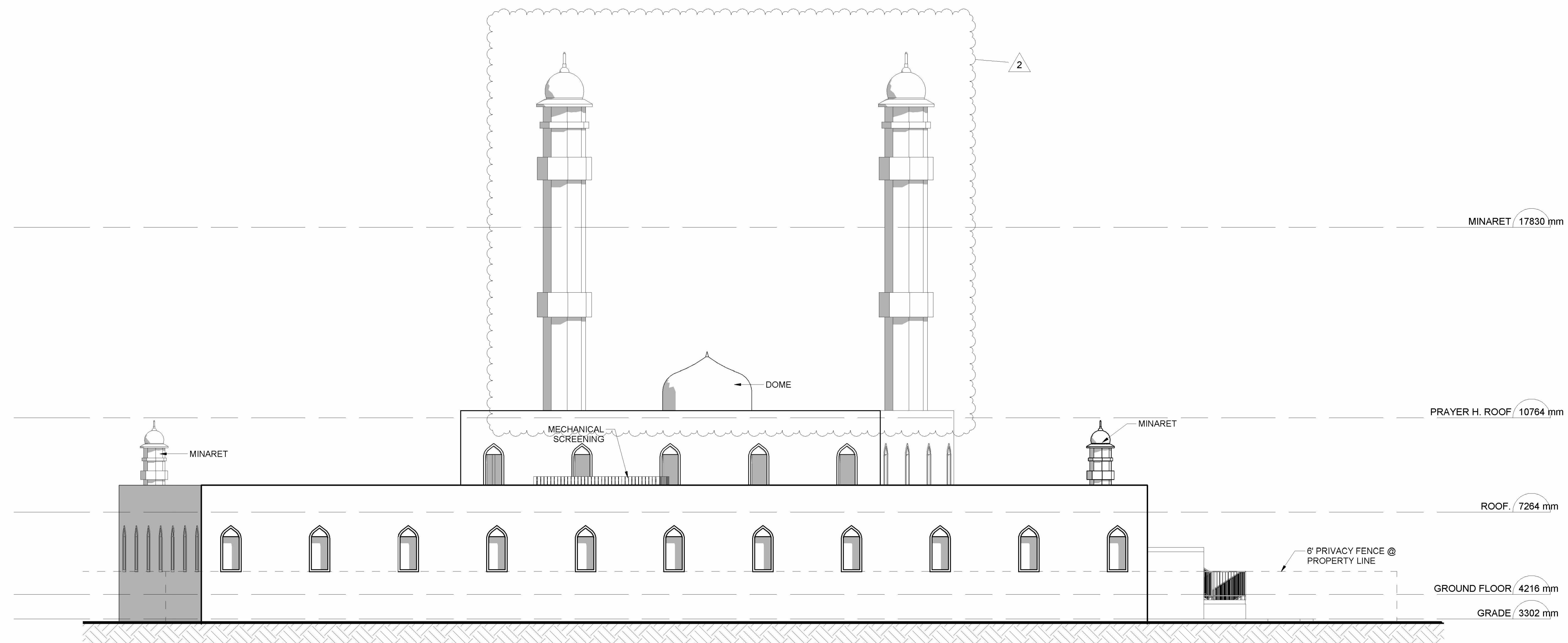
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CHECKED BY: <b>MC</b>	SCALE: <b>1 : 100</b>
	DATE: <b>2023-06-02</b>
	DRAWING NO.:

**A2.0**



**2 SOUTH ELEVATION**  
SCALE: 1:100



**1 WEST ELEVATION**  
SCALE: 1:100

NO.	DATE	DESCRIPTION
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2	2023/11/15	ISSUED FOR ZBL SUBMISSION #2
3	2024/01/18	ISSUED FOR ZBA SUBMISSION #3

NO.	DATE	DESCRIPTION
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1	2023/03/02	REVISION TO BLOG LOCATION

**REVISION**

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(1)416.686.3624 [www.paradigm-ad.com](http://www.paradigm-ad.com)

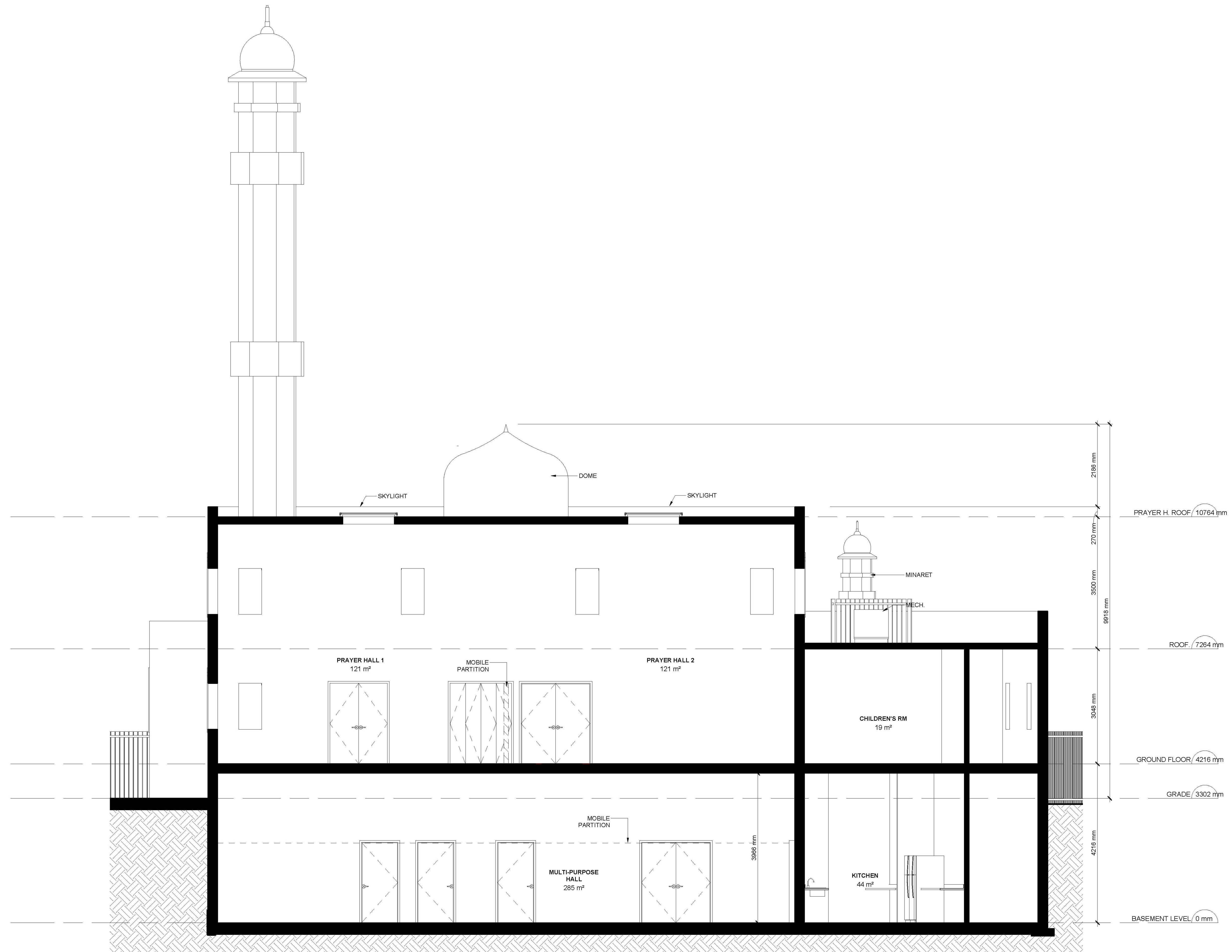
PROJECT NAME/LOCATION  
**MILTON AMJ COMMUNITY CENTRE**

1458 BRONTE STREET SOUTH, MILTON

DRAWING TITLE  
**ELEVATIONS**

DRAWN BY: MM	PROJECT NO: 856
CHECKED BY: MC	SCALE: 1:100
	DATE: 08/11/23
	DRAWING NO:

**A2.1**



1 SECTION THROUGH PRAYER HALL  
SCALE: 1:50

NO.	DATE	DESCRIPTION
1	2023/03/02	ISSUED FOR COORDINATION
2	2023/11/15	ISSUED FOR ZBL SUBMISSION #2
3	2024/01/18	ISSUED FOR ZBA SUBMISSION #3

NO.	DATE	REVISION PER SPA COMMENTS
1	2023/03/02	REVISION TO BLDG LOCATION

**REVISION**

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STAMP

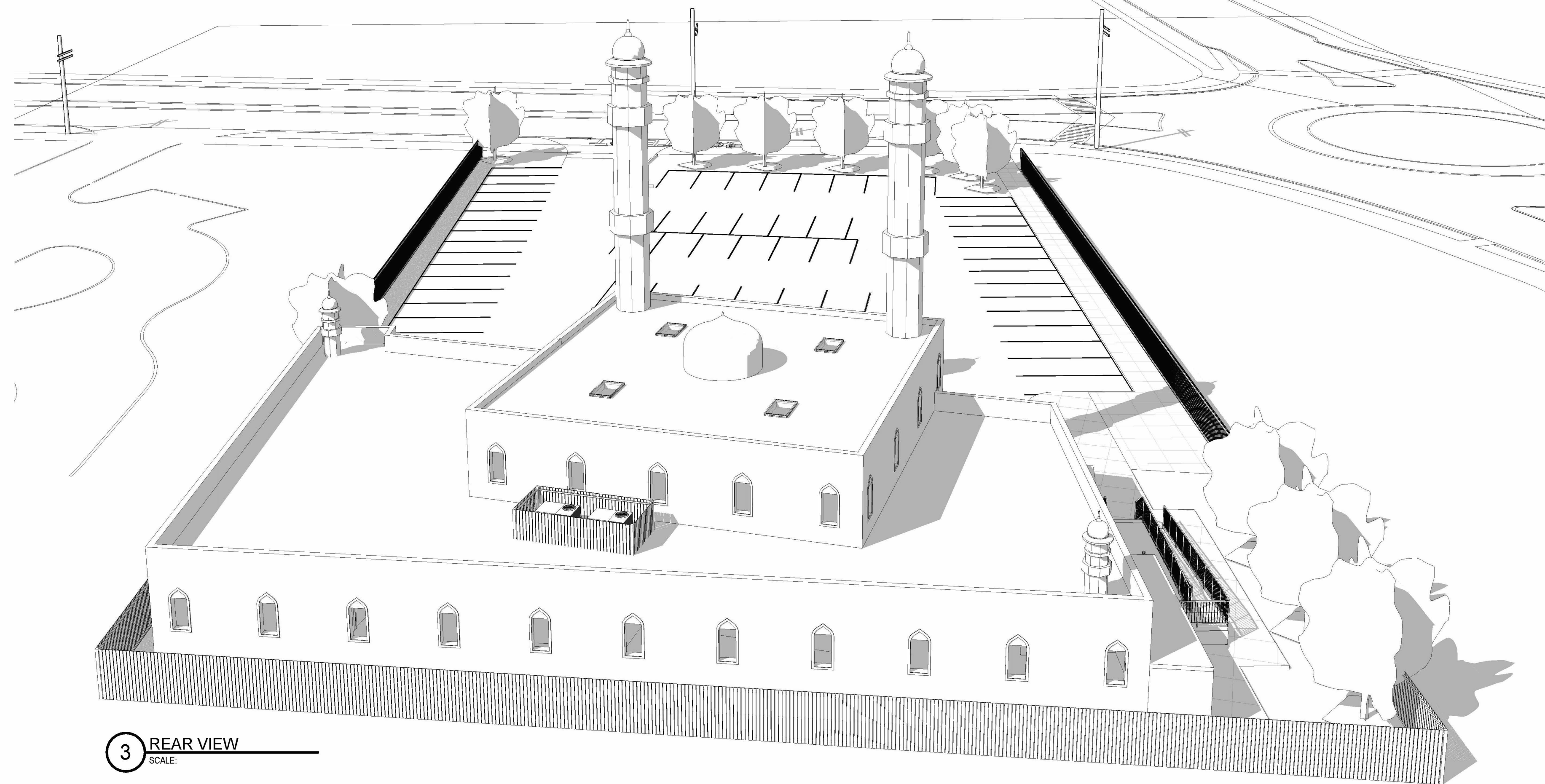
PROJECT NAME/LOCATION  
**MILTON AMJ COMMUNITY CENTRE**

1458 BRONTE STREET SOUTH, MILTON

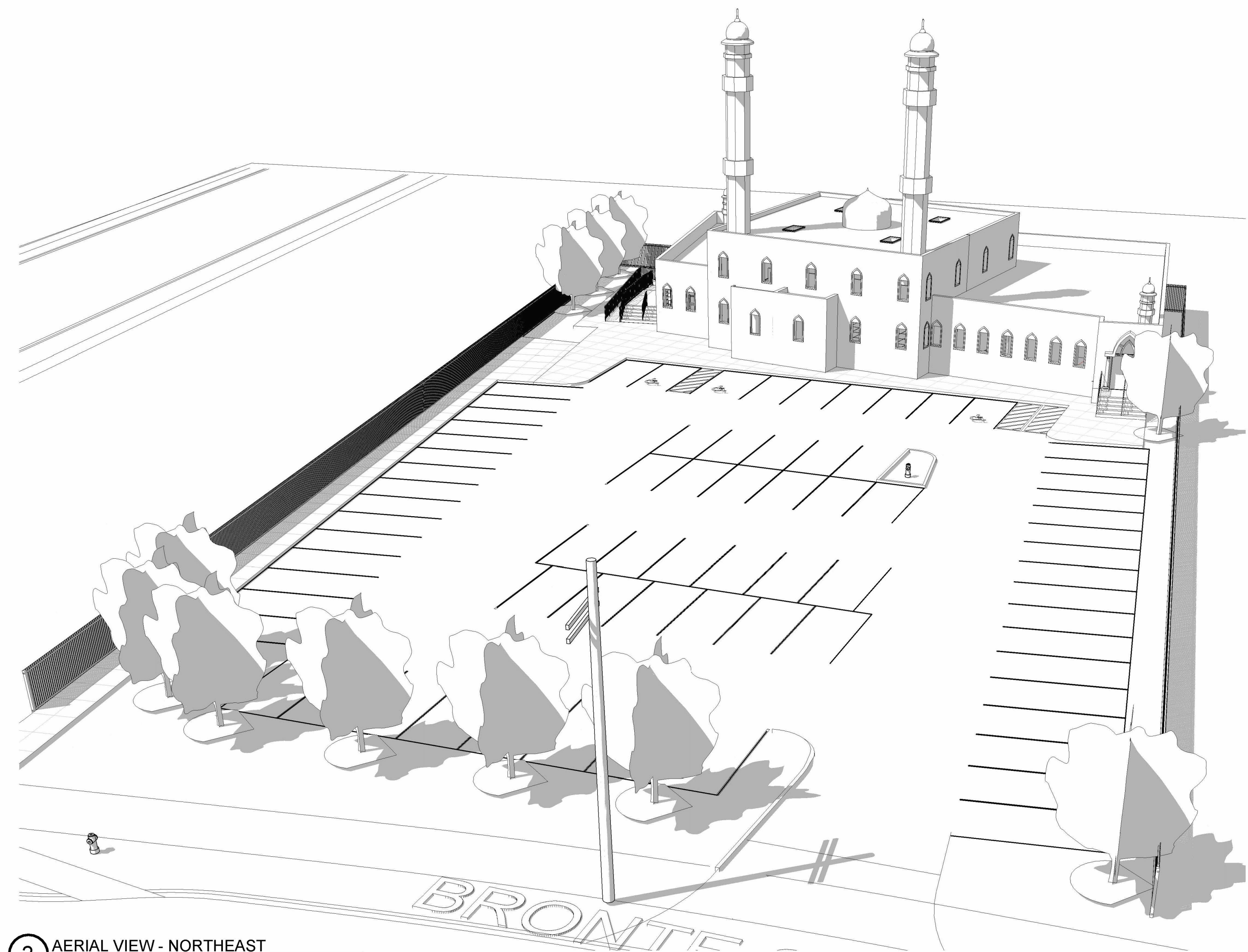
DRAWING TITLE  
**BUILDING SECTION**

DRAWN BY: <b>MM</b>	PROJECT NO: <b>856</b>
CHECKED BY: <b>MC</b>	SCALE: <b>AS NOTED</b>
	DATE: <b>2023-06-02</b>
	DRAWING NO:

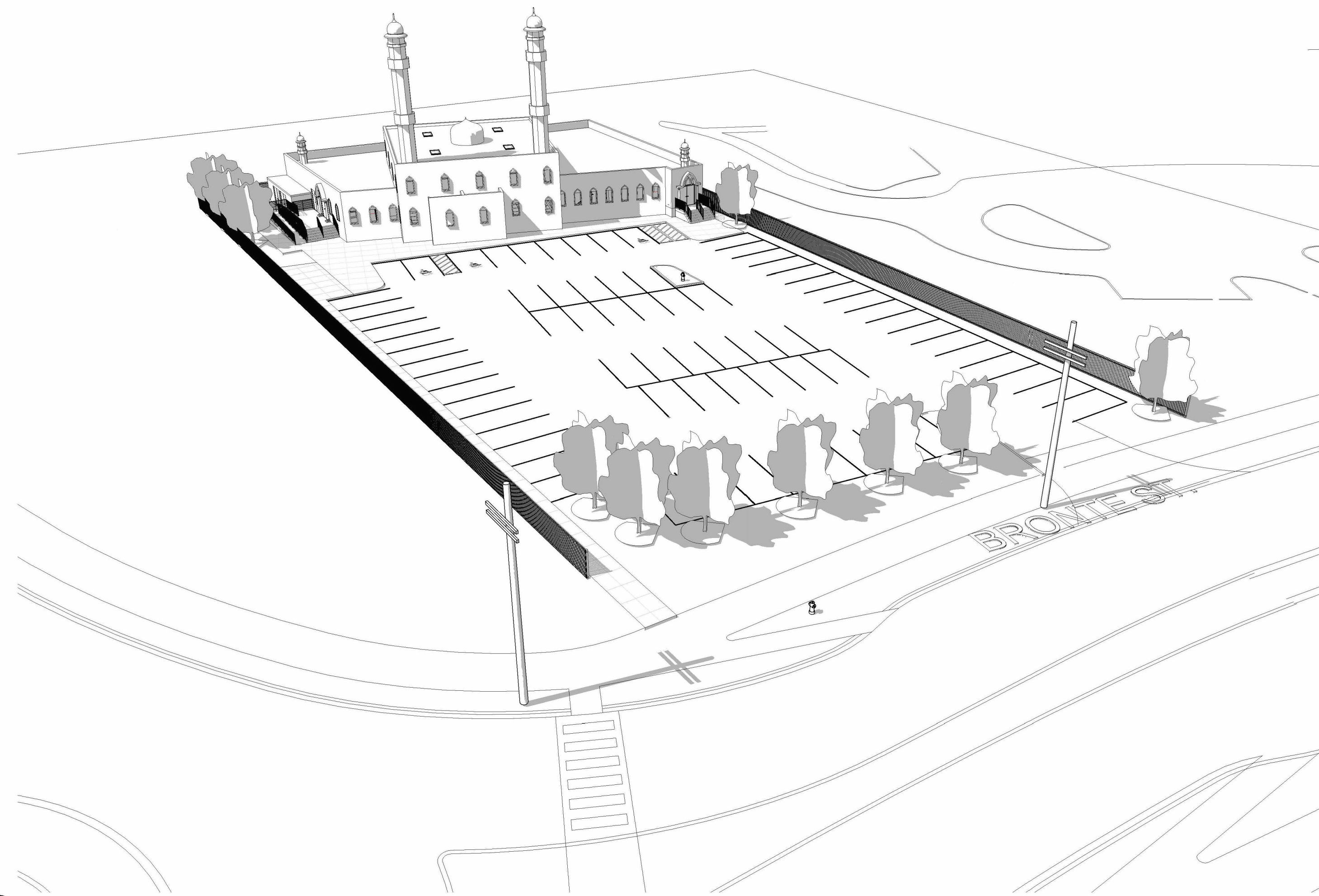
**A3.1**



**3 REAR VIEW**  
SCALE:



**2 AERIAL VIEW - NORTHEAST**  
SCALE:



**1 AERIAL VIEW - SOUTH EAST**  
SCALE:

NO.	DATE	DESCRIPTION
1	2023/03/02	ISSUED FOR COORDINATION
2	2023/11/15	ISSUED FOR ZBL SUBMISSION #2
3	2024/01/18	ISSUED FOR ZBA SUBMISSION #3

NO.	DATE	DESCRIPTION
2	2023/11/15	REVISION PER SPA COMMENTS
1	2023/03/02	REVISION TO BLDG LOCATION

**REVISION**

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PROJECT NAME / LOCATION  
**MILTON AMJ COMMUNITY CENTRE**

1458 BRONTE STREET SOUTH, MILTON

DRAWING TITLE  
**3D VIEWS**

DRAWN BY: MM/MC	PROJECT NO: 856
CHECKED BY: MC	SCALE:
	DATE: 2023-06-02
	DRAWING NO:

**A4.1**

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW XXX-2024

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 1, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (AHMADIYYA MUSLIM JAMA'AT CANADA INC.) - FILE: Z-12/21

**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 provides for the lands affected by this by-law to be zoned as set forth in this by-law;

**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 Future Development (FD) Zone symbol to a Minor Institutional Special Provision 342 (I-A\*342) Zone symbol on the land shown on Schedule A attached hereto.
2. **THAT** Section 13.1.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding Section 13.1.1.342 to read as follows:

Notwithstanding any provisions of the By-law to the contrary, for lands zoned site-specific Minor Institutional (I-A\*342) the following standards and provisions shall apply:

- i. **Zone Standards:**
  - a) Minimum Lot Frontage: 45 metres
  - b) Minimum Lot Area: 0.38 hectares
  - c) Minimum Rear Yard Setback: 1.5 metres
  - d) Minimum Interior Side Yard Setback (north): 1.5 metres
  - e) Minimum Interior Side Yard Setback (south): 6.5 metres for an attached waste storage area.
  - f) Minimum Landscaped Open Space: 15% of the lot area
  - g) Minimum Landscaped Buffer Abutting a Residential Zone: 1.5 metres and shall allow for a sidewalk.
- ii. **Special Site Provisions:**
  - a) Accessible parking spaces shall be located in proximity to the primary entrance(s) to a building and shall have direct access to the entrance(s) by a minimum 1.5 m wide unobstructed sidewalk or access route.
  - b) Minimum setback of the parking area from a building: 1.5 metres.



- c) No off-street loading area shall be provided for a non-residential use with a Gross Floor Area of 931 m<sup>2</sup> to 2325 m<sup>2</sup>.
  - d) Stairs, landings, wheelchair and accessible ramps providing above grade access to a principal building shall be permitted to have a maximum encroachment of up to 4.5 metres within the interior side yard.
  - e) Ornamental Projections shall be permitted to have a maximum encroachment of up to 0.50 metres within the interior side yard.
  - f) Minimum Height for Privacy Fence Abutting Residential Uses (south property line): 2.2 metres
- iii. If no appeal is filed pursuant to Section 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or if an appeal is filed and the Ontario Land Tribunal dismisses the appeal, this by-law shall come into force on the day of its passing. If the Ontario Land Tribunal amends the by-law pursuant to Section 34 (26) of the *Planning Act*, as amended, the part or parts so amended come into force upon the day the Tribunal's Order is issued directing the amendment or amendments.

**PASSED IN OPEN COUNCIL ON MARCH 4, 2024**

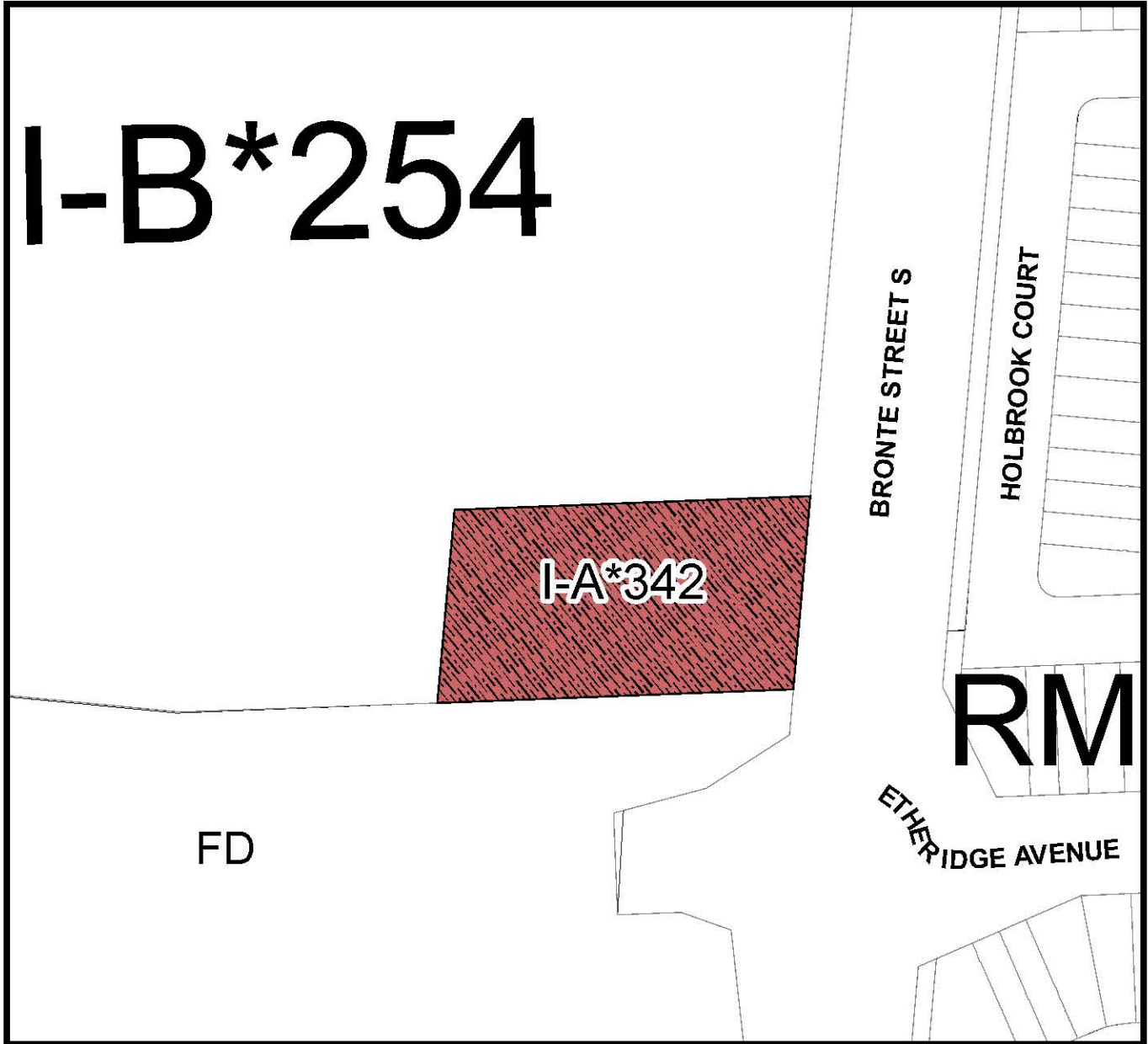
\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

SCHEDULE A  
TO BY-LAW No. -2024  
TOWN OF MILTON

PART OF LOT 6 CONCESSION 1 TRAFALGAR NEW SURVEY, PART OF PART 1 20R3875

*Town of Milton*



THIS IS SCHEDULE A  
TO BY-LAW NO. \_\_\_\_\_ PASSED  
THIS 4TH DAY OF MARCH, 2024.



I-A\*342 - Minor Institutional Zone Special Provision 342

\_\_\_\_\_  
MAYOR - Gordon A. Krantz

\_\_\_\_\_  
CLERK- Meaghen Reid



**Angela Janzen**

---

**From:** Debbie Johnson  
**Sent:** Friday, June 25, 2021 9:02 AM  
**To:** [REDACTED]  
**Cc:** Angela Janzen  
**Subject:** RE: 1456 Bronte St South Z-12/21

Dear Adam,

I have added you to a ShareFile folder site where the documents are available for viewing. I have copied Angela Janzen, Planner on this file, to answer your questions below.

Also if you can provide your full name and mailing address I will add you to the interested parties list to notify you of any upcoming reports on this file.

Debbie Johnson  
Planning Administrator

Debbie Johnson  
Planning Administrator, Development Services  
150 Mary Street, ON, L9T 6Z5  
905-878-7252 x2215  
www.milton.ca

-----Original Message-----

**From:** Adam Delyea [REDACTED]  
**Sent:** Thursday, June 24, 2021 8:22 PM  
**To:** MB-Planning@milton.ca <Incoming-Planning-Email@milton.ca>  
**Subject:** 1456 Bronte St South Z-12/21

I would like to get a copy of the related information and background material for this bylaw amendment. I would like to know which section of the bylaw is requesting to be amended, what is being asked for, and what the bylaw currently states.

I would also like to be aware of any upcoming meetings about approvals for this amendment.

Thanks,  
Adam

## Angela Janzen

---

**From:** Ali Mansoor [REDACTED]  
**Sent:** Friday, July 9, 2021 2:28 PM  
**To:** Angela Janzen  
**Cc:** [REDACTED]  
**Subject:** Proposed Development - 1456 Bronte St. S

Good Afternoon Angela,

I recently received a letter from the city advising of a proposed zoning by-law amendment for a place of worship.

Please note that I'm not in favor of this development (or anything similar in nature) in such close proximity to the high school and our house. I've had discussions with several of my neighbours and they share a similar sentiment.

As for all places of worship, there will be traffic coming from outside of Milton and the place of worship is expected to be crowded throughout the day. In almost all the cases I've seen, people park on the streets to avoid the busy parking area and there will be cars parked potentially on our street.

I'd prefer to have a public library or a park instead.

Thank you,

Ali Mansoor

[REDACTED]

---

**From:** Daniel Guyon [REDACTED]  
**Sent:** July 6, 2021 11:50 AM  
**To:** Sameera Ali  
**Subject:** Town file Z-12/21

Sameera,

I am writing to formally object to the Ahmadiyya Prayer Hall and Multi purpose facility on Bronte Road South. The grounds for the objection have more to do with the use of land right next to a public school and the lack of space for parking that will become an issue. This center is going to be used to serve a population that is not in Milton so it is not really for local residents meaning we will have outsiders to the community. Secondly, I have observed the parking at the Catholic high school St. Francis Xavier and the parking lot is filled with Portables (Currently 54 expanding to 59) which take up all the parking and thus have Students and Teachers currently parking in the Mall adjacent to the property. This same scenario is going to happen in this community and we will end up with car's parked out front of my house consistently. This brings me to my third point, If I have no visitor parking and have to constantly deal with strangers in the neighbourhood it will have an adverse effect on my property values and concerns for the greater local community. I understand there will be a meeting on this subject and will attend provided I am given notice.

Thanks and appreciate any feedback you have to offer.

Kind regards,

Daniel Guyon  
[REDACTED]

## Angela Janzen

---

**From:** nafula tindi [REDACTED]  
**Sent:** Monday, July 12, 2021 3:23 PM  
**To:** Angela Janzen  
**Subject:** 1456 Bronte Street South - Town File : Z- 12/21

Hi Angela

Does the Town have any arrangement regarding how far worship area should be from a residential neighborhood and school ? A mosque is a very busy area with up to 200 people attending a service. The homes in the neighborhood are already so close together. Next to this area is a high school ? Is this the best location for this mosque? The homes in the neighborhood are not predominantly Muslim, they are diverse religions, including Christians . Where will all these 200 cars be parked during worship services and especially on Fridays evening during prayer or early in the morning ? This is not convenient for people of other faiths, I think the mosque should be in a more isolated area where they are not disturbing the neighbors with morning prayer calls or evening prayer calls .

There is a mosque on Bronte street less than 5 minutes away from this location .

I do not support having a mosque right in the middle of crowded high density residential area and a school - it can be located in a more isolated area , because there is already another mosque along Britannia, and another one on Bronte, and another one on Khalsa gate , another one on 8th line in Oakville , , all these in a square footage of 20 km squared ( less than 5 minutes drive from one to another all concentrated in this area.

g  
This area is a high density neighbourhood, with condos coming up soon at the corner of bronte and Britania

regards

Nafula [REDACTED]

September 19, 2021

Dear Mikaela Sword,  
Project Planner  
WSP Canada Inc.

**Ref: Proposed Development of Community Centre and place of worship at 1456 Bronte St. South, Milton**

Dear Mikaela Sword,

With reference to your invitation to attend virtual public information session to learn about the above development, ask questions and provide an opportunity to comments on this development.

In view of this, please see our comments and concerns below.

1. Our neighborhood is purely residential, therefore, it is very peaceful, quiet, environment friendly and a safe place for our kids and families. We think that this development would cause a lot more traffic in the area that will disturb peace and affect environment of our neighborhood.
2. Secondly, a school (Elsie MacGill) is also under construction just beside this property and any such development may be unwelcoming to the students and the school environment.

We look forward that our concerns will be addressed and considered.

Best regards,

Holbrook and Etheridge Neighborhood.

Encl: Name & signed sheet

No.	Name	Address	Email Address	Signature
1.	Pooja Joshi			
2	Sonia Montiel			
3.	MITALI BLANKI			
4.	Salma Mahm			
5	Mahwish Adnan			
6.	ABDUL JABBAR			
7.	AMAR KHAU			
8.	SHAHZAD SANDOZ			
9.	Sancia Reid			
10	SYED M. TARIQ			
11	OMAR MAROUF			
12	Huzefa Rothamwala			
13	Alissa Fransce			
14	Mehwish Usman.			
15	M Sultana			
16	SYED N. AHMAD			
17	Adnan Lod			
18	Tamkeen Hossain			
19	Tarek Khalil			
20	MIKE MEZBEC			



## Angela Janzen

---

**From:** Sword, Mikaela [REDACTED]  
**Sent:** Monday, September 27, 2021 9:17 AM  
**To:** Angela Janzen  
**Cc:** [REDACTED] Debbie Johnson  
**Subject:** FW: Proposed Development of Community center and place of worship at 1456 bronte St. South, Milton  
**Attachments:** image002.png

Hi Angela,

Here is another email correspondence that I have received regarding the development proposal at 1456 Bronte Street.

Regards,



**Mikaela Sword, RPP, MCIP**

Project Planner

Planning, Landscape Architecture and Urban Design

*(She/Her)*

T+ 1 289-982-4377

**From:** Ritesh Panwar [REDACTED]  
**Sent:** September 26, 2021 11:27 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED] sameera.ali@milton.ca; van Koeverden, Adam - M.P. <adam.vankoeverden@parl.gc.ca>  
**Subject:** Re: Proposed Development of Community center and place of worship at 1456 bronte St. South, Milton

Dear All,

<<Below is the content of my email I sent on July 17th to the city of Milton in disagreement of the proposed religious structure at 1456 Bronte Street South>>

I am the owner of [REDACTED]. Some weeks back I received a mail in my letter box which says that there is a proposed place of worship requested by some religious group on Bronte Street at 1456 Bronte Street South.

I am reaching out to let you know that I am in disagreement with the proposed development.

I am strong believer of humanity over religious propogenda. Since I am a resident of the site just in front of this development I don't want my future generation to be exposed and influenced by only a certain religious influence. And i want it to be for every kid in the community around to grow as an individual who is secular.

This is my personal opinion and as my rights as an owner I request you to not to allow this to happen especially not near to the place which is already a site for a secondary school under construction.

I would rather appreciate if the community can have more places where children could be educated about all the religions and have a freedom to make their own decisions.

Thanks & Regards

On Sun., Sep. 26, 2021, 7:29 p.m. Mahwish Mahwish, [REDACTED] wrote:

Good evening,

I am writing to disclose that I am not in favour of the proposed project of worship space in our residential community.

This residential community works closely and completed many successful projects. We openly discussed our needs and preferred direct communication for the best interest of the community. We had an open discussion in our neighbourhood as we are across the street, and the new development directly affects our neighbourhood. None of us favour this proposal because it does not serve the immediate needs of our community. We have no issues with any faith group, but we are looking for our safety and privacy. I have several concerns, which I am listing,

1- This is a residential community, and our family enjoyed the privacy and safe neighbourhood. Having a worship area close to our living space will invite a crowd, affecting our privacy and potentially threatening the peace of our neighbourhood.

2- This worship area is beside the school; in my opinion, it could invite many unknown risks of hate crimes to our children. With this development, I feel it will raise safety concerns, especially with the school nearby it.

Frankly, I agree with my other neighbours that we need restaurants, grocery stores, and children's activities in our neighbourhood.

We hope the wants and needs of our community are respected.

Thanks,

Mahwish Adnan [REDACTED]

On Sep 21, 2021, at 12:04 PM, Sword, Mikaela [REDACTED] wrote:

Hi Salma,

Thank you very much for your email and the questions submitted in the attached. I will provide a copy of your correspondence to the City Planner on the file.

We will address both questions during the virtual Public Information Centre that is taking place tonight at 7 PM to 8:30 PM. If you are interested in attending you can still register at the link below. A reminder email containing the Zoom Meeting Link will be issued to all registered participants at 2 hours and at 10 minutes prior to the start of the PIC tonight.

EventBrite Registration link: [https://www.eventbrite.com/e/public-information-centre-application-for-1456-bronte-street-s-milton-tickets-167483500659?keep\\_tld=1](https://www.eventbrite.com/e/public-information-centre-application-for-1456-bronte-street-s-milton-tickets-167483500659?keep_tld=1)

Regards,



**Mikaela Sword, RPP, MCIP**

Project Planner  
Planning, Landscape Architecture and Urban Design  
(She/Her)

T+ 1 289-982-4377

WSP Canada Inc.  
100 Commerce Valley Drive West  
Thornhill, Ontario  
L3T 0A1 Canada  
[wsp.com](http://wsp.com)

**From:** salma mahmood [REDACTED]

**Sent:** September 20, 2021 9:46 PM

**To:** Sword, Mikaela [REDACTED]

**Cc:** [REDACTED]

[REDACTED]

[REDACTED]; [sameera.ali@milton.ca](mailto:sameera.ali@milton.ca); van Koeverden, Adam -

M.P. <[adam.vankoeverden@parl.gc.ca](mailto:adam.vankoeverden@parl.gc.ca)>

**Subject:** Proposed Development of Community center and place of worship at 1456 bronte St.  
South,Milton

Hi,

Please see the attached on the subject.

Note that MP Milton (Adam) and counselor ward 4 milton ( sameera ali) are also cc'd in this email.

---

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## Angela Janzen

---

**From:** Sword, Mikaela [REDACTED]  
**Sent:** Wednesday, September 29, 2021 3:21 PM  
**To:** Angela Janzen  
**Cc:** John-Baptiste, Chad  
**Subject:** FW: Regarding 1456 Bronte Street S, Milton

Hi Angela,

I'm forwarding a copy of correspondence that I received from the public on the day of the PIC event. I had responded to the resident with the proper Zoom link and they were able to join the call. Please retain a copy for your records.

Thank you,



**Mikaela Sword, RPP, MCIP**

Project Planner

Planning, Landscape Architecture and Urban Design

*(She/Her)*

T+ 1 289-982-4377

**From:** Muhammad Akmal [REDACTED]  
**Sent:** September 21, 2021 7:26 PM  
**To:** Sword, Mikaela <Mikaela.Sword@wsp.com>  
**Subject:** Regarding 1456 Bronte Street S, Milton

Hi,

I registered to participate in this event but the system is not allowing me to enter it.

This center will not benefit us as a community and in this vicinity there is a very minor population for this group and it seems to me it will increase the traffic, noise and safety for kids due to strangers all around us if this center is built.

Thank you,

Muhammad Akmal  
[REDACTED]

---

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## Angela Janzen

---

**From:** Upendra Patel [REDACTED]  
**Sent:** Saturday, November 13, 2021 6:18 PM  
**To:** Angela Janzen  
**Subject:** Town File: Z-12/21

Dear Madam,

Re: 1456 Bronte Street South. File: Z-12/21.

I, Upen resident of Milton city at [REDACTED], very strongly oppose for particular religion prayer place, where they want community hall and library, and may be my children go their in library and I don't want my children get encouraged to follow their religion. I am pretty sure, In their library they will mainly keep their religious books. This is very dangerous for other religious believer. Either you allow only for their religious prayer hall or only community hall and library where there is no particular religion purpose. This is my main concern. I have no problem at all about their religion.

I hope to consider my this request on my concerns.

Thanks.



December 3, 2021

Refer To File: 710-001C

Town of Milton  
Development Services  
50 Mary Street,  
Milton, Ontario  
L9T 6Z5

Attention: Ms. Angela Janzen, MCIP, RPP  
Planner, Development Review

Dear Ms. Janzen

**Re: Proposed Place of Worship  
Zoning Bylaw Amendment Application  
1456 Bronte Street South, Town File Z-12/21**

We are the planning consultants representing Shadybrook Development Inc. (an arm of Great Gulf) in connection with Draft Plan of Subdivision 24T-14012/M which is proposed on 21.45 ha of lands located in the northwest quadrant of Britannia Road and Bronte Street South in the Town of Milton.

We attended the formal Public Meeting on November 15<sup>th</sup>, 2021 for this proposed Place of Worship to have an opportunity understand the proposal and to monitor discussion. We appreciate that you have also circulated the above noted Application to provide us an opportunity for comments. As you know, Shadybrook Development Inc. owns lands immediately south of the Application Lands. We submitted our original Draft Plan of Subdivision and related Zoning By-Law Amendment Applications in 2014. We made a resubmission to these applications in 2018 and we have since had a Pre-Consultation meeting with staff on October 19, 2021 in our preparations to make another comprehensive resubmission for our applications. We are currently preparing the final Draft Plan of Subdivision and supporting documents to address the comments we have received and are planning to make another submission in early 2022.



The proposed 2014 Draft Plan, 2018 Draft Plan and the latest Draft Plan have consistently been proposing residential lots backing onto the Application Lands. The proposed lot fabric in the Plan of Subdivision abutting the proposed mosque lands consists of 27.5 m deep semi-detached lots. If the proposed semi-detached lots provide for the minimum requisite rear yard setback of 7.0 m (per the Town's Comprehensive ZBL), then the future dwellings on these lots will be 7.0 m away from the southern property line of 1456 Bronte Street South.

We note that the Applicant is proposing a minimum interior side yard setback of 1.5 m, which is the setback that directly abuts the Shadybrook Plan of Subdivision. We also note that the parent I-A (Institutional Minor) zone requires a minimum 6.0 m interior side yard setback, plus an additional 3.0 m setback where an I-A zone abuts a residential zone. This would require a **minimum 9.0 m setback** to the proposed future lots on the Shadybrook Draft Plan of Subdivision.

We are concerned about the proposed reduced interior side yard setback proposed by the Applicant, which is the setback that directly abuts our proposed Plan of Subdivision. Specifically, if the interior side yard is permitted to be reduced from 9.0 m to 1.5 m, the distance between our future lots and dwellings and the proposed place of worship building will be significantly reduced.

In this regard, we wish to review any technical studies that may assist us in understanding the potential impacts of this significant proposed reduced interior side yard setback to the Shadybrook Plan of Subdivision. Specifically, we wish to be provided copies of the following studies to assist us in understanding potential impacts:

- Stormwater management
- Grading / drainage plans
- Erosion and sediment control plans
- shadow analysis
- landscaping plans
- lighting plans
- noise impact.



Please forward those reports to us to review and we wish to have the opportunity to review these studies in advance of staff presenting a recommendation to Council on this matter. Please keep us apprised of the status of this proposal and we look forward to receiving all technical studies noted above to allow us to properly assess the impacts of this proposal on our Plan of Subdivision.

Yours very truly,

GLEN SCHNARR & ASSOCIATES INC.

Karen Bennett, MCIP, RPP  
Senior Associate

Cc: Shadybrook Development Inc.



## Angela Janzen

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**From:** Natalie Stopar  
**Sent:** Friday, September 8, 2023 12:04 PM  
**To:** Angela Janzen  
**Cc:** Tammy Howe  
**Subject:** FW: Reservations about the location of proposed new development

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon,

Thank you for your comments below. I've forwarded your comments to Angela Janzen who is the Planner reviewing the file.

Regards,

Natalie



### Natalie Stopar, MCIP, RPP

Acting Senior Planner, Development Review  
150 Mary Street, Milton ON, L9T 6Z5  
905-878-7252 ext. 2297  
[www.milton.ca](http://www.milton.ca)

**From:** Saad Rizwan [REDACTED]  
**Sent:** Friday, September 8, 2023 11:49 AM  
**To:** Natalie Stopar <Natalie.Stopar@milton.ca>  
**Subject:** Reservations about the location of proposed new development

Hi,

I am a resident of Bronte S south. I have serious reservations about the location proposed for the place of worship at 1456 Bronte S. South.

This location is right next to Elsie MacGill Secondary School and lots of new housing development. Parking and traffic during week days is already becoming an issue here.

I would request that another location be proposed/considered for this which is a little away from residences. Similar to the Milton Mosque on 4269 Regional Rd 25, Oakville, ON L6M 4E9.

Thank you



October 20, 2023

Refer To File: 710-001C

Town of Milton  
Development Services  
50 Mary Street,  
Milton, Ontario  
L9T 6Z5

Attention: Ms. Angela Janzen, MCIP, RPP  
Planner, Development Review

Dear Ms. Janzen

**Re: Comments to Proposed Place of Worship  
Zoning Bylaw Amendment Application  
1456 Bronte Street South, Town File Z-12/21**

We are the planning consultants representing Shadybrook Development Inc. (an arm of Great Gulf) in connection with Draft Plan of Subdivision 24T-14012/M which is proposed on 21.45 ha of lands located in the northwest quadrant of Britannia Road and Bronte Street South in the Town of Milton. Further to our attendance at the formal Public Meeting on November 15th, 2021 and our subsequent submission of comments on December 3, 2021 for the neighbouring proposed Place of Worship, we have now had the opportunity to review resubmission items related to the proposal.

As you know, Shadybrook Development Inc. owns lands immediately south of the Application Lands. We submitted our original Draft Plan of Subdivision and related Zoning By-Law Amendment Applications in 2014. We made resubmissions to these applications in 2018 and again in late 2022. The proposed 2014 Draft Plan, 2018 Draft Plan and the November 2022 (latest) Draft Plan have consistently been proposing residential lots backing onto the Application Lands. The proposed lot fabric in the Plan of Subdivision abutting the proposed mosque lands consists of 27.5 m deep semi-detached lots. If the proposed semi-detached lots provide for the minimum requisite rear yard setback of 7.0 m (per the Town's Comprehensive ZBL), then the future dwellings on these lots will be 7.0 m away from the southern property line of 1456 Bronte Street South.



We note that the Applicant has adjusted their proposed site layout in response to some of our December 2021 comments. However, we continue to have concerns with the proposal in terms of the proposed siting and sizing of the Place of Worship. Below is a summary of our comments and concerns:

**Site Plan / Planning Justification Report:**

- It is acknowledged that the proposed site layout has been reorganized in response to our comments to locate the building at rear of site, and shifts it closer to north lot line to meet the min 9.0 m setback to the southern lot line from the building itself
  - However, it is noted that there are stairs, a wheelchair ramp and an elevated landing at the southern side of the building which do encroach within that 9.0 m setback, but are not dimensioned and we are concerned with the potential impacts of the proximity of these building features from a privacy, overlook and noise perspective.
    - **Pls confirm the proposed setback from the raised stairs, wheelchair ramp and elevated landing.**
- Similarly, the landscape strip width is not dimensioned in this exact location but appears to be less than the Zoning By-Law requirement.
  - It is noted that the parent 'I-A' Zoning requires a min landscape strip of 4.0 m when abutting a residential zone and this is presumably to accommodate the growth of landscaping and trees, to act as buffers to adjacent residential uses.
  - We are concerned that the proposed width of the landscape strip adjacent to the Shadybrook residential uses is not sufficient to support the type of dense landscaping and trees that would provide privacy and, lighting and noise mitigation to the adjacent residential uses.
    - **Pls confirm the width of the landscape strip along the southern lot line at its narrowest point.**



- It appears on the site layout plan that the proposed waste collection is located at the southern side of the building, abutting the Shadybrook residential uses.
  - While this distance separation is not clearly dimensioned, it appears to be closer than the requisite 9.0 m building setback from a residential zone.
  - It also appears to be closer that the minimum 7.5 m setback for waste collection areas to be from a residential zone (per Table 4G in Zoning By-Law).
  - **We are concerned that the siting of this waste collection adjacent to the Shadybrook residential lots is inappropriate, as it is not sufficient distance from the residential lots** and has not been properly mitigated in terms of visual impact, odour and noise (associated with the loading and pick up of waste) to the adjacent residential lots.
  
- We note that the calculation of parking has been broken up and is based on 242 sq.m. worship area (1 per 5.5 sq.m. = 44 spaces required) and 285 sq.m. community / multi-use hall (1 per 11 sq.m. = 26 spaces required) (equates to total 527 sq.m. and total 70 parking spaces required).
  - We wish to clarify that the site statistics note a total 1,516 sq.m. GFA is being proposed, however the parking calculation is based on 527 sq.m. GFA, which represents only 34.7 % of the building floor area
  - **Please clarify what the remaining 989 sq.m. floor area relates to, and what parking rate should be applied to those areas, based on their use(s).**
  - Our review suggests there are a number of different uses including offices (6?), a library, a youth hall, a classroom, a children's room, a kitchen, a number storage rooms (4?) which should also be accounted for in parking.
  
- We note that the SP OBC statistics cite total occupant load of 1,710 persons
  - **Please clarify if that is indeed the intended / anticipated occupant load for this facility and if so, we believe 70 parking spaces will not suffice.**



- There is some rationale in Planning Justification Report citing the opportunities for positive landscape elements that would frame the parking area within the landscape buffer.
  - We wish to note that the landscape strip along both interior lot lines (north and south) and along the rear lot line are only 1.5 m wide.
  - We note that the Zoning By-Law requires min 4.0 m landscape buffer when an institutional use is abutting a residential zone.
  - **We are concerned that a 1.5 m landscape buffer strip adjacent to the Shadybrook lots is insufficient to provide any sort of substantial landscape element to assist in buffering the use and parking area from the future residential lots.**
  - We request details of the type of landscape elements that may be proposed within the 1.5 m landscape buffer along the southern lot line abutting Shadybrook, and we suggest that 1.5 m is not sufficient in this location.

**Functional Servicing / Engineering:**

- We note that based on the proposal by the Applicant to consolidate post-development drainage on the southeast corner of the subject property and discharging to Shadybrook, ultimately a storm servicing easement will be required on Lot 139 to Shadybrook's Draft Plan of Subdivision.
  - **This may have impacts on the layout and overall development feasibility of Lot 139 for a dwelling unit and we request detailed designed drawings in this regard to fully understand the potential impacts of this.**
- We also note that Shadybrook lots that are backing onto the Applicant's proposal will have to be either front-draining or split-draining with RLCB's along the rear of each lot.
  - This may require a retaining wall unless there is opportunity to have Shadybrook and the Applicant collaborate to do some re-grading on the subject lands. It is Shadybrook's preference to avoid a retaining wall in this location.
  - It is suggested that an agreement be reached between Shadybrook and the Applicant to consider grading encroachment to achieve equal grading at the shared property line.
  - **We request clarity on the drainage design solution that the Applicant is envisioning, to prevent impact to Shadybrook's lots in this location.**



- We note there is a Noise Feasibility Study that has been prepared in support of the proposal.
  - There appears to be a discrepancy between the architectural plans and the figures in the noise report whereby the architectural plans show a masonry wall at the shared property line, however the noise report shows a wooden privacy fence.
  - It is Shadybrook's preference that there be a 2.6 m masonry wall along the shared property line, as this will mitigate best against noise and other effects from the parking area and proposed use.
  - As well, there are Minarets shown on the architectural drawings which have not been reproduced/recognized on this noise report figures. **Clarity is requested on whether there are any anticipated noise impacts related to these features and what times do they typically operate in relation to the hours of operation.**
  - **We request additional clarity on noise mitigation from the proposed use on the adjacent lots, and additional details regarding the noise wall / easement issue are requested. Shadybrook is interested in coordinating with the applicant to discuss fencing parameters that are mutually beneficial to both parties.**

As well, in our December 2021 comments, we requested the opportunity to review all technical studies prepared in connection with this proposal, to assist us in understanding the potential impacts of this proposal on the Shadybrook Plan of Subdivision. Specifically, we requested to be provided copies of the following studies to assist us in understanding potential impacts:

- Stormwater management
- Grading / drainage plans
- Erosion and sediment control plans
- shadow analysis
- landscaping plans
- lighting plans
- noise impact.



In response to our request, the Town advised in December 2021 that there is no landscape plan, lighting plan or shadow analysis; however, given the scale and close proximity of this proposal to Shadybrook and the potential for impacts on the proposed residential lots, we respectfully request to understand these technical components of the proposal prior to the Town considering the Zoning By-Law Amendment application to establish this use in its current form.

Please provide additional clarity and these technical report details noted above as we wish to have the opportunity to review this information in advance of staff presenting a recommendation to Council on this matter. Please keep us apprised of the status of this proposal and we look forward to receiving all technical studies noted above to allow us to properly assess the impacts of this proposal on our Plan of Subdivision.

Yours very truly,

GLEN SCHNARR & ASSOCIATES INC.

Karen Bennett, MCIP, RPP  
Partner

Cc: Shadybrook Development Inc.



# The Corporation of the Town of Milton

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Report To: Council

From: Meaghen Reid, Director, Legislative & Legal Services/Town Clerk

Date: March 4, 2024

Report No: CORS-006-24

Subject: Procedure By-law Review

**Recommendation: THAT the Procedure By-law, included on the March 4, 2024 agenda be considered for approval.**

## EXECUTIVE SUMMARY

The purpose of this report is to present Council with a comprehensive review of the Procedure By-law for housekeeping purposes. The minor amendments to the proposed by-law will provide greater clarity for definitions and language, better organization of the by-law, continued flexibility to facilitate participation in Council meetings and alignment with legislation.

## REPORT

### Background

The Town's current Procedure Bylaw 007-2019 was approved with the last term of Council on February 11, 2019. Since that time, this bylaw has been revised several times to accommodate legislative changes to the Municipal Act, 2001, as amended:

- Council amended the Town's Procedural By-law on March 30, 2020, May 11, 2020 and June 22, 2020 to allow for remote meetings of Council, electronic participation of delegations, as well as to set out provisions for remote meetings during and outside of a declared emergency and delegation registrations requirements.
- On August 24, 2020, the Town's Procedure By-law was further updated to allow members of Council and Committees to participate remotely in meetings (in open and closed session) and to be counted towards quorum.
- On July 19, 2021, the Town's Procedure By-law was updated to in order to incorporate a Land Acknowledgement Statement at regular or special Council meetings.



## Background

Recent legislation changes have also required staff to review the Town's existing Procedure By-law and ensure that any necessary revisions are reflected in the proposed by-law. Bill 3, the Strong Mayors, Building Homes Act, 2022, received Royal Assent on September 8, 2022, and came into force on November 23, 2022. The Strong Mayor powers were extended on July 1, 2023 to 26 municipalities, including the Town of Milton. Under Part VI.1 of the Municipal Act, 2001 the Mayor has special powers and duties including submitting matters for Council's consideration, or vetoing by-laws, if the Mayor believes it will advance a prescribed Provincial Priority.

## Discussion

Staff undertook a comprehensive review of the Town's Procedure By-law, including a review of the provisions of the Town's existing by-law, recent legislation changes and the best practices of comparator municipalities. The proposed amendments to the by-law consist of clarification of language used in the bylaw, addition of relevant definitions and compliance with legislation. As a result, the Town's Procedure By-law has been re-organized and revised for clarity.

The following minor revisions to the by-law are set out below:

### New Definitions

The proposed by-law has updated relevant definitions such as: Inaugural meeting, In-person Participation, Livestreaming and Pecuniary Interest to reflect current practices.

### Clarification of language and reorganization

Staff reviewed and revised other definitions to provide more clarity for the roles of Acting Chair and Presiding Officer, following recommendation from Staff Report [CORS-074-22](#), and to reflect current meeting practices.

Minor changes were made throughout the by-law to provide clarity on definitions such as quorum, meeting and electronic participation as part of Council meeting process. The electronic participation section of the current by-law underwent significant reorganization, including the removal of outdated paragraphs and redistribution of others to different sections of the by-law. A new section titled "Participation" was added to provide clarity and flexibility to better facilitate participation in Council meetings.

## Discussion

In June 22, 2020, a new section titled “Statement by Members” was added to the Procedure By-law directly following Regional Council Update. The proposed wording that “Members are permitted only to speak once, for two minutes of speaking time to discuss community events or topics of community interest, without issuing directives to staff or requesting a staff report” aims to offer clarification regarding the intention of this portion of the meeting agenda and current practice.

### New clauses

Two additional paragraphs were incorporated into the “Confidential Session” section with the intent of enhancing and upholding the confidentiality of the sessions that are closed to the public, in accordance with section 239 of the Municipal Act, 2001, as amended. To provide alignment with the Municipal Conflict of Interest Act, 1990, a new paragraph was added addressing that members who have declared a pecuniary interest regarding a matter being discussed on an agenda, and are participating electronically, shall disconnect from the electronic meeting and refrain from any involvement in discussions related to the matter.

A new clause was added to ensure that the Mayor may add an agenda item that requires Council to consider a particular matter that could advance a prescribed provincial priority, as set out in Part VI.1 of the Municipal Act, 2001.

## Financial Impact

There is no financial impacts as a result of this report.

Respectfully submitted,

Troy McHarg  
Commissioner, Corporate Services

For questions, please contact:  
Greta Susa

Coordinator, Legislative and  
Legal Services

Phone: Ext. 2164



## Attachments

Appendix A - Table of Proposed Changes to Procedure By-law 007-2019

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.

**Table of Proposed Changes to the Consolidated Procedure By-law 007-2019**

**APPENDIX A**

<b>Procedure Bylaw Section</b>	<b>Current By-law Wording</b>	<b>Proposed Change and or Wording</b>	<b>Rationale for Change</b>
PART 1 – Definitions 1.1	<b>“Acting Mayor”</b> means a member who has been appointed by by-law, based on a monthly rotation, to act as the Mayor in his or her absence and to act as the Presiding Officer for the portion of the meeting not chaired by the Mayor.	<b>“Acting Mayor”</b> means a member who has been appointed by a resolution, based on a monthly rotation, to act as the Mayor in his or her absence.	Clarification of language to reflect current practice
PART 1 – Definitions 1.5	<b>“Electronic Participation”</b> means participation in a meeting from a remote location by such electronic means or service as determined and provided by the Clerk, and “participate electronically” has a corresponding meaning;	<b>“Electronic Meeting Participation”</b> shall mean remote participation in a meeting via electronic means, including video and telephone participation.	Clarification of language to reflect current practice
PART 1 – Definitions NEW		<b>“Inaugural Meeting”</b> means the first meeting of Council after a regular election.	New addition to align with legislation
PART 1 – Definitions NEW		<b>“In-Person Participation”</b> shall mean the participation in a meeting while being physically present at a meeting location.	New addition to reflect current practice
PART 1 – Definitions NEW		<b>“Livestreaming”</b> means the broadcast of a meeting in real-time	New addition to reflect current practice
PART 1 – Definitions	<b>“Meeting”</b> means any regular, special or other meeting of Council, as the context requires, where:	<b>“Meeting”</b> means any regular, special or other meeting of Council, as the context requires, with in-person and/or electronic participation, where:	Clarification of language to reflect current practice

**Table of Proposed Changes to the Consolidated Procedure By-law 007-2019**

Procedure Bylaw Section	Current By-law Wording	Proposed Change and or Wording	Rationale for Change
PART 1 – Definitions NEW	New clause to add	“ <b>Pecuniary Interest</b> ” shall mean a direct or indirect Pecuniary Interest within the meaning of the Municipal Conflict of Interest Act, R.S.O.1990, chapter M.50, as may be amended.	New addition to align with legislation
PART 1 – Definitions	“ <b>Presiding Officer</b> ” means the person presiding over a meeting, who may also be referred to as “Chair”.	“ <b>Presiding Officer</b> ” means the member of Council presiding over or acting as chair of a meeting, based on the established rotational basis, and while the Mayor or Acting Mayor is present the entire meeting. The Presiding Officer may also be referred to as “Chair.”	Clarification of language to reflect current practice
PART 1 – Definitions	“ <b>Quorum</b> ” is a majority of the total number of voting members currently on Council.	“ <b>Quorum</b> ” is a majority of the total number of voting members currently on Council whether participating in the meeting in-person or electronically.	Clarification of language to reflect current practice
PART 3 – Duties and Roles 3.1.1 c	preside over a portion of Council meetings, specifically the opening, ceremonial and consent portion of the meeting, unless unavailable, in which case the Acting Mayor shall be the Presiding Officer	preside over a portion of Council meetings not presided over by the rotational Presiding Officer. Such portions of the meeting presided over by the Mayor may include the opening, announcements, amendments to the agenda and disclosures of pecuniary interest portion of the meeting.	Clarification of language to reflect current practice
PART 3 – Duties and Roles 3.1.2	Only the elected Mayor shall wear the Chain of Office. save and except if the Mayor resigns his office and Council appoints a new Mayor from its own ranks.	Only the elected Mayor shall wear the Chain of Office.	Clarification of language to align with best practice

**Table of Proposed Changes to the Consolidated Procedure By-law 007-2019**

<b>Procedure Bylaw Section</b>	<b>Current By-law Wording</b>	<b>Proposed Change and or Wording</b>	<b>Rationale for Change</b>
PART 3 – Duties and Roles 3.1.3	When the office of the Mayor is vacant, or when the Mayor is unable to carry out the duties of that office through illness or otherwise, or when the Mayor is absent from the office in the course of duty, or on vacation or on an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor as prescribed in the Municipal Act, S.O. 2001, as amended.	When the office of the Mayor is vacant, or when the Mayor is unable to carry out the duties of that office through illness or otherwise, or when the Mayor is absent from the office in the course of duty, or on vacation or on an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor as prescribed in the Municipal Act, S.O. 2001, as amended. However, if the Mayor is not present for the meeting, the Acting Mayor shall be the Presiding Officer shall preside over or act as Chair for all portions of the meeting	Clarification of language to reflect current practice
PART 3 – Duties and Roles 3.3.1	The Mayor shall be the Presiding Officer at all Council meetings, as described in Section 3.1.1. (c), unless unavailable in which case the Acting Mayor shall be the Presiding Officer.	The Mayor shall be the Presiding Officer at all Council meetings, as described in Section 3.1.1. (c), unless unavailable, in which case the Presiding Officer shall be the Chair.	Clarification of language to reflect current practice
PART 3 – Duties and Roles 3.3.2	The Acting Mayor shall be the Presiding Officer for the portion of the meeting not chaired by the Mayor and this shall be based on a rotation of the members as per the Acting Mayor by-law.	The Presiding Officer shall be the Chair (or preside) over the portions of the meeting not chaired by the Mayor or all portions of the meeting in the absence of the Mayor. The Town Clerk shall maintain the list of rotating, monthly Presiding Officers (Chair) for Council meetings and revise this list, as necessary, when Members of Council express interest in having their names added and removed from the monthly rotation throughout the term of Council.	Clarification of language to reflect current practice
PART 4 – Participation New Section			New section to reflect current practice including electronic participation in meeting procedure

**Table of Proposed Changes to the Consolidated Procedure By-law 007-2019**

<b>Procedure Bylaw Section</b>	<b>Current By-law Wording</b>	<b>Proposed Change and or Wording</b>	<b>Rationale for Change</b>
PART 4 – Council Meetings 4.2.1	The Inaugural Meeting of Council be held at 7:00 p.m. on the first Monday following November 15, following a regular municipal election	Inaugural Meeting: means the first meeting of Council in any Council term, as defined by the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended;	Clarification of language clarification to align with legislation
PART 4 – Council Meeting 4.4 a.1	The date and times of the workshops shall be determined by Mayor and the Clerk. An agenda for each workshop shall be posted in accordance with Section 4.9.1 of this by-law. The Mayor shall act as Chair at Council workshops, unless it is determined by the Mayor that the Acting Mayor shall act as Chair.	The date and times of the workshops shall be determined by Mayor and the Clerk. An agenda for each workshop shall be posted in accordance with Section 4.9.1 of this by-law. The Mayor shall act as Chair at Council workshops, unless unavailable, rotating monthly Presiding Officer shall be Chair	Clarification of language to reflect current practice
PART 4 – Confidential Session	New clause added	Members participating electronically shall remain visible to all Members during a confidential session. To maintain the confidentiality of the session Members are required to be in a private space, when possible and utilize headsets to guarantee that the discussion remains inaudible to anyone else.	New addition to reflect best practice
Part 4 – Confidential Session	New clause added	No member shall use an electronic device to broadcast, record or otherwise publish or distribute audio, video or photographs of any session that is closed to the public.	New addition to reflect best practice
Part 4 – Electronic Participation Section		Electronic participation section paragraphs deleted as no longer applicable or moved into other areas of the bylaw.	Deletion for housekeeping purposes

**Table of Proposed Changes to the Consolidated Procedure By-law 007-2019**

<b>Procedure Bylaw Section</b>	<b>Current By-law Wording</b>	<b>Proposed Change and or Wording</b>	<b>Rationale for Change</b>
Part 6 – Council Agendas 6.5	New clause added	Notwithstanding 6.4, the Mayor may add an agenda item that requires Council to consider a particular matter that could advance a prescribed provincial priority.	New addition to align with legislation
PART 7 – Agenda Announcements / Amendments / Special 7.3		Upon request of the Mayor’s office, the Clerk shall place on the Council agenda, civic recognition/awards to be presented at the meeting.	Clarification of language to reflect current practice
PART 7 – Meeting Proceedings 7.4.4	New added	Pursuant to the Municipal Conflict of Interest Act, members who have declared a pecuniary interest regarding a matter being discussed on an agenda, and are participating electronically, shall disconnect and leave the electronic meeting and not participate in any way with respect to the matter in question. Once the matter has been dealt with by Council, the Clerk shall contact the member and invite them to rejoin the meeting.	Clarification of language to reflect current practice
PART 7 – Presentation / Delegation 7.7.2	Persons wishing to address Council shall provide a written request on the prescribed form to the Clerk no later than the day of the meeting at 10:00 a.m. The Clerk shall reject all delegation requests received after this time.	Persons wishing to address Council, by electronic means, or in person shall submit a written submission to the Clerk no later than 12:00 p.m. (noon) two days before the Meeting. If the Meeting is on a Monday, requests to delegate shall be submitted by 12:00 p.m. (noon) on the Thursday before the meeting.	Clarification of language to reflect current practice



**Table of Proposed Changes to the Consolidated Procedure By-law 007-2019**

<b>Procedure Bylaw Section</b>	<b>Current By-law Wording</b>	<b>Proposed Change and or Wording</b>	<b>Rationale for Change</b>
PART 7 – Statement by Members 7.10 a	Members are permitted only to speak once and are restricted to two (2) minutes of speaking time.	Members are permitted only to speak once, for two minutes of speaking time to discuss community events or topics of community interest, without issuing directives to staff or requesting a staff report.	Clarification of language to reflect current practice
PART 7 – Presiding Officer’s Announcements 7.11	<p>Members shall be permitted to provide the Clerk with a statement regarding upcoming events within the Town of Milton that they would like to bring to Council’s attention in advance of the meeting.</p> <p>The Presiding Officer shall read the list of upcoming events at the Council meeting, without discussion or debate, and such upcoming events shall not be reflected in the minutes of the meeting.</p>	Deleted	Deletion for housekeeping purposes, to reflect current practice



## THE CORPORATION OF THE TOWN OF MILTON

### NOTICE OF MOTION

INTRODUCTION DATE: February 12, 2024  
SUBJECT: Renaming of Milton Community Park Diamonds  
CONSIDERATION DATE: March 4, 2024  
MOVED BY: Councillor Challinor II  
SECONDED BY: Councillor Best

**WHEREAS** the late Miltonian, Peter McMullen, helped to pioneer the development of minor baseball in Milton, served as the President of the Ontario Baseball Association and also served as President of the Halton County Baseball Association;

**AND WHEREAS** life-long Miltonian, Glenn Turner, helped to re-establish the Milton Red Sox Baseball Club, maintained Milton's premier baseball diamond for 33 years, managed the community's premier inter-county baseball team for 37 years and helped the Town of Milton design its premier baseball diamonds at Milton Community Park;

**THEREFORE BE IT RESOLVED THAT** Milton Council consider a facility name change to Milton Community Park #1 (Premier) for Peter McMullen;

**AND FURTHER, BE IT RESOLVED THAT** Milton Council consider a facility name change to Milton Community Park #2 for Glenn Turner;

**THAT FINALLY, BE IT RESOLVED THAT** staff be directed to proceed in accordance with Policy 69: Naming and Re-Naming Municipal Facilities.

**Index to Procedure By-Law 014-2024**

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**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 014-2024**

A BY-LAW TO PROVIDE FOR THE RULES OF ORDER OF COUNCIL AND ITS COMMITTEES, AND TO REPEAL & REPLACE BY-LAW NO. 007-2019, AND ITS AMENDING BY-LAWS, SPECIFICALLY BY-LAW NUMBERS 034-2019, 015-2020, 031-2020, 041-2020, 064-2020 & 068-2021

**WHEREAS** section 238, of the Municipal Act, 2001, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings and that the by-law shall provide for public notice of meetings;

**AND WHEREAS** Council deems it desirous to repeal and replace By-Law No. 063-2015, as amended;

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON HEREBY ENACTS AS FOLLOWS:

**Short Title**

This by-law shall be known as the Town of Milton Procedure By-Law.

## **PART 1 DEFINITIONS**

In this by-law:

- 1.1** “**Acting Mayor**” means a member who has been appointed by a resolution, based on a monthly rotation, to act as the Mayor in his or her absence.
- 1.2** “**Clerk**” means the Town Clerk of The Corporation of the Town of Milton and/or designate.
- 1.3** “**Confidential Session**” means a meeting, or portion thereof, closed to the public in accordance with this by-law and the Municipal Act, 2001, as amended.
- 1.4** “**Council**” means the Council of the Corporation of The Town of Milton.
- 1.5** “**Electronic Participation**” shall mean remote participation in a meeting via electronic means, including video and telephone participation.
- 1.6** “**Improper conduct**” means conduct that obstructs in any way the deliberations and/or proper action of Council.
- 1.7** “**Inaugural Meeting**” means the first meeting of Council after a regular election.
- 1.8** “**In-person Participation**” shall mean the participation in a meeting while being physically present at a meeting location.
- 1.9** “**Livestreaming**” means the broadcast of a meeting in real-time.
- 1.10** “**Local board**” means a municipal service 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 the Town, excluding a school board, a conservation authority, and a public library board.
- 1.11** “**Majority**” means a number greater than half of the votes cast by persons legally entitled to vote.
- 1.12** “**Mayor**” means the Mayor as the Head of Council of the Corporation of the Town of Milton, or the Acting Mayor if the Mayor is unable to act.
- 1.13** “**Meeting**” means any regular, special or other meeting of Council, as the context requires, with in-person and/or electronic participation where:
- a) a quorum of members is present; and

b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council.

- 1.14** “**Member**” means a member of the Council of The Corporation of the Town of Milton.
- 1.15** “**Notice of motion**” means an advance notice to members of a matter on which Council will be asked to take a position.
- 1.16** “**Parties to a public hearing**” shall be the persons specified as parties by or under the statute under which the proceeding arises or, if not so specified, persons entitled by law to be parties to the proceeding.
- 1.17** “**Point of order**” means a matter that a member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.
- 1.18** “**Point of privilege**” means a matter that a member considers to question their integrity and/or the integrity of the Council.
- 1.19** “**Pecuniary Interest**” shall mean a direct or indirect Pecuniary Interest within the meaning of the Municipal Conflict of Interest Act, R.S.O.1990, chapter M.50, as may be amended.
- 1.20** “**Presiding Officer**” means the member of Council presiding over or acting as chair of a meeting, based on the established rotational basis, and while the Mayor or Acting Mayor is present the entire meeting. The Presiding Officer may also be referred to as “Chair.”
- 1.21** “**Quorum**” is a majority of the total number of voting members currently on Council whether participating in the meeting in-person or electronically.
- 1.22** “**Recorded vote**” means documenting in the minutes of a Council meeting the name of each member and their vote on a matter or question, in favour, opposed, or absent.
- 1.23** “**Regular meeting**” means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- 1.24** “**Rules of procedure**” means the rules and regulations provided in this by- law.
- 1.25** “**Special meeting**” means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.



- 1.26** “**Special purpose committee**” means a committee established by Council to consider a specific matter which is disbanded once it has reported to Council.
- 1.27** “**Unfinished business**” means any matter listed in the meeting agenda which has not been dealt with by the adjournment hour.
- 1.28** “**Workshop**” means a meeting of Council where the purpose is for members of Council to discuss matters in an informal venue. No resolutions shall be passed at a workshop, with the exception of procedural motions.

## **PART 2 PRINCIPLES & APPLICATION**

### **2.1 Members Rights**

**2.1.1** The following members' rights are the principles upon which the procedure by-law is based:

- a) the majority of members have the right to decide;
- b) the minority of members have the right to be heard;
- c) all members have the right to information to help make decisions, unless otherwise prevented by law;
- d) Members have a right to an efficient meeting;
- e) all members have the right to be treated with respect and courtesy; and
- f) all members have equal rights, privileges and obligations.

### **2.2 Application**

**2.2.1** The rules of procedure established in this by-law shall be observed in all proceedings of Council and shall be the rules for the order and conduct for the dispatch of business in Council.

**2.2.2** Notwithstanding subsection 2.2.1, the rules and regulations contained in this by-law may be suspended by Council on a single occasion by a vote of two-thirds of the entire Council, provided the suspension does not contravene the requirements of the Municipal Act, 2001, as amended, or any other statute.

**2.2.3** In the absence of adopted customized rules of procedure, all advisory, special purpose or sub-committees and local boards under the jurisdiction of the Town of Milton may use the rules of order and debate and relevant provisions of this by-law to govern the calling and proceedings of meetings.

**2.2.4** The Clerk shall be responsible to interpret the rules of procedure under this by-law which shall be interpreted in accordance with the principles set out in section 2.1.

**2.2.5** All points of order or procedure for which rules have not been provided in this by-law and its appendices shall be decided by the Presiding Officer in accordance, as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Robert's Rules of Order.

## **PART 3 DUTIES & ROLES**

### **3.1 Mayor / Acting Mayor**

#### **3.1.1** It is the duty of the Mayor to:

- a) carry out the responsibilities of his or her roles as described in the Municipal Act, 2001, as amended;
- b) represent and support Council and its decisions in all matters;
- c) preside over a portion of Council meetings not presided over by the rotational Presiding Officer. Such portions of the meeting presided over by the Mayor may include the opening, announcements, amendments to the agenda and disclosures of pecuniary interest portion of the meeting.

#### **3.1.2** Only the elected Mayor shall wear the Chain of Office.

#### **3.1.3** When the office of the Mayor is vacant, or when the Mayor is unable to carry out the duties of that office through illness or otherwise, or when the Mayor is absent from the office in the course of duty, or on vacation or on an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor as prescribed in the Municipal Act, S.O. 2001, as amended. However, if the Mayor is not present for the meeting, the Presiding Officer shall preside over or act as chair for all portions of the meeting.

### **3.2 Members**

#### **3.2.1** It is the duty of members to:

- a) carry out the responsibilities of the role of Council as described in the Municipal Act, 2001, as amended and any other Act;
- b) uphold the by-laws and policies of the Corporation of the Town of Milton;
- c) deliberate on the business submitted to Council;
- d) vote on all motions before Council unless prohibited from voting by law;
- e) observe the rules of procedure at all meetings.

### **3.3 Presiding Officer**

**3.3.1** The Mayor shall be the Presiding Officer at all Council meetings, as described in Section 3.1.1. (c), unless unavailable, in which case the Presiding Officer shall be the Chair.

**3.3.2** The Presiding Officer shall be the Chair (or preside) over the portions of the meeting not chaired by the Mayor or all portions of the meeting in the absence of the Mayor. The Town Clerk shall maintain the list of rotating, monthly Presiding Officers (Chair) for Council meetings and revise this list, as necessary, when Members of Council express interest in having their names added and removed from the monthly rotation throughout the term of Council.

**3.3.3** Notwithstanding Section 3.3.2, Council shall appoint a Presiding Officer to chair (preside over) the annual budget meetings for each term of Council.

**3.3.4** It is the duty of the Presiding Officer to:

- a) ensure that all items of business listed on the agenda are addressed and that the meeting progresses with due efficiency;
- b) protect all rights of those attending the meeting;
- c) receive and put to a vote in the proper manner all motions presented and to announce the result;
- d) decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;
- e) preserve and enforce the rules of order;
- f) rule on any points of order raised by members;
- g) ensure the members abide by the rules of order when engaged in debate;
- h) call by name any member persisting in breaching the rules of order, thereby ordering such member to vacate the meeting place;
- i) expel or exclude from any meeting any person who is guilty of improper conduct at the meeting;
- j) receive all messages and other communications and announce them to Council if necessary;

- k) authenticate by signature when necessary all resolutions, by-laws and minutes;
- l) represent and support Council, declaring its will and implicitly obeying its decisions in all things;
- m) ensure that decisions of Council are in conformity with the laws governing the activities of Council;
- n) adjourn the meeting when business is concluded;
- o) adjourn the meeting without question to a time to be named by the Presiding Officer when it is not possible to maintain order.

### **3.4 Clerk**

#### **3.4.1** It shall be the duty of the Clerk to:

- a) be the official Secretary for Council meetings, responsible for the taking and preserving of minutes and documentation relevant to all meetings;
- b) appoint another staff member as official Secretary in his/her absence at Council meetings;
- c) assemble and produce meeting agendas and manage agenda deadlines;
- d) ensure notice of meetings is provided in accordance with the “Town of Milton Public Notice Policy”;
- e) provide procedural advice to the Presiding Officer and to members on agenda business and on preparing motions;
- f) authenticate by signature when necessary all resolutions, by-laws and minutes of meetings and certify copies of such documents when required.
- g) to revise the order of the business in the agenda and to produce, wherever possible, a revised agenda, which will be posted on the website and distributed to members electronically.

## **PART 4 COUNCIL MEETINGS**

### **4.1 Meeting Participation**

**4.1.1** A Regular Meeting, Special Meeting, Workshop Meeting may allow for either in-person participation, electronic participation or a combination of both in-person participation and electronic participation for Members of Council, staff and public.

**4.1.2** The Mayor, in consultation with the Town Clerk, shall determine the type of participation that will be permitted for a Regular Meeting, Special Meeting or Workshop Meeting.

**4.1.3** For Members participating electronically, Members shall have their video cameras turned on to confirm attendance in the meeting, wherever possible.

**4.1.4** Members are encouraged to notify the Clerk in advance of any Meeting for which they intend to participate electronically.

**4.1.5** A member participating electronically has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards a quorum of members, and shall have the same rights and responsibilities as if the Member was in physical attendance.

**4.1.6** All meetings will be livestreamed and recorded unless determined otherwise by the Clerk. Livestreaming and recording will be suspended should Council or Committee proceed into a closed session and if the meeting location does not support livestreaming recording.

### **4.2 Meetings Open to the Public**

**4.2.1** Except as provided in this by-law, all meetings shall be open to the public.

**4.2.2** The Presiding Officer may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.

### **4.3 Inaugural Meeting of Council**

**4.3.1** Inaugural Meeting means the first meeting of Council in any Council term, as defined by the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.

#### **4.4 Regular Meetings**

**4.4.1** Unless otherwise decided by Council, regular meetings of Council shall be held in a Town facility commencing at 7:00 p.m. according to the schedule approved by Council.

**4.4.2** The Mayor may, with appropriate notice, postpone or cancel any regular Council meeting if, in consultation with the Clerk, it has been determined that there are insufficient agenda items for the meeting or if it appears that inclement weather or like occurrence or an emergency situation will prevent the members from attending.

**4.4.3** Where an item of business scheduled for an agenda may require extraordinary time provisions, the Mayor may authorize an earlier commencement time for the meeting and the Clerk shall notify all members and provide public notice accordingly.

#### **4.5 Special Meetings**

**4.5.1** The Mayor may at any time call a special meeting of Council or upon receipt of a petition of the majority of members, the Clerk shall call a special meeting of Council for the purpose and at the time and date specified in the petition.

**4.5.2** No business may be transacted at a special meeting other than that specified in the notice, petition and/or agenda.

#### **4.6 Workshop Meetings**

**4.6.1** The date and times of the workshops shall be determined by Mayor and the Clerk. An agenda for each workshop shall be posted in accordance with Section 4.11 of this by-law. The Mayor shall act as Chair at Council workshops, unless it is determined by the Mayor that Presiding Officer shall act as Chair.

**4.6.2** A record describing, in general terms, the proceedings and the subject matter discussed is made at all workshop meetings and placed on a future Council agenda to be received only for the purposes of information.

**4.6.3** Should a quorum not be present at a Workshop, the workshop could continue if the majority of the Members of Council present wish to continue. The Workshop would not be considered a meeting of Council and no record of the workshop would be made.

## **4.7 Confidential Session Meetings**

**4.7.1** In accordance with the provisions of the Municipal Act, 2001, as amended, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation affecting the municipality or local board, including matters before administrative tribunals;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which Council has authorized a meeting to be closed under another Act;
- h) information explicitly supplied in confidence to the Town by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Town, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Town and has monetary value or potential monetary value;
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Town;
- l) if the following conditions are both satisfied:
  - i. the meeting is held for the purpose of educating or training the members; and



- ii. at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council.

**4.7.1.1** In accordance with the provisions of the Municipal Act, 2001, as amended, a meeting or part of a meeting shall be closed to the public if the subject matter being considered is:

- a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Municipal Act, 2001, as amended, or the investigator referred to in subsection 239.2 (1) of the Municipal Act, 2001, as amended.

**4.7.2** Prior to moving into confidential session for one or more of the reasons listed in subsection 4.7.1, Council shall state by resolution:

- a) the fact that the Council is convening into confidential session; and
- b) the general nature and a brief description of the matter(s) to be considered.

**4.7.3** Members shall be prohibited from discussing any additional matters during a confidential session other than those identified by resolution as required under subsection 4.7.2.

**4.7.3.1** Members participating electronically shall remain visible to all Members during a confidential session. To maintain the confidentiality of the session, Members are required to be in a private space, when possible, and utilize headsets to guarantee that the discussion remains inaudible to anyone else.

**4.7.3.2** No member shall use an electronic device to broadcast, record or otherwise publish or distribute audio, video or photographs of any session that is closed to the public.

**4.7.4** A meeting shall not be closed to the public during the taking of a vote, except where:

- a) subsection 4.7.1 permits or requires that the meeting be in confidential session; and

b) the vote is for a procedural matter or for giving direction or instructions to officers, employees, and/or agents of the municipality and/or local board or persons retained by, or under contract to, the municipality or local board.

**4.7.5** The number of times a member may speak in debate on a matter shall not be limited during confidential sessions of Council.

**4.7.6** The Clerk shall advise the Presiding Officer, if in his/her opinion, the issue (or portion thereof) being discussed at a confidential session is not procedurally in accordance with the terms of the Municipal Act, 2001, as amended.

**4.7.7** If the Town receives a report from a meeting investigator reporting that in his or her opinion, and the reasons for it, a meeting or part of a meeting that was the subject-matter of an investigation by that person appears to have been closed to the public contrary to section 239 of the Municipal Act, 2001, as amended, or to this By-law, Council shall pass a resolution stating how it intends to address the report.

#### **4.8 Call to Order / Quorum**

**4.8.1** As soon as there is a quorum after the time set for the start of the meeting, the Presiding Officer shall call the members to order.

**4.8.2** If a quorum for a meeting is not present within fifteen (15) minutes of the commencement of the meeting, the Clerk shall indicate that no quorum is present and the meeting shall stand adjourned until the next regular meeting. The Clerk shall record the names of the members present.

**4.8.3** In the case where quorum is present and the intended Presiding Officer has not attended within fifteen minutes after the time appointed, the next Presiding Officer in the rotation, shall take the Chair at Council and shall call the meeting to order and preside until the arrival of the intended Presiding Officer.

**4.8.4** If during the course of a meeting a quorum is lost, the Presiding Officer shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. The Clerk shall record the names of the members present in the minutes at the time of adjournment.

**4.8.5** Members are encouraged to inform the Clerk of all planned absences, late arrivals or early departures from a meeting.

#### **4.9 Adjournment Hour**

**4.9.1** All meetings shall stand adjourned when the Council has completed all business as listed on the agenda, or at 11:00 p.m., whichever is earlier.

**4.9.2** Where the business before Council has not been completed by the above hour, Council may pass a resolution by a vote of two-thirds of the members present to proceed beyond the hour of 11:00 p.m. to continue any unfinished business.

#### **4.10 Notice of Meetings**

**4.10.1** The calendar/ schedule of meetings shall be posted to the Town website annually upon Council approval.

**4.10.2** Notice of all meetings of Council, in the form of the agenda, shall be provided to members and posted to the Town website pursuant to the "Town of Milton Public Notice Policy".

**4.10.3** Any addendums to the agenda will be made available to the public as soon as is practicable prior to the Council meeting by posting the addendum to the Town website.

**4.10.4** All notices or other communications required or permitted to be given under this by-law shall be sufficiently given if in writing by personal delivery, or electronic mail to such party at such address as the party has designated.

#### **4.11 Notice of Workshop Meetings**

**4.11.1** Notice to Council for workshops shall be through email and/or delivery of the agenda for the workshop a minimum of 48 hours in advance of the workshop which shall constitute adequate notice.

**4.11.2** Public Notice of workshops shall be by way of posting on the Town's website the date, time and location, general purpose and agenda for the workshop, a minimum of 48 hours in advance of the workshop.

#### **4.12 Order of Business at a Workshop**

**4.12.1** The Clerk shall prepare for the use of the Members of Council at a workshop, an agenda.

**4.13 Confidential Session at a Workshop**

**4.13.1** A workshop may be closed to the public, provided that no Member discusses or otherwise deals with any matter in any way that materially advances the business or decision making of the Council.

**4.13.1** Prior to moving into a Confidential Session, a motion must be passed stating:

- a) That this meeting be closed for the purpose of educating or training the members pursuant to Section 239, subsection 3.1 of the Municipal Act, 2001, as amended, and shall indicate the general nature of the subject matter to be discussed in the confidential session.

## **PART 5 RULES OF CONDUCT AND DEBATE**

### **5.1 Conduct / Decorum**

#### **5.1.1 Members of Council shall:**

- a) act in accordance with their Declaration of Office under the Municipal Act, 2001, as amended and the Council Code of Conduct;
- b) discharge with integrity all responsibilities to Council, the Town of Milton, and the public, in keeping with approved corporate policies;
- c) not speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General, the Lieutenant Governor, the Head of the Government of Canada, or the Province of Ontario;
- d) not use offensive words or insulting expressions at any time including speaking in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- e) treat the Presiding Officer, other members, staff, and the delegates from the public with courtesy, respect and good faith;
- f) not leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- g) not criticize any decision of the Council except for the purpose of introducing a motion for reconsideration;
- h) not disobey the rules of the Council or a decision of the Presiding Officer or Council on a question of order, practice or interpretation of the rules of the Council;
- i) be encouraged to ask any relevant questions of staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary;
- j) turn off all cell phones, and electronic devices, except those in use to facilitate the meeting, or otherwise set them so as not to emit any audible sound during a meeting.

#### **5.1.2 Where a member has been called to order by the Presiding Officer for disregarding the rules of procedure and the member persists in such**

conduct, the Presiding Officer may order such member to vacate the meeting place.

- 5.1.3 Where the member apologizes, the member may be permitted to resume his/her seat.

## **5.2 Speaking / Debate**

- 5.2.1 Any member desiring to speak to any motion shall signify the intent in such manner as the Presiding Officer may direct, and shall refrain from speaking until the Presiding Officer has recognized him/her.

- 5.2.2 When a member has been recognized by the Presiding Officer to speak, the member may rise and shall direct his/her questions or comments to the Presiding Officer and speak only to the matter under consideration.

- 5.2.3 The Presiding Officer shall recognize the members who wish to speak in the order that they come to his/her attention.

- 5.2.4 When a member is speaking, no other member shall interrupt, except to raise a Point of privilege or Point of order.

- 5.2.5 A member shall not speak more than once to the same motion until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of his/her speech which may have been misunderstood and in doing so he/she shall not introduce new matters. No member shall speak to the same motion more than twice without the leave of Council.

- 5.2.6 A member shall not speak to the same motion, or in reply, for longer than five minutes, without leave of Council.

- 5.2.7 A member shall be restricted to asking questions related directly to the matter under discussion.

- 5.2.8 The Presiding Officer may answer questions and comment in a general manner but if he/she wishes to speak to the matter under discussion, he/she shall withhold his/her comments until the conclusion of the debate after all other members have had an opportunity to speak to the matter.

## **5.3 Public Conduct at Council Meetings**

- 5.3.1 Public attendees at a Council meeting shall maintain order and quiet and shall not address Council except with the permission of Council.

- 5.3.2** No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council.
- 5.3.3** No person shall bring into the meeting cellular telephones pagers or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.
- 5.3.4** No person shall use indecent, offensive or insulting language or speak disrespectfully of any member of Federal, Provincial or Regional Council, any member of Council or any employee of the Town.
- 5.3.5** Persons addressing Council in accordance with section 7.6 of this by-law shall only speak on the subject in debate and shall not speak on any other subject.
- 5.3.6** Any person who contravenes any provision of this section, may be expelled from the meeting by the Presiding Officer.
- 5.4 Point of Privilege**
- 5.4.1** Where a member considers that the rights, integrity, character or reputation of the member, members, or Council as a whole has been impugned, the member may raise a point of privilege drawing the attention of the Council to the matter in accordance with Appendix "A".
- 5.5 Point of Order**
- 5.5.1** Where a member considers that there has been a departure from the rules of procedure, the member may raise a point of order in accordance with Appendix "A".

## **PART 6 COUNCIL AGENDAS**

### **6.1 Order of Business**

**6.1.1** The Clerk shall have prepared all Council agendas.

### **6.2 Agenda**

**6.2.1** When reasonably possible, agendas for Council meetings shall be made available to the public by 4:30 p.m. on the Monday prior to a meeting.

### **6.3 Addendum**

**6.3.1** The Clerk may prepare an addendum to the agenda to deal with urgent matters or provide supplementary information to items of business listed on the agenda.

### **6.4 No Item**

**6.4.1** 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.

**6.4.2** Notwithstanding 6.4.1, the Mayor may add an agenda item that requires Council to consider a particular matter that could advance a prescribed provincial priority.



## **PART 7 MEETING PROCEEDINGS**

### **7.1 Order of Business**

**7.1.1** The business of Council shall be taken up in the order in which it stands on the agenda, unless otherwise decided by the Presiding Officer or Council.

### **7.2 Opening Procedure**

**7.2.1** As soon after the appointed time of the meeting that there is a quorum present, the Mayor shall take the Chair and call the members to order.

**7.2.2** Every regular and special Council meeting shall commence with a moment of silent reflection, the singing of O' Canada and the traditional land acknowledgement.

### **7.3 Agenda Announcements / Amendments**

**7.3.1** The Mayor and/or the Town Clerk shall announce any amendments to the agenda.

**7.3.2** Upon request of the Mayor's office, the Clerk shall place on the Council agenda special recognition announcement.

### **7.4 Disclosure of Pecuniary Interest & General Nature Thereof**

**7.4.1** It is the responsibility of each member to identify and disclose any pecuniary interest on any item or matter before the Council, in accordance with the provisions of the Conflict of Interest legislation currently in effect.

**7.4.2** Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council at which the matter is the subject of consideration, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in the discussion of or vote on any question with respect to the matter; and
- c) not attempt in any way before, during and/or after the meeting to influence the voting on any such question.

**7.4.3** Where a meeting is not open to the public, in addition to complying with the requirements of subsection 7.4.2, the member shall forthwith leave the

meeting for the part of the meeting during which the matter is under consideration.

**7.4.3.1** Pursuant to the Municipal Conflict of Interest Act, members who have declared a pecuniary interest regarding a matter being discussed on an agenda, and are participating electronically, shall disconnect and leave the electronic meeting and not participate in any way with respect to the matter in question.

**7.4.3.2** The following rules shall apply, effective March 1, 2019, if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the member:

a) Despite section 7.4.2, (b) and (c), the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting, in accordance with Section 5.2 (2) of the Municipal Conflict of Interest Act, as may be amended from time to time. However, the member is not permitted to vote on any question in respect of the matter.

b) Despite section 7.4.3, in the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration.

**7.4.4** Where the interest of a member has not been disclosed by reason of his/her absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council, as the case may be, attended by the member after the particular meeting.

**7.4.5** The Clerk shall record the particulars of any disclosure of pecuniary interest made by the member(s) and such record shall appear in the minutes of that particular meeting.

**7.4.6** At a meeting which a member discloses an interest under section 7.4, or as soon as possible afterwards,

a) the member shall file a written statement of the interest and its general nature with the Town Clerk or secretary of the committee or local board, as the case may be, in accordance with section 5.1 & 5.2 (1) of the Municipal Conflict of Interest Act, as may be amended from time to time;

- b) The Town Clerk and local board shall establish and maintain a registry in which shall be kept, a copy of each statement/declaration filed; and
- c) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine.

## **7.5 Consent Items**

- 7.5.1** Items of business which are, in the opinion of the Clerk, generally routine in nature and would not require debate, shall be listed as consent items and may be approved collectively by a single motion.
- 7.5.2** A member may make brief comments to a consent item prior to the consideration of the adoption of the matters listed, however, if a member wishes to debate or amend the recommendation of an item; the item shall be removed from the consent list and dealt with as a separate item.
- 7.5.3** Minutes of the previous meetings of Council shall be listed as Consent items for consideration and approval.

## **7.6 Presentations / Delegations**

- 7.6.1** The Town may request or accept requests for presentations addressing matters relevant to the Town and seeking to provide information or receive input from Council from any local board or similar authority including relevant agencies, boards, commissions as well as other levels of government and Town staff subject to the provisions outlined in this section and scheduling is approved by the Clerk.
- 7.6.2** Persons wishing to address Council, by electronic means, or in person shall submit a written submission to the Clerk no later than 12:00 p.m. (noon) two days before the Meeting. If the Meeting is on a Monday, requests to delegate shall be submitted by 12:00 p.m. (noon) on the Thursday before the meeting.
  - 7.6.2.1** Notwithstanding section 7.6.2, Council may approve delegation requests which were received after the deadline, by a majority vote of the members present at the meeting.
- 7.6.3** No delegations shall be permitted unless there is a business item listed on the agenda which the delegate has a bona fide interest in. What constitutes a business item shall be at the sole discretion of the Clerk but for clarity, business items do not include items such as special recognition, meeting

minutes, introduction of Notices of Motion, Regional Council updates and Presiding Officer's Announcements.

- 7.6.4** No delegations shall be permitted if the same business item has been previously considered by Council or if delegates have already been heard on a deferred matter.
- 7.6.5** No delegation from the public shall be permitted at a Workshop.
- 7.6.6** Persons wishing to address Council with respect to a public meeting are encouraged to provide a written request on the prescribed form to the Clerk in advance of the meeting. However, delegations will be permitted without prior registration during any public meeting as required by legislation.
- 7.6.7** Each person appearing as a delegation shall be permitted to speak only once on the topic for a maximum of five (5) minutes.
- 7.6.8** The speaking time for any delegation at Council may only be extended by majority vote of the members present.
- 7.6.9** Where there are numerous delegates wishing to address the same matter, the Presiding Officer, after consultation with the Clerk, shall have the authority to reduce the delegation speaking time limit to enable every delegate the opportunity to address Council. Multiple delegates with similar views on a business item are encouraged to select one spokesperson to present their views within the allotted time frame.
- 7.6.10** Delegations shall abide by the rules of procedure and public conduct at meetings and shall accept any decisions of the Presiding Officer and not enter into cross debate with members, other delegations or staff.
- 7.6.11** The Presiding Officer may limit any delegation, questions of a delegation and/or debate during a delegation for disorder or any other breach of this by-law and, if the Presiding Officer rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Presiding Officer shall not be subject to challenge.
- 7.6.12** Any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the delegation respecting their comments.
- 7.6.13** The substance of presentations and delegations will not be cited in the minutes of the meeting.

**7.6.14** Any person wishing to present materials either in hard copy or electronically for distribution at the meeting shall submit a copy of the material to the Clerk by his/her deadline, or alternatively provide an adequate number of hard copies to the Clerk at the meeting.

## **7.7 Public Meetings / Hearings**

**7.7.1** The Presiding Officer shall advise of the procedures to be followed at the commencement of the public meeting or hearing.

**7.7.2** During a public meeting, after all members of the public have been given an opportunity to speak to the matter under consideration, the Presiding Officer shall adjourn the public portion of the meeting and debate on the matter shall be limited to members. Staff will not respond to public comments at the meeting save and except to provide minor clarification as may be required at the discretion of staff.

**7.7.2.1** A summary of the comments shall be recorded in the minutes of the meeting.

**7.7.3** During a public hearing, after all parties to a public hearing have concluded their submission(s) to the matter under consideration, the Presiding Officer shall adjourn the public portion of the hearing and debate on the matter under consideration shall be limited to members.

**7.7.4** All parties to a public hearing may be represented at the public hearing by a representative. Public hearings shall be limited to the parties to the hearing or their representative(s) and public delegations shall not be permitted.

**7.7.5** Any party to a public hearing may call and examine witnesses, present evidence and submissions and conduct cross-examinations of witnesses at the hearing reasonably required for a full and fair disclosure of all matters relevant to the issues in the proceeding.

**7.7.6** Each person appearing as a delegation shall be permitted to speak only once on the topic for a maximum of five (5) minutes.

## **7.8 Notices of Motion**

**7.8.1** Notices of Motion shall name the mover and seconder and shall be introduced at regular Council meetings in the following order:

a) Motions for debate previously introduced at a prior Council meeting.

b) Introduction of Notices of Motion.

**7.8.2** Notices of Motion shall be in writing and delivered to the Clerk by the agenda deadline, to be included on the agenda for introduction. Notices of Motion shall not be discussed or debated upon introduction, but shall be included on the next regular Council meeting agenda for consideration.

**7.8.2.1** Notwithstanding sections 7.8.1 and 7.8.2, Notice of Motions requesting staff reports shall go directly to Council and be considered by Council upon its introduction.

**7.8.3** Where it is deemed impractical or not in the best interests of the Town of Milton to delay consideration, a Notice of Motion may be considered by Council upon its introduction by an affirmative vote of two-thirds of the members present.

**7.8.4** Requests for staff reports shall be presented by members as notices of motion.

**7.8.5** Where it is determined that it would be beneficial to obtain a staff report on any notice of motion prior to its consideration, members may refer such notice of motion to staff upon its introduction for report and consideration as an item of business at a future meeting.

## **7.9 Regional Council Update**

**7.9.1** Members of Halton Regional Council may present updates as to relevant business being conducted at the Region of Halton.

## **7.10 Statement by Members**

**7.10.1** Members are permitted only to speak once, for two minutes to discuss community events or topics of community interest, without issuing directives to staff or requesting a staff report.

## **7.11 By-laws**

**7.11.1** Every by-law shall be in writing and shall require only one reading prior to being passed by a majority vote of Council.

**7.11.2** Unless separated at the request of a member, all by-laws proposed for adoption shall be passed collectively by a single motion.

**7.11.3** Every by-law passed by Council shall signify the date of passage and be signed by the Mayor/ Acting Mayor and the Clerk and sealed with the seal of the Corporation.

**7.11.4** A by-law shall be passed for each regular or special Council meeting to confirm the proceedings thereof.

**7.11.5** The Clerk shall be authorized to make minor corrections to any by-law resulting from technical or typographical errors prior to the by-law being signed.

**7.12 Adjournment**

**7.12.1** Upon completion of the agenda, the Presiding Officer shall declare a meeting adjourned.

## **PART 8 MINUTES**

### **8.1 Minutes shall record:**

- a) the place, date and time of meeting;
- b) the name of the Presiding Officer and the record of the attendance of the members;
- c) declarations of pecuniary interest;
- d) the motions considered and votes taken by Council; and
- e) except as provided elsewhere in this by-law, all the other decisions or authorized actions without note or comment;
- f) except as provided elsewhere in this by-law, a summary of comments shall not be recorded in the minutes.

### **8.2 Confidential Session minutes shall record:**

- a) the place, date and time of meeting;
- b) the names of the Presiding Officer and the record of the attendance of the members and any other attendees;
- c) a description of the substantive and procedural matters discussed, including specific reference to any documents considered;
- d) any motions considered and recommendations voted on by Council in open session;
- e) all directions given.

### **8.3 Minutes to Next Council Meeting**

**8.3.1** The minutes of each Council meeting shall be presented to Council at the next regular meeting for confirmation.

### **8.4 Confidential Reports**

**8.4.1** Reports considered in confidential session shall be released to the public upon Council direction; in accordance with a legal opinion; or in conformity with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.



## **PART 9 MOTIONS**

### **9.1 Motions in Writing**

**9.1.1** Except as provided elsewhere in this by-law, all motions shall be in writing.

### **9.2 Procedural Motions**

**9.2.1** In Council, the following procedural motions may be introduced verbally, without notice and without leave, except as otherwise provided by this by-law:

- a) a point of order or privilege;
- b) to close debate;
- c) to adjourn.
- d) to suspend the rules of procedure;
- e) to table;
- f) to postpone definitely (deferral motion with a specified date/meeting);
- g) to refer;
- h) to amend;
- i) to postpone indefinitely (deferral motion without specifying a date / meeting);
- j) any other procedural motion.

### **9.3 Withdraw a Motion**

**9.3.1** The mover and seconder may withdraw a motion or a notice of motion at any time prior to it being read by the Presiding Officer.

### **9.4 Motion in Possession of Council**

**9.4.1** After a motion has been read or stated by the Presiding Officer, it shall be deemed to be in the possession of Council, but may be withdrawn by the mover and seconder at any time before being voted on with the concurrence of Council.

**9.5 Motion under Consideration**

**9.5.1** When a motion is under consideration, no other motion shall be received except a procedural motion or a motion to amend.

**9.6 Motion put to the Vote**

**9.6.1** After a motion has been put to vote by the Presiding Officer, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared.

**9.7 Motion Out of Order**

**9.7.1** A motion regarding a matter, which is beyond the jurisdiction of the Council, shall not be in order except a matter, which, in the opinion of the majority of Council, has to do with the welfare of the citizens generally. The question of the opinion is to be decided without debate.

**9.8 Descriptive Characteristics of Motions**

**9.8.1** Appendix "A" forms part of this by-law and shall describe the form and standard descriptive characteristics of motions commonly used in Council.

## **PART 10 RECONSIDERATION**

### **10.1 Motion of Reconsideration**

**10.1.1** Any proposal to reconsider, amend or rescind a previous decision of Council made within its current term shall require a motion of reconsideration.

**10.1.2** Notwithstanding section 10.1, any decision of Council returned to Council by the Local Planning Appeals Tribunal for reconsideration will not require a motion of reconsideration.

### **10.2 Motion to Reconsider a Previous Decision**

**10.2.1.1** A motion to reconsider a previous decision of Council made earlier in a meeting:

- a) may be presented at any time prior to the meetings' adjournment by any member who voted in the majority when the decision was made;
- b) may not be apply to a decision of indefinite postponement; and
- c) shall require an affirmative vote of the majority of the members present.

### **10.3 Previous Decision at Subsequent Meeting**

**10.3.1** A motion to reconsider a previous decision of Council at a subsequent meeting:

- a) may only be introduced by a member who was present at the meeting and who voted in the majority when the decision was made or who was not present at the meeting when the decision was made;
- b) shall be introduced as a notice of motion in accordance with section 7.8 for consideration; and
- c) shall require an affirmative vote of two-thirds vote of the members present.

### **10.4 Specify Scope**

**10.4.1** The mover of a motion to reconsider shall specify whether the reconsideration will address the entire original decision of Council or part of the original decision.

**10.5 Debate**

**10.5.1** Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.

**10.6 Discussion**

**10.6.1** Discussion of the previous decision shall not be in order until the motion to reconsider has been adopted.

**10.7 Next Order of Business or Postpone**

**10.7.1** Where the motion to reconsider is decided in the affirmative, reconsideration of the previous decision of Council shall become the next order of business unless the motion to reconsider included direction to postpone reconsideration to a definitive date.

**10.8 Permitted only once**

**10.8.1** During the term of Council, a motion to reconsider shall not be permitted more than once with regard to a previous decision of Council nor shall a vote to reconsider be reconsidered.

## **PART 11 VOTING**

### **11.1 At the Discretion of the Presiding Officer**

**11.1.1** The manner of determining the decision of the Council on a motion where no recorded vote is called for shall be at the discretion of the Presiding Officer, and may be by a show of hands.

### **11.2 Vote by Ballot or Secret Voting**

**11.2.1** Except as provided in the Municipal Act, 2001, as amended, no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

### **11.3 Order of Voting**

**11.3.1** Voting shall be conducted in the following order:

- a) amendment to any amending motion;
- b) upon determination of (a) above, any subsequent amendment to the amending motion;
- c) the amending motion;
- d) the main motion;

### **11.4 Voting on Each Recommendation**

**11.4.1** When the matter under consideration contains distinct recommendations or propositions, any member may request that the vote be taken separately on each recommendation or proposition and no vote shall be required to be taken on the matter as a whole.

### **11.5 Voting on Every Motion**

**11.5.1** Every member present at a meeting shall vote on every motion, unless prohibited by legislation. Failure to vote for any other reason shall be deemed to be a negative vote, except for the Presiding Officer who can exercise his/her right to abstain from voting.

### **11.6 Carried or Defeated**

**11.6.1** Except as provided elsewhere in this by-law, a motion shall be deemed to have been carried when a majority of the members present and voting

have voted in favour of the motion. Any motion upon which there is a tied vote shall be deemed to have been defeated.

**11.7 Retake Vote**

**11.7.1** If a member disagrees with the announcement of the result of any vote, the member may object immediately to the announcement and require that the vote be retaken.

**11.8 Recorded Votes**

**11.8.1** Any member, in Council immediately before or after a vote is taken, may require that a recorded vote be taken on the motion concerned.

**11.8.2** When a recorded vote is taken, the names of those who voted in favour and those who voted against the motion shall be entered in the minutes.

**11.9 Appointments**

**11.9.1** The voting procedure for appointing members to boards and committees shall be in accordance with the staff report dealing with the boards and committee appointments.

**PART 12 GENERAL**

**12.1 Amendment / Repeal**

**12.1.1** No amendment or repeal of this by-law or any part thereof shall be considered at any meeting unless notice of the proposed amendment conforms with the provisions of the Town of Milton Public Notice Policy.

**12.1.2** Bylaw 007-2019 and its amendments 034-2019, 015-2020, 031-2020, 041-2020, 064-2020, 068-2021 are hereby repealed.

**12.2 Severability**

**12.2.1** Should any section, subsection, clause, paragraph or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provision so declared to be invalid.

This by-law shall take full force and effect upon final passage hereof.

**PASSED IN OPEN COUNCIL ON MARCH 4, 2024.**

\_\_\_\_\_  
Gordon A. Krantz Mayor

\_\_\_\_\_  
Meaghen Reid Town Clerk

## **APPENDIX A TO BY-LAW 014-2024 - PROCEDURAL MOTIONS**

### **1. MOTION TO ADJOURN**

#### **1.1 A Motion to adjourn:**

- a) is always in order except as provided by this by-law.
- b) is not debatable.
- c) is not amendable.
- d) is not in order when a member is speaking or during the verification of the vote.
- e) is not in order immediately following the affirmative resolution of a motion to close debate; and
- f) when resulting in the negative, cannot be made again until after some proceedings have been completed by Council.

**1.2** A motion to adjourn, if carried without qualification, brings a meeting or a session of Council to an end.

**1.3** A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of Council to continue at such time.

### **2. POINT OF PRIVILEGE**

**2.1** A member may at any time raise a point of privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals or the entire Council, or the ability of an individual to participate.

**2.2** A point of privilege shall take precedence over any other matter.

**2.3** A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.

**2.4** The Presiding Officer shall decide upon the point of privilege and advise the members of the decision.

**2.5** Unless a member immediately appeals the Presiding Officers' decision, the decision of the Presiding Officer shall be final.



**2.6** If the decision of the Presiding Officer is appealed, the question “Shall the ruling of the Chair be upheld?” shall be called without debate, and its results shall be final, based on a majority vote.

**2.7** When the matter has been determined to be a point of privilege, the member shall be afforded an opportunity to propose a motion in relation to that point of privilege.

### **3. MOTION TO TABLE**

**3.1** A motion to table:

a) is not debatable.

b) is not amendable.

**3.2** A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.

**3.3** The matter tabled shall not be considered again by Council until a motion has been made to take up the tabled matter at the same or subsequent meeting of Council.

**3.4** A motion to take up a tabled matter is not subject to debate or amendment.

**3.5** A motion that has been tabled at a previous meeting of Council cannot be lifted off the table unless notice thereof is given in accordance with section 7.8 of this by-law.

**3.6** A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

### **4. MOTION TO CLOSE DEBATE (PREVIOUS QUESTION)**

**4.1** A motion to close debate:

a) is not debatable.

b) is not amendable.

c) cannot be moved with respect to the main motion when there is an amendment under consideration.

d) should be moved by a member who has not already debated the question.

- e) Requires a two-thirds (2/3) majority vote of members present for passage; and
- f) when resolved in the affirmative, the question is to be put forward without debate or amendment.

## **5. MOTION TO POSTPONE DEFINITELY**

**5.1** A motion to postpone definitely (to a fixed time or date):

- a) is debatable, but only as to whether a matter should be postponed and to what time.
- b) is amendable as to time and/or date.
- c) requires a majority vote of members present to pass.
- d) shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

## **6. MOTION TO REFER (TO COMMITTEE OR STAFF)**

**6.1** A motion to refer:

- a) is debatable.
- b) is amendable.
- c) shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

## **7. MOTION TO AMEND**

**7.1** A motion to amend:

- a) is debatable.
- b) is amendable.
- c) shall be relevant and not contrary to the principle of the report or motion under consideration.
- d) May propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue, which was the subject matter of the question.

**7.2** Only one motion to amend an amendment to the main motion shall be allowed at one time.

**8. MOTION TO POSTPONE INDEFINITELY**

**8.1** A motion to postpone indefinitely:

- a) is debatable, and debate may go into the merits of the main question, which effectively stops a motion and avoids a direct vote on the question.
- b) is not amendable.
- c) requires a majority vote.

**9. POINT OF ORDER**

**9.1** The Presiding Officer shall decide all points of order. When a member wishes to raise a point of order, the member shall ask leave of the Presiding Officer and after leave is granted, the member shall state the point of order to the Presiding Officer, after which the Presiding Officer shall decide on the point of order. Thereafter, the member shall only address the Presiding Officer for the purpose of appealing the decision to Council. If the member does not appeal, the decision of the Presiding Officer shall be final. If the member appeals to Council, Council shall decide the question without debate and the decision shall be final.

**10. MOTION TO SUSPEND THE RULES (WAIVE THE RULES)**

**10.1** A motion to suspend the rules:

- a) is debatable.
- b) is not amendable.
- c) requires a two-thirds majority vote to carry.
- d) takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW 016-2024

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 CONCESSION 2 NS PART LOT 8, RP 20R-9286, PARTS 1 & 2, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (2376439 ONTARIO INC) - FILE: Z-11/23

**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 provides for the lands affected by this by-law to be zoned as set forth in this by-law;

**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 Future Development (FD) zone symbol to a site specific Mixed Use (MU\* 346-H90) zone symbol on the land shown on Schedule A attached hereto.
2. **THAT** Section 13.1.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding Section 13.1.1.346 to read as follows:
  - a. Notwithstanding any provisions of the By-law to the contrary, for lands zoned site specific Mixed Use \*346 (MU\*346) the following standards and provisions shall apply:
    - i. A maximum of 192 long term care beds shall be permitted as part of a *Long-Term Care Facility*;
    - ii. A minimum of 900 square metres of non-residential *Gross Floor Area* shall be provided;
    - iii. The maximum *Floor Space Index* (FSI) of a *Mixed Use Building* shall be 1.96;
    - iv. The minimum *Interior Side Yard Setback* shall be 1.5 metres;
    - v. *Balconies* oriented towards Regional Road 25 are only permitted above 5.5 metres from established grade;
    - vi. The maximum surface *Parking Area* shall be 42%;

- vii. The maximum *Building Height* (exclusive of mechanical penthouses, rooftop equipment, elevator tower, stair tower and/or architectural features) shall be 8 *Storeys* or 33.5 metres;
- viii. Loading bay doors shall not be permitted facing Regional Road 25;
- ix. One (1) *Loading Space* shall be required;
- x. The *Loading Space* in the *Rear Yard* can be set back 0 metres from the *Building*;
- xi. The support columns of the covered drop off canopy can be setback a minimum 0 metres from a *Parking Area*;
- xii. The minimum *Setback* from a *Parking Area* to a *Front Lot Line* shall be 1.3 metres;
- xiii. The minimum *Setback* from a *Parking Area* to an *Interior Lot Line*, shall be 2.8 metres;
- xiv. The minimum *Setback* from a *Parking Area* to a *Rear Lot Line*, shall be 1.5 metres;
- xv. For non-residential uses, a minimum of 1 *Parking Space* for 32 square metres of *Gross Floor Area* shall be required;
- xvi. Ornamental projections may project into any required yard up to 0.5m;
- xvii. The below grade parking *Structure* shall be setback a minimum of 0.0 metres from the *Front Lot Line*.

3. **THAT** Section 13.2 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding Section 13.2.1.127 and the following conditions for removal of the “H90” Holding Provision:

“H90” shall not be removed until:

- a) The submission of a Letter of Reliance for the Phase 1 and Phase 2 Environmental Site Assessment pursuant to Ontario Regulation 153/04, to the satisfaction of the Town of Milton and the Region of Halton.
  - b) The submission of an updated Transportation Impact Study and Parking Report to the stratification of Town of Milton.
4. If no appeal is filed pursuant to Section 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, or if an appeal is filed and the Ontario Land Tribunal dismisses the appeal, this by-law shall come into force on the day of its passing. If the Ontario Land Tribunal amends the by-law pursuant to Section 34 (26) of

the *Planning Act*, as amended, the part or parts so amended come into force upon the day the Tribunal's Order is issued directing the amendment or amendments.

**PASSED IN OPEN COUNCIL ON March 4, 2024**

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Gordon A. Krantz Mayor

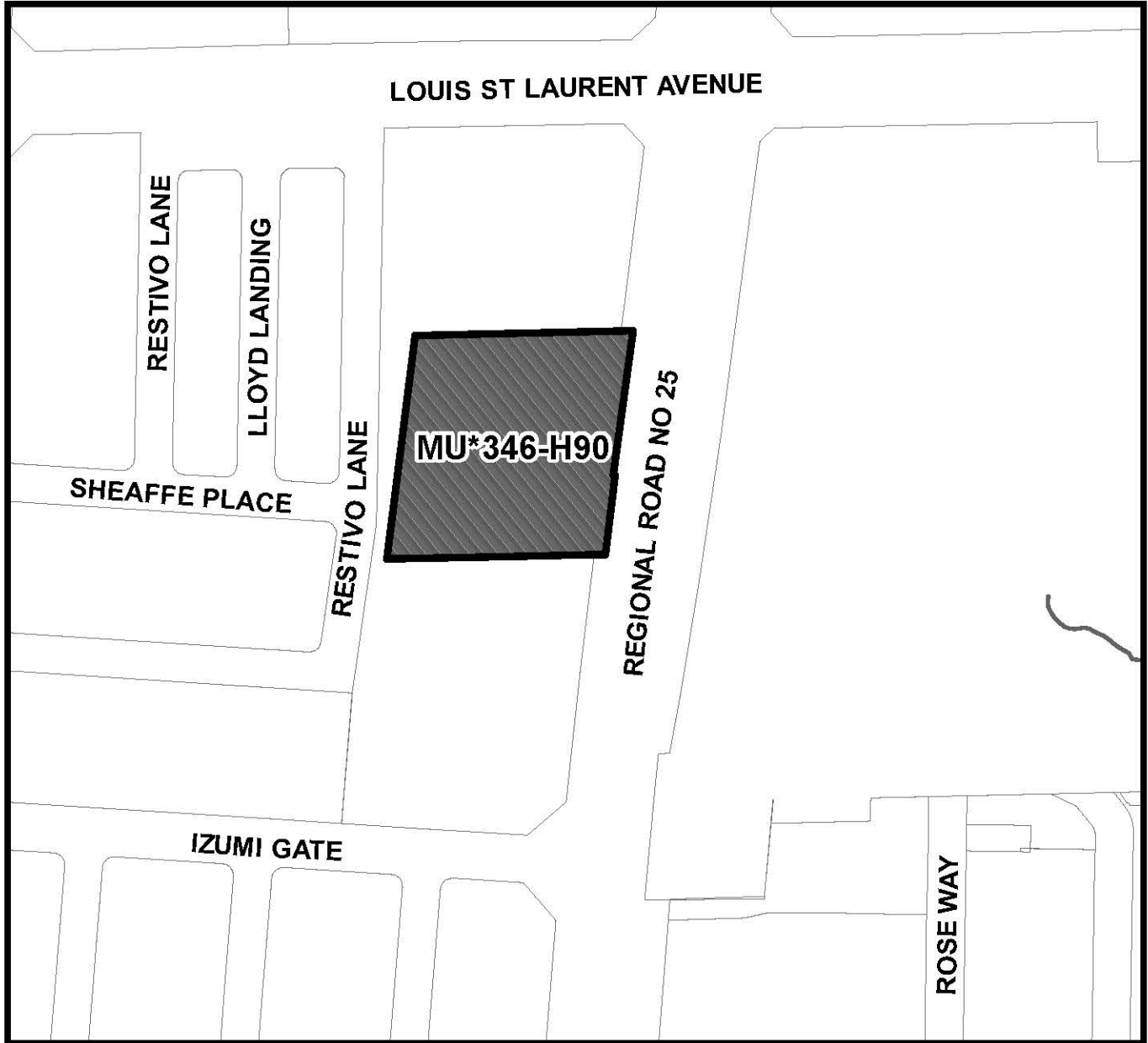
\_\_\_\_\_  
Meaghen Reid Town Clerk

SCHEDULE A  
TO BY-LAW No. 016-2024

TOWN OF MILTON

6360 & 6382 Regional Road 25  
(TRAFALGAR CON 2 NS PT LOTS 7 AND 8 RP 20R19305 PT PARTS 1 AND 2 IRREG 17.94AC FR D)

Town of Milton



THIS IS SCHEDULE A  
TO BY-LAW NO. 016-2024 PASSED  
THIS 4th DAY OF MARCH, 2024.



Rezoned from Future Development Zone (FD)  
to Mixed-Use Residential Zone with Site Specific  
Provisions 346 and Holding Provision H90 (MU\*346-  
H90)

MAYOR - Gordon A. Krantz

CLERK- Meaghen Reid



THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 017-2024

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 94, 95 AND 96 on R.P. 20M-1242 IN THE TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (PONY PINES DEVELOPMENTS) – FILE PLC-01/24

**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 exempt Blocks 94, 95 and 96; R.P. 20M-1242, 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 exempt Blocks 94, 95 and 96; R.P. 20M-1242, and more particularly described in Schedule 'A' attached hereto and forming part of this by-law for the purpose of creating twenty-one (21) townhouse 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 MARCH 4, 2024.**

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Gordon A. Krantz Mayor

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Meaghen Reid Town Clerk



## SCHEDULE 'A' TO BY-LAW NO. 017-2023

### 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 94, 95 and 96 on R.P. 20M-1242, and being more particularly described as follows:

All of Block 94, Registered Plan 20M-1242, designated as Parts 1 to 18 inclusive, on Reference Plan 20R-22602.

All of Block 95, Registered Plan 20M-1242, designated as Parts 19 to 31 inclusive, on Reference Plan 20R-22602.

All of Block 96, Registered Plan 20M-1242, designated as Parts 32 to 49 inclusive, on Reference Plan 20R-22602.

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 018-2024**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON AT ITS MEETING HELD MARCH 4, 2024

**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 March 4, 2024 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 March 4, 2024 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 MARCH 4, 2024.**

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Gordon A. Krantz Mayor

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Meaghen Reid Town Clerk